

# Ibirimo/Summary/Sommaire

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## Amateka ya Minisitiri w'Intebe / Prime Minister's Orders / Arrêtés du Premier Ministre

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ITEKA RYA MINISITIRI W'INTEBE N° 51/03 RYO KU WA 27/2/2015 RIGENA IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'URWEGO RW'UMUVUNYI

PRIME MINISTER'S ORDER N° 51/03 OF 27/2/2015 DETERMINING ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE OFFICE OF THE OMBUDSMAN

ARRETE DU PREMIER MINISTRE N°51/03 DU 27/2/2015 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL AU SEIN DE L'OFFICE DE L'OMBUDSMAN

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**ITEKA RYA MINISITIRI W'INTEBE N° 51/03 RYO KU WA 27/2/2015 RIGENA IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MU RWEGO RW'UMUVUNYI**

**PRIME MINISTER'S ORDER N° 51/03 OF 27/2/2015 DETERMINING THE ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE OFFICE OF THE OMBUDSMAN**

**ARRETE DU PREMIER MINISTRE N°51/03 DU 27/2/2015 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL AU SEIN DE L'OFFICE DE L'OMBUDSMAN**

**Minisitiri w'Intebe;**

**The Prime Minister;**

**Le Premier Ministre;**

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

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 118, 119, 121 and 201;

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

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

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

Ashingiye ku Itegeko n° 76/2013 ryo ku wa 11/9/2013 rigena inshingano, ububasha, imiterere n'imikorere by'Urwego rw'Umuwuny, cyane cyane mu ngingo yaryo ya 27;

Pursuant to Law n° 76/2013 of 11/9/2013 determining the mission, powers, organization and functioning of the Office of the Ombudsman, especially in Article 27;

Vu la Loi n° 76/2013 du 11/9/2013 déterminant les missions, compétence, organisation et fonctionnement de l'Office de l'Ombudsman, spécialement en son article 27;

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

Having reviewed 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 to date;

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 et complété à ce jour;

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

On proposal by the Minister of Public Service and Labour;

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

Inama y'Abaminisitiri yateranye ku wa 29/07/2014 imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet in session of 29/07/2014;

Après examen et adoption par le Conseil des Ministres en sa séance du 29/07/2014 ;

**ATEGETSE:**

**HEREBY ORDERS:**

**ARRETE:**

**Ingingo ya mbere: Icyo iri teka rigamije**

**Article One: Purpose of this Order**

**Article premier: Objet du présent arrêté**

Iri teka rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi mu Rwego rw'Umuvunyi.

This Order determines the organizational structure, salaries and fringe benefits for employees in the Office of Ombudsman.

Le présent arrêté détermine la structure organisationnelle, salaires et autres avantages accordés au personnel de l'Office de l'Ombudsman.

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

**Article 2: Organizational structure and job profiles**

**Article 2: Structure organisationnelle et profils d'emplois**

Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo by'Urwego rw'Umuvunyi biri ku migereka wa I n'uwa II y'iri teka.

The organizational structure and job profiles of the Office of Ombudsman are respectively in annex I and II of this Order.

La structure organisationnelle et profils d'emplois au sein de l'Office de l'Ombudsman sont respectivement en annexe I et II du présent Arrêté.

**Ingingo 3: Igenwa ry'umushahara**

**Article 3: Determination of the salary**

**Article 3: Détermination du salaire**

Imishahara y'abakozi b'Urwego rw'Umuvunyi, igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara y'abakozi ba Leta.

Salaries for employees of the Office of Ombudsman shall be determined basing on job classification and in accordance with general principles on salary calculation in Public Service.

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

Urwego, umubare fatizo, agaciro k'umubare fatizo n'umushahara mbumbe bigendana na buri mwanya w'umurimo mu rwego rw'Umuvunyi biri ku mugereka wa III w'iri teka.

The level, index value and the gross salary corresponding to each job position in the Office of Ombudsman are in annex III of this Order.

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

**Ingingo 4: Ibigize umushahara mbumbe**

**Article 4: Composition of gross salary**

**Article 4: Composition du salaire brut**

Umushahara mbumbe wa buri mukozi wo mu Rwego rw'Umuvunyi ukubiyemo iby'ingenzi bikurikira:

The monthly gross salary of a public servant in the Office of Ombudsman shall mainly be composed of the following:

Le salaire brut mensuel d'un agent de l'Etat au sein de l'Office de l'Ombudsman comprend principalement :

1 ° umushahara fatizo;

1° basic salary;

1 ° le salaire de base;

2 ° indamunite y'icumbi;

2° housing allowance;

2 ° l'indemnité de logement;

3 ° indamunite y'urugendo;

3° transport allowance;

3 ° l'indemnité de transport;

4 ° inkunga ya Leta mu bwiteganyirize

4° State contribution for social security;

4 ° la contribution de l'Etat à la sécurité

bw'umukozi;

5 ° inkunga ya Leta yo kuvuza umukozi.

Indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo ntigenerwa abakozi bari ku nzego z'imirimo za "F", "G/IV" na "2.III" boroherezwa ingendo 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 bigenerwaUmunyamabanga Uhoraho**

Umunyamabanga Uhoraho mu Rwego rw'Umuvunyi agenerwa ibindi bimufasha gutunganya imirimo bikurikira:

- 1° amafaranga y'itumanaho rya telefoniyo 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 ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintumu nshingano ze.

**Ingingo ya 6: Ibigererwa Abashinjacyaha bo ku rwego rw'Igihugu**

Abashinjacyaha bo ku rwego rw'Igihugu bagenerwa buri wese kandi buri kwezi ibi bikurikira:

- 1 ° amafaranga y'itumanaho rya telefoni igendanwa

5° State contribution for medical care.

The transport allowance specified in Paragraph One of this Article shall not be granted to officials positioned on levels "F", "G/IV" and "2.III" whose transport is facilitated in accordance with Instructions of the Minister in charge of transport. It shall not also be granted to officials 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 Permanent Secretary**

The Permanent Secretary in Office of the Ombudsman shall be entitled to the following fringe benefits:

- 1° an office telephone communication allowance of one hundred thousand Rwandan francs (Rwf 100,000) and a mobile phone communication allowance of one hundred thousand Rwandan francs (Rwf 100,000) per month;
- 2° the Government shall facilitate his/her transport in accordance with the Instructions of the Minister in charge of transport.

**Article 6: Fringe benefits for National Prosecutors**

National Prosecutors shall each be entitled to the following fringe benefits:

- 1 ° a mobile phone communication allowance of

sociale;

5 ° la contribution de l'Etat aux soins médicaux.

L'indemnité de transport visée à l'alinéa premier du présent article n'est pas allouée aux agents de l'Etat aux postes de niveau "F", "G/IV" et "2.III" 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 d'une indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

**Article 5: Autres avantages alloués au Secrétaire Permanent**

Le Secrétaire Permanent à l'Office de l'Ombudsman 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 le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Article 6: Autres avantages alloués aux Procureurs Nationaux**

Les Procureurs Nationaux bénéficient chacun des avantages suivants :

- 1 ° les frais de communication par téléphone

angana n'ibihumbi mironko irindwi y'u Rwanda (70.000 Frw);

2 ° Leta iborohereza ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

seventy thousand Rwandan francs (Rwf 70,000) per month;

2 ° the Government shall facilitate his/her transport in accordance with instructions of the Minister in charge of transport.

portable équivalent à soixante-dix mille francs rwandais (70.000 Frw) par mois;

2 ° l'Etat lui facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Ingingo ya 7: Ibindi bigenerwa Umujyanama w'Umuvunyi Mukuru**

Umujyanama w'Umuvunyi Mukuru agenerwa ibindi bimufasha gutunganya imirimo bikurikira:

1° amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mironko irindwi y'u Rwanda (70.000 Frw) buri kwezi;

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

**Article 7: Fringe benefits for Advisor to the Ombudsman**

Advisor to the Ombudsman shall be entitled to the following fringe benefits:

1° a mobile phone communication allowance of seventy thousand Rwandan francs (Rwf 70,000) per month;

2° the Government shall facilitate his/her transport in accordance with instructions of the Minister in charge of transport.

**Article 7: Autres avantages alloués au conseiller de l'Ombudsman**

Le Conseiller de l'Ombudsman bénéficie des avantages comme suit :

1° les frais de communication par téléphone portable équivalent à soixante-dix mille francs rwandais (70.000 Frw) par mois;

2° l'Etat lui facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Ingingo ya 8: Ibigenywe Abayobozi n'Abakozi bari ku rwego rw'imirimo rwa "3"**

Abayobozi n'Abakozi bari ku rwego rw'imirimo rwa "3" bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

1° amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mironko 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.

**Article 8: Fringe benefits for Directors of Units and Officials on "3" job classification level**

Directors of Units and Officials 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 in charge of public service.

**Article 8: Autres avantages alloués aux Directeurs d'Unités et agents de l'Etat aux postes de niveau "3"**

Les Directeurs d'Unités et les Agents de l'Etat aux postes de niveau "3" bénéficient chacun d'autres avantages comme suit :

1° les frais de communication par téléphone portable équivalent à trente mille francs rwandais (30.000 Frw) par mois.

2° une indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Abayobozi b'Amashami bari ku rwego rw'imirimo rwa

Directors of Units on level "3" with a pool of

Les Directeurs d'Unités aux postes de niveau "3"

“3” bafite itsinda ry’abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe, bagenerwa kandi amafaranga ibihumbi ijana y’u Rwanda (Rwf 100.000) buri kwezi ya telefoni yo mu biro.

employees 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.

ayant des agents placés sous leur responsabilité 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.

**Ingingo ya 9: Indamunite z’urugendo rw’imodoka**

**Article 9: Mileage allowances**

**Article 9 : Indemnités kilométriques**

Iyo Abayobozi Bakuru bari ku rwego rwa “F”, “G/1.IV” na “2.III” 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.

When Senior Officials on levels “F”, “G/1.IV” and “2.III” go on official mission inside the country by using their vehicles, the State pay them mileage allowances in accordance with the instructions of the Minister in charge of transport.

Lorsque les hauts cadres aux postes de niveaux “F”, “G/1.IV” et “2.III” vont en mission officielle 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 10: Abashinzwe kubahiriza iri teka**

**Article 10: Authorities responsible for the implementation of this Order**

**Article 10: Autorités chargées de l’exécution du présent arrêté**

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

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

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

**Ingingo ya 11: Ivanwaho ry’ingingo zinyuranyije n’iri teka**

**Article 11: Repealing provision**

**Article 11: Disposition abrogatoire**

Ingingo z’amateka abanziriza iri kandi zinyuranyije na ryo zivanyweho.

All prior provisions contrary to this Order are hereby repealed.

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

**Ingingo ya 12: Igihe iteka ritangira gukurikizwa**

**Article 12: Commencement**

**Article 12: Entrée en vigueur**

Iri teka ritangira gukurikizwa ku muni ritangarijweho mu Igazeti ya Leta ya Repubulika y’u Rwanda. Agaciro karyo gahera ku wa 29/07/2014.

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes effect as of 29/07/2014.

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il sort ses effets à partir du 29/07/2014.

Kigali, ku wa 27/2/2015

Kigali, on 27/2/2015

Kigali, le 27/2/2015

(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 kugira ngo 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

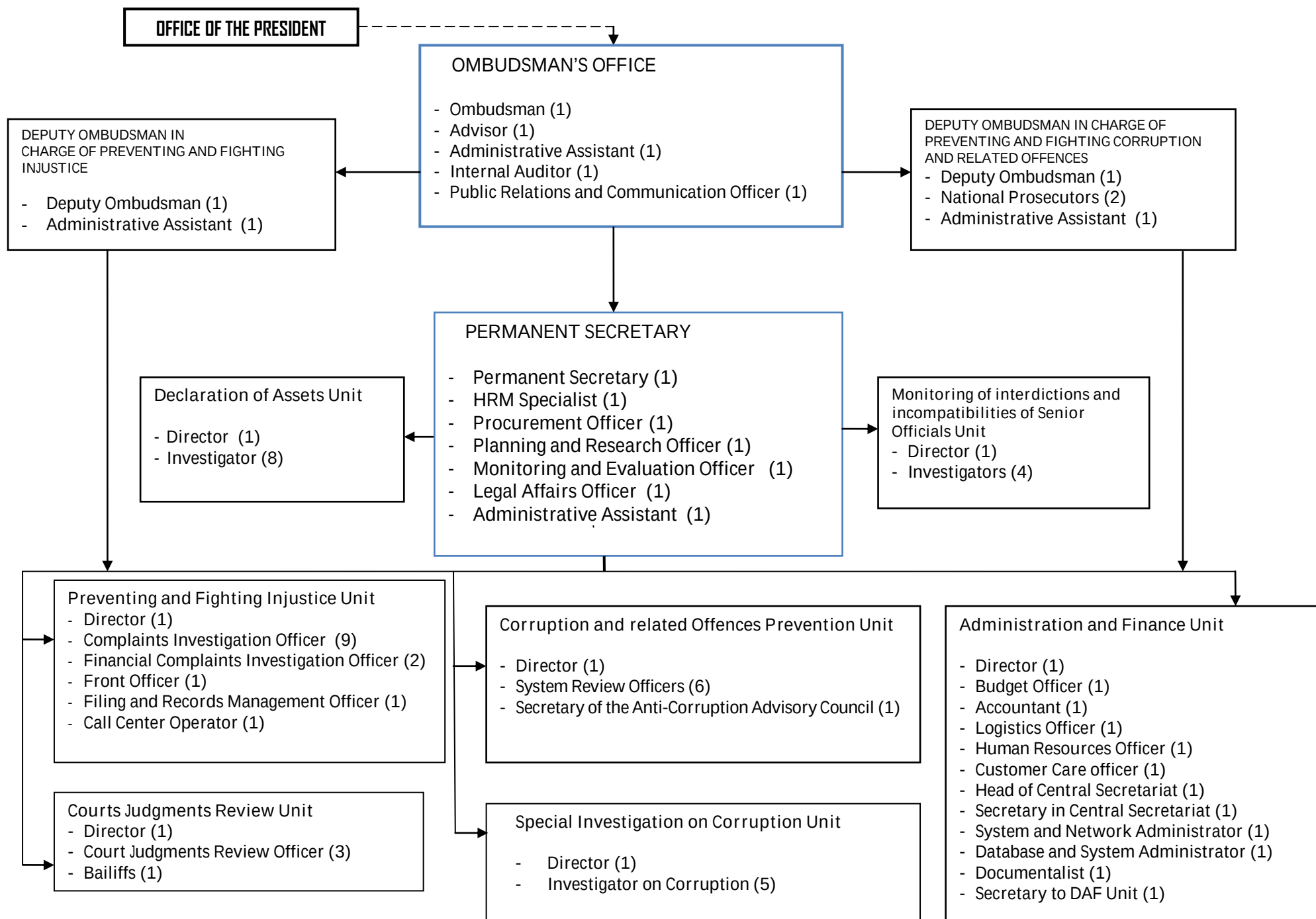


UMUGEREKA WA I W'ITEKA RYA  
MINISITIRI W'INTEBE N° 51/03 RYO KU WA  
27/2/2015 RIGENA IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI MU  
RWEGO RW'UMUVUNYI

ANNEX I TO PRIME MINISTER'S ORDER N°  
51/03 OF 27/2/2015 DETERMINING THE  
ORGANISATIONAL STRUCTURE,  
SALARIES AND FRINGE BENEFITS FOR  
EMPLOYEES IN THE OFFICE OF THE  
OMBUDSMAN

ANNEXE I A L'ARRETE DU PREMIER  
MINISTRE N° 51/03 DU 27/2/2015  
DETERMINANT LA STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AUTRES AVANTAGES ACCORDES AU  
PERSONNEL AU SEIN DE L'OFFICE DE  
L'OMBUDSMAN

OFFICE OF THE OMBUDSMAN ORGANIZATIONAL CHART  
*Official Gazette No. Special Bis of 28/02/2015*



**Official Gazette No. Special Bis of 28/02/2015**

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° **51/03** ryo ku wa **27/2/2015** rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi mu Rwego rw'Umuvunyi

**Kigali, ku wa 27/2/2015**

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kugira ngo bishyizweho Ikirango cya Repubulika:**

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

Seen to be annexed to Prime Minister's Order n° **51/03** of **27/2/2015** determining the organizational structure, salaries and fringe benefits for employees in the Office of Ombudsman

**Kigali, on 27/2/2015**

(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° **51/03** du **27/2/2015** déterminant la structure organisationnelle, salaires et autres avantages accordés au personnel au sein de l'Office de l'Ombudsman

**Kigali, le 27/2/2015**

(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  
MINISITIRI W'INTEBE N° 51/03 RYO KU WA  
27/2/2015 RIGENA IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI MU  
RWEGO RW'UMUVUNYI

ANNEX II TO PRIME MINISTER'S ORDER N°  
51/03 OF 27/2/2015 DETERMINING THE  
ORGANISATIONAL STRUCTURE,  
SALARIES AND FRINGE BENEFITS FOR  
EMPLOYEES IN THE OFFICE OF THE  
OMBUDSMAN

ANNEXE II A L'ARRETE DU PREMIER  
MINISTRE N° 51/03 DU 27/2/2015  
DETERMINANT LA STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AUTRES AVANTAGES ACCORDES AU  
PERSONNEL AU SEIN DE L'OFFICE DE  
L'OMBUDSMAN

**Official Gazette No. Special Bis of 28/02/2015**

OFFICE OF THE OMBUDSMAN JOB PROFILE

| Administrative Unit | Job Title                | Title of Job Position linked to the Job | Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Nbr |
|---------------------|--------------------------|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Ombudsman Cabinet   | Ombudsman                | Ombudsman                               | Cabinet Appointment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 1   |
|                     | Advisor                  | Advisor to the Ombudsman                | <p>A0 in Law, Public Administration, Economics, Labour Administration, Management, Management, Sociology, Administrative Sciences, Social Science with 5 years of working experience; Or Master's Degree or Equivalent in Law, Public Administration, Economics, Administrative Sciences, Sociology, Labour Administration, Labour Economics, Management, Peace Studies and Conflict Transformation with 3 years of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge of government policies;</li> <li>- Knowledge of the Ombudsman sector policies and issues;</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management skills;</li> </ul> | 1   |
|                     | Administrative Assistant | Administrative Assistant                | <p>A1 in Secretariat Studies, Office Management Or A0 in Secretariat Studies, Office Management, Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge in Office management;</li> <li>- Knowledge of customer care satisfaction;</li> <li>- Excellent communication, organisation and interpersonal skills;</li> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                  | 1   |

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| Administrative Unit | Job Title        | Title of Job Position linked to the Job    | Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Nbr |
|---------------------|------------------|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
|                     | Internal Audit   | Internal Auditor                           | <p>A0 in Accounting, Public Finance, Management specializing in Finance/Accounting.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Detailed knowledge of financial and Audit Standards, HR &amp; Financial Regulations, Procedures ;</li> <li>- Financial software;</li> <li>- Planning Skill;</li> <li>- High Analytical skills;</li> <li>- Report writing and presentation skills.</li> <li>- Time management skills;</li> <li>- Excellent problem-solving skills and clear logical thinking;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                      | 1   |
|                     | Public Relations | Public Relations and Communication Officer | <p>A0 in Communication, Journalism, International Relations, Linguistics, Litterature, Marketing</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Negotiation and influencing skills;</li> <li>- Strategic planning skills;</li> <li>- General management;</li> <li>- Policy analysis and formulation skills,;</li> <li>- Leadership skills;</li> <li>- Communication, reporting and writing skills;</li> <li>- Sound knowledge of English and Swahili;</li> <li>-Understanding of how regional economic blocs, customs, monetary and political unions work;</li> <li>-Understanding of the EAC Treaty and related protocols</li> <li>- High analytical &amp; Problem Solving skills;</li> <li>- Judgment &amp; Decesion Making Skills;</li> <li>- Interpersonal Skills;</li> <li>- Effective Communication skills;</li> <li>- Time Management Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1   |
| S/Total             |                  |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 5   |

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| Administrative Unit                                                                   | Job Title                | Title of Job Position linked to the Job                                               | Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Nbr      |
|---------------------------------------------------------------------------------------|--------------------------|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Deputy Ombudsman in charge of Preventing and fighting Injustice                       | Deputy Ombudsman         | Deputy Ombudsman in charge of Preventing and fighting Injustice                       | Cabinet Appointment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 1        |
|                                                                                       | Administrative Assistant | Administrative Assistant                                                              | <p>A1 in Secretariat Studies, Office Management Or A0 in Secretariat Studies, Office Management, Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge in Office management;</li> <li>- Knowledge of customer care satisfaction;</li> <li>- Excellent communication, organisation and interpersonal skills;</li> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1        |
| <b>S/Total</b>                                                                        |                          |                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>2</b> |
| Deputy Ombudsman in charge of Preventing and fighting corruption and related offences | Deputy Ombudsman         | Deputy Ombudsman in charge of Preventing and fighting corruption and related offences | Cabinet Appointment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 1        |

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| Administrative Unit               | Job Title                | Title of Job Position linked to the Job | Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Nbr |
|-----------------------------------|--------------------------|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
|                                   | National Prosecutor      | National Prosecutor                     | <p>A0 in Law with 7 years of working experience with 2 years in a senior position; Or Master's Degree in Legal Studies, Administrative Law, Business Law, International Criminal Law, Civil Law, or Human Rights Law with 5 years of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan legal system;</li> <li>- Excellent leadership skills;</li> <li>- Organizational Skills;</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven Skills;</li> <li>- Interpersonal Skills;</li> <li>- Effective communication skills;</li> <li>- Time Management Skills;</li> <li>- Decision making Skills;</li> <li>- Computer Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Problem solving Skills;</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 2   |
|                                   | Administrative Assistant | Administrative Assistant                | <p>A1 in Secretariat Studies, Office Management Or A0 in Secretariat Studies, Office Management, Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge in Office management;</li> <li>- Knowledge of customer care satisfaction;</li> <li>- Excellent communication, organisation and interpersonal skills;</li> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                         | 1   |
| S/Total                           |                          |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 4   |
| Office of the Permanent Secretary | Permanent Secretary      | Permanent Secretary                     | Cabinet Appointment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1   |



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| Administrative Unit | Job Title      | Title of Job Position linked to the Job | Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Nbr |
|---------------------|----------------|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
|                     | HRM Specialist | HRM Specialist                          | <p>A0 in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Human Resource Management with 3 years of working experience or Master's Degree in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Human Resource Management</p> <p><u>Knowledge and technical skills required:</u></p> <ul style="list-style-type: none"> <li>- Deep knowledge of Rwandan Public Service and Labor Law;</li> <li>- Knowledge in Conflict Management;</li> <li>- Knowledge of Human Resources Concepts, Practices, Policies and Procedures;</li> <li>- Problem Solving Skills;</li> <li>- Computer Skills;</li> <li>- Judgement and Decision Making Skills;</li> <li>- Time Management Skills;</li> <li>- Interview Skills;</li> <li>- High Analytical Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage</li> </ul> | 1   |
|                     | Procurement    | Procurement Officer                     | <p>A0 in Procurement, Management, Accounting, Public Finance, Economics, Law</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High analytical skills;</li> <li>- Knowledge of basic business and purchasing practices;</li> <li>- Knowledge of state contracting law, regulations and procedures;</li> <li>- Knowledge of grade, qualities, suppliers and prices trends of commodities;</li> <li>- Knowledge in contract drafting and negotiation;</li> <li>- Category management skills;</li> <li>- Time management skills;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French. knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                  | 1   |

| Administrative Unit | Job Title                 | Title of Job Position linked to the Job | Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Nbr |
|---------------------|---------------------------|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
|                     | Planning and Research     | Planning and Research Officer           | <p>A0 in Economics, Planning, Project Management, Management, Development Studies, Business Administration</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Knowledge of Research and development policies and strategies;</li> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of Strategic planning;</li> <li>- Knowledge of organizational structure, workflow &amp; operation procedures;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1   |
|                     | Monitoring and Evaluation | Monitoring and Evaluation Officer       | <p>A0 in Economics, Planning, Project Management, Management, Development Studies, Business Administration</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Knowledge of Research and development policies and strategies;</li> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of Strategic planning;</li> <li>- Knowledge of organizational structure, workflow &amp; operation procedures;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1   |

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| Administrative Unit | Job Title                | Title of Job Position linked to the Job | Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Nbr      |
|---------------------|--------------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
|                     | Legal Affairs            | Legal Affairs Officer                   | <p>A0 in law</p> <p><u>Knowledge and technical skills required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Substantive Law and Legal Procedures;</li> <li>- Report writing and presentation skills;</li> <li>- Analytical and problem solving;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French. knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                             | 1        |
|                     | Administrative Assistant | Administrative Assistant                | <p>A1 in Secretariat Studies, Office Management Or A0 in Secretariat Studies, Office Management, Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1        |
| <b>S/Total</b>      |                          |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>7</b> |

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| Administrative Unit        | Job Title        | Title of Job Position linked to the Job | Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Nbr |
|----------------------------|------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Declaration of Assets Unit | Director of Unit | Director of Declaration of Assets Unit  | <p>A0 in law, Public Administration, Administrative Sciences, Management with 3 years of working experience; Or Master's Degree or Equivalent in law, Public Administration, Administrative Sciences, Management with 1 year of working experience.</p> <p><u>Knowledge and technical skills required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Substantive Law and Legal Procedures;</li> <li>- Report writing and presentation skills;</li> <li>- Analytical and problem solving;</li> <li>- Team working skills;</li> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1   |
|                            | Investigation    | Investigator                            | <p>A0 in Law, Public Administration, Administrative Sciences, Management or Peace Studies and Conflict Transformation</p> <p><u>Knowledge and technical skills required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Substantive Law and Legal Procedures;</li> <li>- Knowledge of investigation and evidence gathering techniques;</li> <li>- Knowledge of court processes and procedures;</li> <li>- Negotiations Skills;</li> <li>- Stress management skills;</li> <li>- Networking skills and result-oriented;</li> <li>- Report writing and presentation skills;</li> <li>- Analytical and problem solving;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French. knowledge of all is an advantage</li> </ul>                                                                                                                                              | 8   |
| S/Total                    |                  |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 9   |

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| Administrative Unit                                                        | Job Title                                                                    | Title of Job Position linked to the Job                                                | Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Nbr |
|----------------------------------------------------------------------------|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Monitoring of Interdictions and incompatibilities of Senior Officials Unit | Director of Unit                                                             | Director of Monitoring of Interdictions and Incompatibilities of Senior Officials Unit | <p>A0 in law, Public Administration, Administrative Sciences, with 3 years of working experience; Or Master's Degree or Equivalent in law, Public Administration, Administrative Sciences, with 1 year of working experience.</p> <p><u>Knowledge and technical skills required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Substantive Law and Legal Procedures;</li> <li>- Report writing and presentation skills;</li> <li>- Analytical and problem solving;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French. knowledge of all is an advantage</li> </ul>                                                                                                                                               | 1   |
|                                                                            | Investigation on the interdictions and incompatibilities of Senior officials | Investigator on the interdictions and incompatibilities of Senior officials            | <p>A0 in Law, Public Administration, Administrative Sciences, Politica Science, Management, Business Administration</p> <p><u>Knowledge and technical skills required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Substantive Law and Legal Procedures;</li> <li>- Knowledge of investigation and evidence gathering techniques;</li> <li>- Knowledge of court processes and procedures;</li> <li>- Negotiations Skills;</li> <li>- Stress management skills;</li> <li>- Networking skills and result-oriented;</li> <li>- Report writing and presentation skills;</li> <li>- Analytical and problem solving;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French. knowledge of all is an advantage</li> </ul> | 4   |
| S/Total                                                                    |                                                                              |                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 5   |

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| Administrative Unit                    | Job Title                | Title of Job Position linked to the Job            | Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Nbr |
|----------------------------------------|--------------------------|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Preventing and fighting Injustice Unit | Director of Unit         | Director of Preventing and fighting Injustice Unit | <p>A0 in law, Public Administration with 3 years of working experience; Or Master's Degree or Equivalent in Law with 1 year of working experience</p> <p><u>Knowledge and technical skills required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Substantive Law and Legal Procedures;</li> <li>- Report writing and presentation skills;</li> <li>- Analytical and problem solving;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French. knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                 | 1   |
|                                        | Complaints investigation | Complaints Investigation Officer                   | <p>A0 in Law, Political Sciences, Public Administration, Education Sciences, Administrative Sciences, Conflict Resolution</p> <p><u>Knowledge and technical skills required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Substantive Law and Legal Procedures;</li> <li>- Knowledge of investigation and evidence gathering techniques;</li> <li>- Knowledge of court processes and procedures;</li> <li>- Negotiations Skills;</li> <li>- Stress management skills;</li> <li>- Networking skills and result-oriented;</li> <li>- Report writing and presentation skills;</li> <li>- Analytical and problem solving;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French. knowledge of all is an advantage</li> </ul> | 9   |

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| Administrative Unit | Job Title                                  | Title of Job Position linked to the Job    | Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Nbr |
|---------------------|--------------------------------------------|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
|                     | Financial Complaints Investigation Officer | Financial Complaints Investigation Officer | <p>A0 in Law, Banking, Accounting or financial Management</p> <p><u>Knowledge and technical skills required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Substantive Law and Legal Procedures;</li> <li>- Knowledge of investigation and evidence gathering techniques;</li> <li>- Extensive knowledge and understanding of the Rwandan Finance System;</li> <li>- Knowledge to analyse complex financial information &amp; Produce reports</li> <li>- Deep understanding of financial accounts;</li> <li>- Knowledge of court processes and procedures;</li> <li>- Negotiations Skills;</li> <li>- Stress management skills;</li> <li>- Networking skills and result-oriented;</li> <li>- Report writing and presentation skills;</li> <li>- Analytical and problem solving;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French. knowledge of all is an advantage</li> </ul> | 2   |
|                     | Front office                               | Front officer                              | <p>A2 in Secretariat Studies, Human Sciences; Or A1 in Secretariat Studies, Office Management.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge in Office management;</li> <li>- Knowledge of customer care satisfaction;</li> <li>- Excellent communication, organisation and interpersonal skills;</li> <li>- Computer knowledge (Word processing, Power Point and Internet);</li> <li>- Time management skills;</li> <li>- Analytical and problem solving;</li> <li>- Fluent in Kinyarwanda, English and/or French. knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                           | 1   |

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| Administrative Unit | Job Title           | Title of Job Position linked to the Job | Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Nbr       |
|---------------------|---------------------|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|                     | Filling and Records | Filling and Records Management Officer  | <p>A1 in Secretariat Studies, Office Management; Or A0 in Secretariat Studies, Office Management, Public Administration, Administrative Sciences, Human Resources Management, Management</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge in Office management;</li> <li>- Knowledge of customer care satisfaction;</li> <li>- Excellent communication, organisation and interpersonal skills;</li> <li>- Computer knowledge (Word processing, Power Point and Internet);</li> <li>- Time management skills;</li> <li>- Analytical and problem solving;</li> <li>- Fluent in Kinyarwanda, English and/or French. knowledge of all is an advantage</li> </ul> | 1         |
|                     | Call Center         | Call Center Operator                    | <p>A0 in Political Science, Sociology, Public Administration, Administrative Sciences, Education Science, Social Work, Business Administration, Law, History, Communication, Public Relations</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-High analytical thinking;</li> <li>- Excellent organizational skills;</li> <li>- Persuasive presentation skills;</li> <li>- Communication Skills;</li> <li>- Collaboration Skills;</li> <li>- Writting and reporting skills;</li> <li>- Interpersonal Skills;</li> <li>- Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage.</li> </ul>                                                    | 1         |
| <b>S/Total</b>      |                     |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>15</b> |



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| Administrative Unit          | Job Title              | Title of Job Position linked to the Job  | Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Nbr |
|------------------------------|------------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Courts Judgments Review Unit | Director of Unit       | Director of Courts Judgments Review Unit | <p>A0 in law with 3 years of working experience; Or Master's Degree or Equivalent in Law with 1 year of working experience</p> <p><u>Knowledge and technical skills required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan legal system;</li> <li>- Excellent leadership skills and ability to organise;</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven;</li> <li>- Excellent verbal, written and interpersonal communication skills;</li> <li>- Ability to pay attention to detail;</li> <li>- Sound personal judgement with excellent advocacy skills;</li> <li>- Ability to read and understand complex (legal) texts;</li> <li>- Knowledge of court processes and procedures;-</li> <li>- Fluent in Kinyarwanda, English and French. knowledge of all is an advantage</li> </ul> | 1   |
|                              | Court Judgments review | Court Judgments review Officer           | <p>A0 in Law</p> <p><u>Knowledge and technical skills required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan legal system;</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven;</li> <li>- Excellent verbal, written and interpersonal communication skills;</li> <li>- Ability to pay attention to detail;</li> <li>- Sound personal judgement with excellent advocacy skills;</li> <li>- Ability to read and understand complex (legal) texts;</li> <li>- Knowledge of court processes and procedures;</li> <li>- Fluent in Kinyarwanda, English and French. knowledge of all is an advantage</li> </ul>                                                                                                                                                                                | 3   |
|                              | Bailiff                | Bailiff                                  | <p>A0 in Law</p> <p><u>Knowledge and technical skills required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan legal system;</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven;</li> <li>- Excellent verbal, written and interpersonal communication skills;</li> <li>- Ability to pay attention to detail;</li> <li>- Sound personal judgement with excellent advocacy skills;</li> <li>- Ability to read and understand complex (legal) texts;</li> <li>- Knowledge of court processes and procedures;</li> <li>- Fluent in Kinyarwanda, English and French. knowledge of all is an advantage</li> </ul>                                                                                                                                                                                | 1   |
| S/Total                      |                        |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 5   |

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| Administrative Unit                             | Job Title                                                  | Title of Job Position linked to the Job                     | Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Nbr |
|-------------------------------------------------|------------------------------------------------------------|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Corruption and related offences Prevention Unit | Director of Unit                                           | Director of Corruption and related offences Prevention Unit | <p>A0 in law with 3 years of working experience; Or Master's Degree or Equivalent in Law with 1 year of working experience</p> <p><u>Knowledge and technical skills required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan legal system;</li> <li>- Excellent leadership skills and ability to organise;</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven;</li> <li>- Excellent verbal, written and interpersonal communication skills;</li> <li>- Ability to pay attention to detail;</li> <li>- Sound personal judgement with excellent advocacy skills;</li> <li>- Ability to read and understand complex (legal) texts;</li> <li>- Knowledge of court processes and procedures;-</li> <li>- Fluent in Kinyarwanda, English and French. knowledge of all is an advantage</li> </ul> | 1   |
|                                                 | Systems Review                                             | System Review Officer                                       | <p>A0 in Law, Management, Economics</p> <p><u>Knowledge and technical skills required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan legal system;</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven;</li> <li>- Excellent verbal, written and interpersonal communication skills;</li> <li>- Ability to pay attention to detail;</li> <li>- Sound personal judgement with excellent advocacy skills;</li> <li>- Ability to read and understand complex (legal) texts;</li> <li>- Knowledge of court processes and procedures;</li> <li>- Fluent in Kinyarwanda, English and French. knowledge of all is an advantage</li> </ul>                                                                                                                                                         | 6   |
|                                                 | Secretary of the National Anti corruption Advisory Council | Secretary of the National Anti corruption Advisory Council  | <p>A0 in Law, Public Administration, Public finance, Management, Administrative Sciences, Sociology or Social Work</p> <p><u>Knowledge and technical skills required:</u></p> <ul style="list-style-type: none"> <li>- Report writing and presentation skills;</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven;</li> <li>- Excellent verbal, written and interpersonal communication skills;</li> <li>- Book keeping Skills;</li> <li>- Ability to pay attention to detail;</li> <li>- Sound personal judgement with excellent advocacy skills;</li> <li>- Ability to read and understand complex (legal) texts;</li> <li>- Fluent in Kinyarwanda, English and French. knowledge of all is an advantage</li> </ul>                                                                                                                             | 1   |
| S/Total                                         |                                                            |                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 8   |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit                      | Job Title        | Title of Job Position linked to the Job              | Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Nbr |
|------------------------------------------|------------------|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Special Investigation on Corruption Unit | Director of Unit | Director of Special Investigation on Corruption Unit | <p>A0 in law with 3 years of working experience; Or Master's Degree or Equivalent in Law with 1 year of working experience</p> <p><u>Knowledge and technical skills required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan legal system;</li> <li>- Excellent leadership skills and ability to organise;</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven;</li> <li>- Excellent verbal, written and interpersonal communication skills;</li> <li>- Ability to pay attention to detail;</li> <li>- Sound personal judgement with excellent advocacy skills;</li> <li>- Ability to read and understand complex (legal) texts;</li> <li>- Knowledge of court processes and procedures;-</li> <li>- Fluent in Kinyarwanda, English and French. knowledge of all is an advantage</li> </ul> | 1   |
|                                          | Investigation    | Investigator on Corruption                           | <p>A0 in Law, Economics, Management, Finance, Accounting, Public Administration, Administrative Sciences</p> <p><u>Knowledge and technical skills required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Substantive Law and Legal Procedures;</li> <li>- Knowledge of investigation and evidence gathering techniques;</li> <li>- Knowledge of court processes and procedures;</li> <li>- Negotiations Skills;</li> <li>- Stress management skills;</li> <li>- Networking skills and result-oriented;</li> <li>- Report writing and presentation skills;</li> <li>- Analytical and problem solving;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French. knowledge of all is an advantage</li> </ul>                                                                                               | 5   |
| S/Total                                  |                  |                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 6   |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit           | Job Title        | Title of Job Position linked to the Job   | Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Nbr |
|-------------------------------|------------------|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Administration & Finance Unit | Director of Unit | Director of Administration & Finance Unit | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA etc) or A0 in Accounting, Public Finance, Finance or Management with Specialization in Finance with 3 years of working experience</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>-Negotiation and influencing skills</li> <li>- Extensive knowledge and understanding of the Rwandan Finance System;</li> <li>-General management</li> <li>-Policy analysis and formulation skills,</li> <li>-Leadership skills</li> <li>- Communication, reporting and writing skills</li> <li>- Effective communication skills;</li> <li>- Time Management Skills;</li> <li>- Computer Skills;</li> <li>- High analytical &amp; Complex Problem solving Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1   |
|                               | Budget           | Budget Officer                            | <p>A0 in Finance, Accounting, Management, Economics</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Deep understanding of financial accounts;</li> <li>- High Analytical Skills</li> <li>- Interpersonal skills;</li> <li>- Time management Skills</li> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                          | 1   |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit | Job Title  | Title of Job Position linked to the Job | Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Nbr |
|---------------------|------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
|                     | Accountant | Accountant                              | <p>A0 in Accounting, Finance or Management specialized in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Knowledge to analyse complex financial information &amp; Produce reports</li> <li>- Deep understanding of financial accounts;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- High Analytical Skills</li> <li>- Interpersonal skills;</li> <li>- Time management Skills</li> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1   |
|                     | Logistics  | Logistics Officer                       | <p>A0 in Store Management, Management, Economics, Public Administration, Administrative Sciences, Accounting, Finance</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Management of Material Resources;</li> <li>-Knowledge of supply chain management;</li> <li>- Organizational Skills;</li> <li>- Computer Skills;</li> <li>- Communication Skills;</li> <li>-Report writting &amp; Presentation Skills;</li> <li>- Analytical Skills;</li> <li>- Interpersonal Skills;</li> <li>- Time management Skills;</li> <li>- Negotiation Skills;</li> <li>- Team working Skills</li> <li>- Problem Solving Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                             | 1   |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit | Job Title       | Title of Job Position linked to the Job | Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Nbr |
|---------------------|-----------------|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
|                     | Human Resources | Human Resource Officer                  | <p>A0 in Human Resource Management, Management, Public Administration, Administrative Sciences</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources;</li> <li>- Knowledge in the Development of Human Resources Policies and procedures</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1   |
|                     | Customer Care   | Customer Care Officer                   | <p>A0 in Communication, Public Relations, International Relations, Journalism, Marketing, Linguistics and Literature.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing;</li> <li>- Excellent interpersonal skills;</li> <li>- Knowledge in Hospitality Management;</li> <li>- Report writing and presentation skills;</li> <li>- Computer skills;</li> <li>- Creativity and initiative;</li> <li>- Good organisational and time-management skills;</li> <li>- Teamworking skills;</li> <li>- Effective public relations and public speaking skills;</li> <li>- Interviewing skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage</li> </ul>                                                                                                                         | 1   |

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| Administrative Unit | Job Title                        | Title of Job Position linked to the Job | Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Nbr |
|---------------------|----------------------------------|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
|                     | Central Secretariat              | Head of Central Secretariat             | <p>A1 in Secretariat Studies, Office Management, Library &amp; information Science Or A0 in Secretariat Studies, Office Management, Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law ,Library &amp; information Science with 2 years of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Analytical &amp; Problem solving Skills;</li> <li>- Decision Making Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1   |
|                     | Secretary in Central Secretariat | Secretary in Central Secretariat        | <p>A1 in Secretariat Studies, Office Management Or A0 in Secretariat Studies, Office Management, Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Analytical &amp; Problem solving Skills;</li> <li>- Decision Making Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                          | 1   |

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| Administrative Unit | Job Title                        | Title of Job Position linked to the Job | Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Nbr |
|---------------------|----------------------------------|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
|                     | Network and System Administrator | Network and System Administrator        | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, 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><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's ICT policies and strategies;</li> <li>- Highly proficient with Microsoft Windows operating systems</li> <li>- Proficient in Microsoft Office products</li> <li>- Proficient in basic networking protocols and standards</li> <li>- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;</li> <li>- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1   |



**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit | Job Title                         | Title of Job Position linked to the Job | Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Nbr |
|---------------------|-----------------------------------|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
|                     | Database and System Administrator | Database and System Administrator       | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, 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><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's ICT policies and strategies;</li> <li>- Highly proficient with Microsoft Windows operating systems</li> <li>- Proficient in Microsoft Office products</li> <li>- Proficient in basic networking protocols and standards</li> <li>- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;</li> <li>- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1   |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit | Job Title             | Title of Job Position linked to the Job | Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Nbr |
|---------------------|-----------------------|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
|                     | Archives              | Archivist                               | <p>A1 in Library &amp; Information system, Office Management, Biblioteconomy; Or A0 in Library &amp; information Science, Office Management.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Proficiency in information technology;</li> <li>- Computer literacy Book keeping Skills;</li> <li>- Knowledge of integrated document management;</li> <li>- Knowledge of archive management software;</li> <li>- Knowledge of the documentation management system(DMS) would be an advantage;</li> <li>- Organizational Skills;</li> <li>- Interpersonal Skills;</li> <li>- Planning Skills;</li> <li>- Communication Skills;</li> <li>- Report writing &amp; Presentation skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1   |
|                     | Secretary to DAF Unit | Secretary to DAF Unit                   | <p>A1 in Secretariat Studies, Office Management Or A0 in Secretariat Studies, Office Management, Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Analytical &amp; Problem solving Skills;</li> <li>- Decision Making Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                             | 1   |
| S/Total             |                       |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 12  |
| GRAND TOTAL         |                       |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 78  |

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Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° **51/03** ryo ku wa **27/2/2015** rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi mu Rwego rw'Umuvunyi

**Kigali, ku wa 27/2/2015**

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kugira ngo bishyizweho Ikirango cya Repubulika:**

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

Seen to be annexed to Prime Minister's Order n° **51/03** of **27/2/2015** determining the organizational structure, salaries and fringe benefits for employees in the Office of Ombudsman

**Kigali, on 27/2/2015**

(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° **51/03** du **27/2/2015** déterminant la structure organisationnelle, salaires et autres avantages accordés au personnel au sein de l'Office de l'Ombudsman

**Kigali, le 27/2/2015**

(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  
MINISITIRI W'INTEBE N° 51/03 RYO KU WA  
27/2/2015 RIGENA IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI MU  
RWEGO RW'UMUVUNYI

ANNEX III TO PRIME MINISTER'S ORDER  
N° 51/03 OF 27/2/2015 DETERMINING THE  
ORGANISATIONAL STRUCTURE,  
SALARIES AND FRINGE BENEFITS FOR  
EMPLOYEES IN THE OFFICE OF THE  
OMBUDSMAN

ANNEXE III A L'ARRETE DU PREMIER  
MINISTRE N° 51/03 DU 27/2/2015  
DETERMINANT LA STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AUTRES AVANTAGES ACCORDES AU  
PERSONNEL AU SEIN DE L'OFFICE DE  
L'OMBUDSMAN

**OFFICE OF THE OMBUDSMAN SALARY STRUCTURE**

| POST                                                                                   | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|----------------------------------------------------------------------------------------|-----|-------|-------|-----------------------------|
| Permanent Secretary                                                                    | 500 | F     | 2869  | 1,828,988                   |
| National Prosecutor                                                                    | 500 | 1.IV  | 2608  | 1,662,600                   |
| Advisor to the Ombudsman                                                               | 500 | 2.III | 1890  | 1,352,972                   |
| Director of Preventing and fighting Injustice Unit                                     | 500 | 3.II  | 1369  | 980,010                     |
| Director of Administration and Finance Unit                                            | 500 | 3.II  | 1369  | 980,010                     |
| Director of Corruption and related Offences Prevention Unit                            | 500 | 3.II  | 1369  | 980,010                     |
| Director of Court Judgements Review Unit                                               | 500 | 3.II  | 1369  | 980,010                     |
| Director of Declaration of Assets Unit                                                 | 500 | 3.II  | 1369  | 980,010                     |
| Director of Monitoring of interdictions and incompatibilities of Senior officials Unit | 500 | 3.II  | 1369  | 980,010                     |
| Director of Special Investigation on Corruption Unit                                   | 500 | 3.II  | 1369  | 980,010                     |
| HRM Specialist                                                                         | 500 | 3.II  | 1369  | 980,010                     |
| Legal Affairs                                                                          | 500 | 4.III | 1313  | 930,823                     |
| Secretary of the National Anti corruption Advisory Council                             | 500 | 4.III | 1313  | 930,823                     |
| Human Resources Officer                                                                | 500 | 4.II  | 1141  | 808,888                     |
| Investigator on Corruption                                                             | 500 | 4.II  | 1141  | 808,888                     |
| Public Relations and Communication Officer                                             | 500 | 4.II  | 1141  | 808,888                     |
| Accountant                                                                             | 500 | 5.II  | 951   | 674,191                     |
| Administrative Assistant to the Deputy Ombudsman                                       | 500 | 5.II  | 951   | 674,191                     |
| Administrative Assistant to the Ombudsman                                              | 500 | 5.II  | 951   | 674,191                     |
| Administrative Assistant to the Permanent Secretary                                    | 500 | 5.II  | 951   | 674,191                     |
| Bailiffs                                                                               | 500 | 5.II  | 951   | 674,191                     |
| Budget Officer                                                                         | 500 | 5.II  | 951   | 674,191                     |
| Complaints Investigation Officer in Preventing and Fighting Injustice Unit             | 500 | 5.II  | 951   | 674,191                     |
| Court Judgments review Officer                                                         | 500 | 5.II  | 951   | 674,191                     |
| Database and Applications Administrator                                                | 500 | 5.II  | 951   | 674,191                     |
| Financial Complaints Investigation Officer                                             | 500 | 5.II  | 951   | 674,191                     |
| Internal Auditor                                                                       | 500 | 5.II  | 951   | 674,191                     |

| POST                                       | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|--------------------------------------------|-----|-------|-------|-----------------------------|
| Investigator in MIISO Unit                 | 500 | 5.II  | 951   | 674,191                     |
| Investigator in Declaration of Assets Unit | 500 | 5.II  | 951   | 674,191                     |
| Logistics Officer                          | 500 | 5.II  | 951   | 674,191                     |
| Monitoring and Evaluation Officer          | 500 | 5.II  | 951   | 674,191                     |
| Network and System Administrator           | 500 | 5.II  | 951   | 674,191                     |
| Planning & Research Officer                | 500 | 5.II  | 951   | 674,191                     |
| Procurement Officer                        | 500 | 5.II  | 951   | 674,191                     |
| System Review Officers                     | 500 | 5.II  | 951   | 674,191                     |
| Call Center Operator                       | 500 | 6.II  | 793   | 562,180                     |
| Customer Care Officer                      | 500 | 6.II  | 793   | 562,180                     |
| Documentalist                              | 500 | 6.II  | 793   | 562,180                     |
| Filing and Records Management Officer      | 500 | 6.II  | 793   | 562,180                     |
| Front Officer                              | 500 | 6.II  | 793   | 562,180                     |
| Head of Central Secretariat                | 500 | 7.II  | 660   | 467,893                     |
| Secretary                                  | 500 | 8.II  | 508   | 360,136                     |
| Secretary to DAF                           | 500 | 8.II  | 508   | 360,136                     |

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Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° **51/03** ryo ku wa **27/2/2015** rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi mu Rwego rw'Umuvunyi

**Kigali, ku wa 27/2/2015**

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kugira ngo bishyizweho Ikirango cya Repubulika:**

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

Seen to be annexed to Prime Minister's Order n° **51/03** of **27/2/2015** determining the organizational structure, salaries and fringe benefits for employees in the Office of Ombudsman

**Kigali, on 27/2/2015**

(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° **51/03** du **27/2/2015** déterminant la structure organisationnelle, salaires et autres avantages accordés au personnel au sein de l'Office de l'Ombudsman

**Kigali, le 27/2/2015**

(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

ITEKA RYA MINISITIRI W'INTEBE N° 52/03 RYO KU WA 27/2/2015 RIGENA IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI KOMISIYO Y'IGIHUGU Y'AMATORA (NEC)

PRIME MINISTER'S ORDER N° 52/03 OF 27/2/2015 DETERMINING THE ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN NATIONAL ELECTORAL COMMISSION (NEC)

ARRETE DU PREMIER MINISTRE N° 52/03 DU 27/2/2015 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL AU SEIN DE LA COMMISSION NATIONALE ELECTORALE (NEC)

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**ITEKA RYA MINISITIRI W'INTEBE N° 52/03 RYO KU WA 27/2/2015 RIGENA IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI KOMISIYO Y'IGIHUGU Y'AMATORA (NEC)**

**PRIME MINISTER'S ORDER N° 52/03 OF 27/2/2015 DETERMINING THE ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN NATIONAL ELECTORAL COMMISSION (NEC)**

**ARRETE DU PREMIER MINISTRE N°52/03 DU 27/2/2015 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL AU SEIN DE LA COMMISSION NATIONALE ELECTORALE (NEC)**

**Minisitiri w'Intebe;**

**The Prime Minister;**

**Le Premier Ministre;**

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

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 118, 119, 121 and 201;

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

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

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

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

Having reviewed 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 to date;

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 et complété à ce jour;

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

On proposal by the Minister of Public Service and Labour;

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

Inama y'Abaminisitiri yateranye ku wa 29/07/2014 imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet, in session of 29/07/2014;

Après examen et adoption par le Conseil des Ministres en sa séance du 29/07/2014;

**ATEGETSE:**

**HEREBY ORDERS:**

**ARRETE:**

**Ingingo ya mbere: Icyo iri teka rigamije**

**Article One: Purpose of this Order**

**Article premier: Objet du présent arrêté**

Iri teka rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Komisiyo y'Igihugu y'Amatora (NEC).

This Order determines the organizational structure, salaries and fringe benefits for employees in National Electoral Commission (NEC).

Le présent arrêté détermine la structure organisationnelle, salaires et autres avantages accordés au personnel au sein de la Commission Nationale Electorale (NEC).

**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 muri Komisiyo y'Igihugu y'Amatora biri ku migereka wa I n'uwa II y'iri teka.

**Ingingo 3: Igenwa ry'Umushahara**

Imishahara y'abakozi ba Komisiyo y'Igihugu y'Amatora igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara y'abakozi ba Leta.

Urwego, umubare fatizo, agaciro k'umubare fatizo n'umushahara mbumbe bigendana na buri mwanya w'umurimo muri Komisiyo y'Igihugu y'Amatora biri ku mugereka wa III w'iri teka.

**Ingingo 4: Ibigize Umushahara mbumbe**

Umushahara mbumbe wa buri kwezi ku mukozi wo muri Komisiyo y'Igihugu y'Amatora, 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 cya mbere

**Article 2: Organizational structure and job profiles**

The organizational structure and job profiles in the National Electoral Commission are respectively in annex I and II of this Order.

**Article 3: Determination of the Salary**

Salaries for employees of National Electoral Commissions shall be determined basing on 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 National Electoral Commission are in annex III of this Order.

**Article 4: Composition of Gross salary**

The monthly gross salary of an employee in the National Electoral Commission 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 Paragraph One

**Article 2: Structure organisationnelle et profils d'emplois**

La structure organisationnelle et les profils d'emplois au sein de la Commission Nationale Electorale sont respectivement en annexe I et II du présent arrêté.

**Article 3 : Détermination du Salaire**

Les salaires accordés au personnel de la Commission Nationale Electorale sont déterminés suivant la classification des emplois et conformément aux principes généraux de fixation des salaires au sein de la fonction publique.

Le niveau, l'indice, la valeur indiciaire et le salaire brut correspondant à chaque emploi au sein de la Commission Nationale Electorale sont en annexe III du présent arrêté.

**Article 4: Composition du Salaire brut**

Le salaire brut mensuel de l'agent de l'Etat au sein de la Commission Nationale Electorale 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 visée à l'alinéa premier

cy'iyi ngingo ntigenerwa abayobozi bari ku rwego rw'imirimo rwa "E" na "H.III" boroherezwa ingendo 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 Umunyamabanga Nshingwabikorwa**

Umunyamabanga Nshingwabikorwa muri Komisiyo y'Igihugu y'Amatora agenerwa ibindi bimufasha gutunganya imirimo bikurikira:

- 1° amafaranga yo kwishyura telefoni na fax byo mu biro angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi, amafaranga ibihumbi mirongo 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;
- 2° amafaranga yo kwakira abashyitsi mu kazi angana n'amafaranga ibihumbi magana atatu y'u Rwanda (300. 000 frw) buri kwezi anyura kuri konti ya Komisiyo.
- 3° Leta imworohereza ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

**Ingingo ya 6:Ibindi bigenerwa Umuyobozi Mukuru uri ku rwego rwa "2.III"**

Umuyobozi Mukuru uri ku rwego rwa "2.III" agenerwa ibindi bimufasha gutunganya imirimo bikurikira:

of this Article shall not be granted to the Officials positioned on levels "E" and "2.III" whose transport is facilitated in accordance with Instructions of the Minister in charge of transport. It shall not also be granted to officials 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 Executive Secretary**

The Executive Secretary in the National Electoral Commission shall be entitled to the following fringe benefits:

- 1° one hundred thousand Rwandan francs (Rwf 100,000) per month for office fax and telephone and internet and forty thousand Rwandan francs (Rwf 40,000) per month for wireless internet connection and one hundred and fifty thousand Rwandan francs (Rwf 150,000) per month for mobile phone;
- 2° office entertainment allowance of three hundred thousand Rwandan francs (Rwf 300,000) per month and transferred to the Commission's account;
- 3° the Government shall facilitate his/her transport in accordance with the Instructions of the Minister in charge of transport.

**Article 6: Fringe benefits for Director General on "2.III" job level**

The Director General on "2.III" job level shall be entitled to the following fringe benefits:

du présent article n'est pas allouée aux agents aux postes de niveau "E" "2.III" et 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 d'une indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

**Article 5: Autres avantages alloués au Secrétaire Exécutif**

Le Secrétaire Exécutif de la Commission Nationale Electorale bénéficie des avantages suivants :

- 1° les frais de téléphone et fax de bureau équivalant à cent mille francs rwandais (100.000 Frw) par mois et les frais d'internet sans fil équivalant à quarante mille francs rwandais (40.000 Frw) par mois et ceux de téléphone portable équivalant à cent cinquante mille francs rwandais (150.000 Frw) par mois;
- 2° les frais de représentation au service équivalant à trois cent mille francs rwandais (300.000 Frw) chaque mois et domiciliés au compte de la Commission;
- 3° l'Etat lui facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Article 6:Autres avantages alloués au Directeur Général au poste de niveau "2.III"**

Le Directeur Général au poste de niveau "2.III" bénéficie des avantages suivants:

1° amafaranga ya telefone yo mu biro angana n'amafaranga y'u Rwanda ibihumbi mirongo irindwi (70.000 Frw) buri kwezi; n'aya telefoni igendanwa angana n'amafaranga ibihumbi mirongo irindwi y'u Rwanda (70. 000 Frw) buri kwezi;

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

1° seventy thousand Rwandan francs (Rwf 70,000) per month for office land line and seventy thousand Rwandan francs (Rwf 70,000) per month for mobile phone communication allowance;

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

1° les frais de communication par téléphone de bureau et fax de bureau équivalant à soixante-dix mille francs rwandais (70.000 Frw) et de téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 Frw) par mois ;

2° l'Etat lui facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Ingingo ya 7: Ibindi bigenerwa Abayobozi b'Amashami n'abakozi bari ku rwego rw'imirimo rwa "3"**

Abayobozi b'Amashami n'abakozi bari ku rwego rw'imirimo rwa "3" bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

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.

**Article 7: Fringe benefits for Directors of Units and Officials on "3" job level**

The Directors of Units and Officials "3" job 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 in accordance with instructions of the Minister responsible for public service.

**Article 7: Autres avantages alloués aux Directeurs d'Unités et cadres aux postes de niveau "3"**

Les Directeurs d'Unités et cadres aux postes de niveau "3" bénéficieront 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° une indemnité spéciale de transport conformément aux Instructions du Ministre ayant la fonction publique dans ses attributions.

Abayobozi b'Amashami bari ku rwego rw'imirimo rwa "3" bafite itsinda ry'abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe, bagenerwa kandi amafaranga ibihumbi ijana y'u Rwanda (Rwf 100.000) buri kwezi ya telefoni yo mu biro.

Directors of Units on level "3" with a pool of employees 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.

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

**Ingingo ya 8: Indamunite z'urugendo rw'imodoka**

**Article 8: Mileage allowances**

**Article 8 : Indemnités kilométriques**

Iyo Umunyamabanga Nshingwabikorwa agiye mu

When the Executive Secretary goes on official

Lorsque le Secrétaire Exécutif part en mission

butumwa imbere mu Gihugu akoresheje imodoka ye, Leta imugenera indamunite y'urugendo hakurikijwe ibiteganywa n'amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

**Ingingo ya 9: Abashinzwe kubahiriza iri teka**

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

**Ingingo ya 10: Ivanwaho ry'ingingo zinyuranyije n'iri teka**

Ingingo z'amateka abanziriza iri kandizinyuranyije na ryo zivanyweho.

**Ingingo ya 11 Igihe iteka ritangira gukurikizwa**

Iri teka ritangira gukurikizwa ku munsu ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera kuwa 29/07/2014.

mission inside the country by using his/her vehicle, the State pay him/her mileage allowances in accordance of the Minister in charge of transport.

**Article 9: Authorities responsible for the implementation of this Order**

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

**Article 10: Repealing provision**

All prior provisions contrary to this Order are hereby repealed.

**Article 11: Commencement**

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes effect as of 29/07/2014.

officielle à l'intérieur du pays en utilisant son véhicule, l'Etat lui octroie des indemnités kilométriques conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Article 9: Autorités chargées de l'exécution du présent arrêté**

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

**Article 10: Disposition abrogatoire**

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

**Article 11: Entrée en vigueur**

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il produit ses effets à partir du 29/07/2014.

Kigali, ku wa 27/2/2015

Kigali, on 27/2/2015

Kigali, le 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**MUREKEZI Anastase**  
Prime Minister

(sé)  
**MUREKEZI Anastase**  
Premier Ministre

<sup>s</sup>  
(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 Nkuruya Leta

(sé)  
**BUSINGYE Johnston**  
Minister of Justice/Attorney General

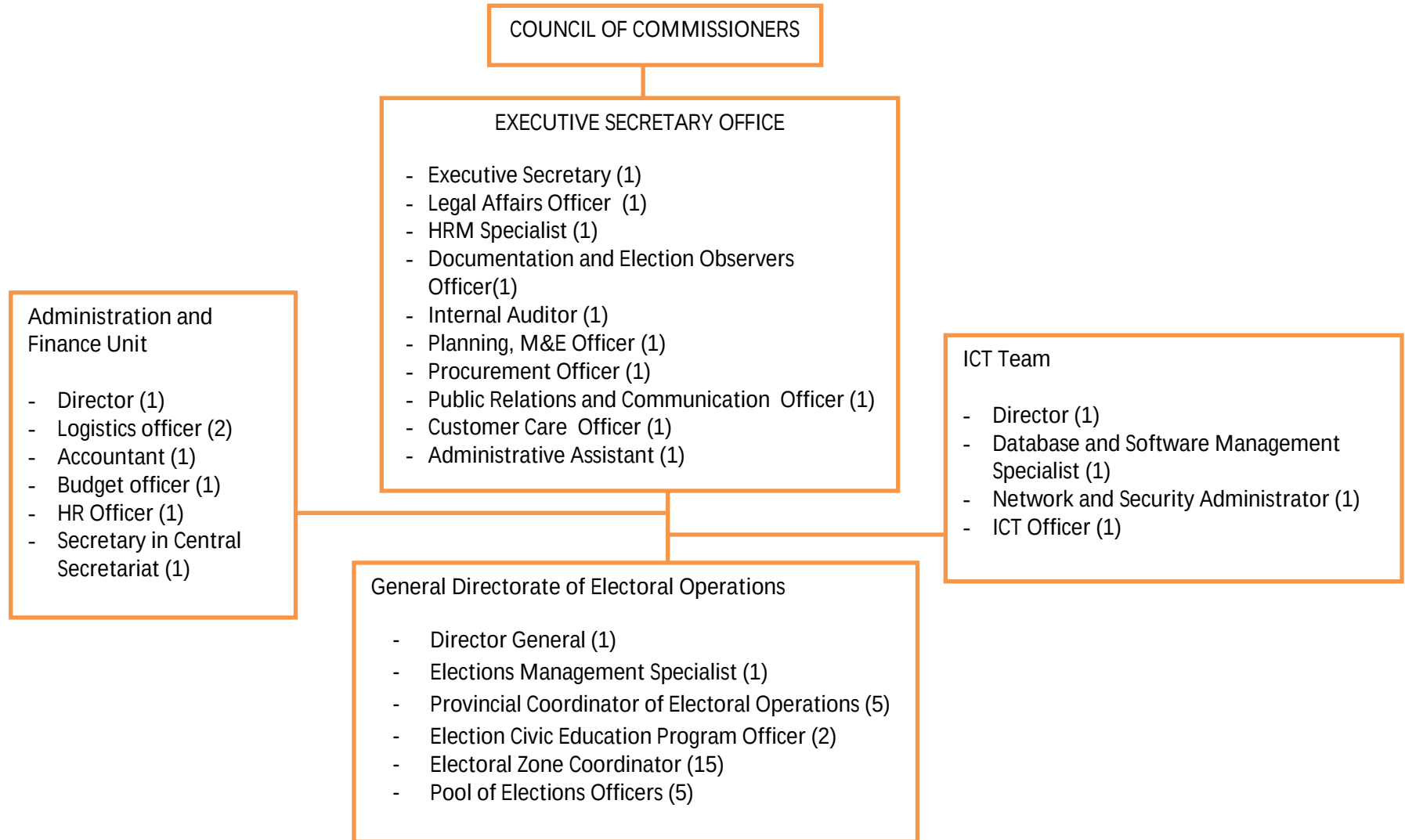
(sé)  
**BUSINGYE Johnston**  
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I W'ITEKA RYA  
MINISITIRI W'INTEBE N° 52/03 RYO KU WA  
27/2/2015 RIGENA IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI MURI  
KOMISIYO Y'IGIHUGU Y'AMATORA (NEC),

ANNEX I TO PRIME MINISTER'S ORDER N°  
52/03 OF 27/2/2015 DETERMINING THE  
ORGANISATIONAL STRUCTURE, SALARIES  
AND FRINGE BENEFITS FOR EMPLOYEES  
IN NATIONAL ELECTORAL COMMISSION  
(NEC)

ANNEXE I A L'ARRETE DU PREMIER  
MINISTRE N° 52/03 DU 27/2/2015  
DETERMINANT LA STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AUTRES AVANTAGES ACCORDES AU  
PERSONNEL AU SEIN DE LA COMMISSION  
NATIONALE ELECTORALE (NEC)

## NEC ORGANIZATIONAL CHART





Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° **52/03** ryo ku wa **27/2/2015** rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Komisiyo y'Igihugu y'Amatora (NEC)

**Kigali, ku wa 27/2/2015**

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kugira ngo bishyizweho Ikirango cya Repubulika:**

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

Seen to be annexed to Prime Minister's Order n° **52/03** of **27/2/2015** determining the Organizational Structure, Salaries and fringe benefits for employees in National Electoral Commission (NEC)

**Kigali, on 27/2/2015**

(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° **52/03** du **27/2/2015** déterminant la Structure Organisationnelle, Salaires et autres avantages accordés au personnel au sein de la Commission Nationale Electorale (NEC)

**Kigali, le 27/2/2015**

(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  
MINISITIRI W'INTEBE N° 52/03 RYO KU WA  
27/2/2015 RIGENA IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI MURI  
KOMISIYO Y'IGIHUGU Y'AMATORA (NEC)**

**ANNEX II TO PRIME MINISTER'S ORDER N°  
52/03 OF 27/2/2015 DETERMINING THE  
ORGANISATIONAL STRUCTURE, SALARIES  
AND FRINGE BENEFITS FOR EMPLOYEES  
IN NATIONAL ELECTORAL COMMISSION  
(NEC)**

**ANNEXE II A L'ARRETE DU PREMIER  
MINISTRE N° 52/03 DU 27/2/2015  
DETERMINANT LA STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AUTRES AVANTAGES ACCORDES AU  
PERSONNEL AU SEIN DE LA COMMISSION  
NATIONALE ELECTORALE (NEC)**

NEC JOB PROFILE

| Administrative Unit               | Job Title                | Title of Job positions linked to the Job             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Number of Jobs |
|-----------------------------------|--------------------------|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Office of the Executive Secretary | Executive Secretary      | Executive Secretary of National Electoral commission | <p>A0 in Political sciences, Public Administration, Administrative Sciences, Development studies, International relations, sociology and social work with 7 years of working experience or 2 years in senior position or Master's Degree or equivalent in Political sciences, Public Administration, Administrative Sciences, Development studies, International relations, sociology and social work with 3 years of working Experience.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-Extensive knowledge in Government Electoral programmes and policies;</li> <li>-Extensive knowledge in Government Election system;</li> <li>-Leadership skills;</li> <li>- Extensive understanding of the National and International context of Elections;</li> <li>- Knowledge in administrative management;</li> <li>- Planning and organizational skills;</li> <li>- Communication skills;</li> <li>- Analysis and using evidence;</li> <li>- knowledge of Managing staff and a team;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1              |
|                                   | Administrative Assistant | Administrative Assistant                             | <p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Social work, Sociology, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 1              |

| Administrative Unit | Job Title        | Title of Job positions linked to the Job |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Number of Jobs |
|---------------------|------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
|                     | Internal Auditor | Internal Auditor                         | <p>A0 in Accounting, Public Finance, Management specializing in Finance/Accounting.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Detailed knowledge of financial and audit standards, HR and Financial regulations, procedures;</li> <li>- Knowledge of Financial software;</li> <li>- Planning skills;</li> <li>- Excellent communication, organisation and interpersonal skills;</li> <li>- Computer skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Excellent problem solving skills and clear logical sens;</li> <li>- Fluent in Kinyarwanda, English and/or French</li> </ul>                                                                                                 | 1              |
|                     | Planning, M & E  | Planning, M & E Officer                  | <p>A0 in Management, Economics, Development Studies, Project Mngement, Business Administration</p> <p><u>Key technical skills and knowledge</u></p> <ul style="list-style-type: none"> <li>-Knowledge of results based management , logical framework approach, strategic planning processes and tools</li> <li>-Knowledge of strategic planning</li> <li>-organisational skills</li> <li>- Communication skills</li> <li>-Knowledge of organisational structure workflow and operating procedure</li> <li>-knowledge in monitoring and evaluation systems</li> <li>-Computer skills</li> <li>-Time management skills</li> <li>-Team working skills</li> <li>-Judgement and decision making skills</li> <li>-complex problem solving</li> <li>-High analytical skills</li> <li>-Fluent in kinyarwanda, English and / French, knowledge of both is an advantage</li> </ul> | 1              |

| Administrative Unit | Job Title                        | Title of Job positions linked to the Job |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Number of Jobs |
|---------------------|----------------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
|                     | Public Relations & Communication | Public Relations & Communication Officer | <p>A0 in Journalism, Communication, International Relations, Marketing, Linguistics and Literature</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organisational and time-management skills</li> <li>- Teamworking skills</li> <li>- Effective public relations and public speaking skills</li> <li>- Interviewing skills</li> <li>- Fluent in Kinyarwanda, English and/or French</li> </ul>                                        | 1              |
|                     | Public Procurement               | Public Procurement Officer               | <p>A0 in Procurement, Management, Public Finance, Economics, Law, Accounting</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High Analytical Skills;</li> <li>- Negotiation Skills;</li> <li>- Knowledge of basic business and purchasing practices;</li> <li>- Excellent Communication Skills;</li> <li>- Knowledge of state contracting laws, regulations and procedures;</li> <li>- Knowledge of grades, qualities, supply and price trends of commodities;</li> <li>- Time Management Skills;</li> <li>- Decision making Skills;</li> <li>- Computer Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .</li> </ul> | 1              |

| Administrative Unit | Job Title                 | Title of Job positions linked to the Job |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Number of Jobs |
|---------------------|---------------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
|                     | Human Resource Management | Human Resource Management specialist     | <p>A0 in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Human Resource Management with 3 years of working experience or Master's Degree in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Specialization in Human Resource Management</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep knowledge of Rwandan public service and labor law;</li> <li>- Knowledge in Conflict Management;</li> <li>- knowledge of the regulations applying to payroll procedures;</li> <li>- Knowledge of human resources concepts, practices, policies, and procedures;</li> <li>- Problem Solving Skills;</li> <li>- Computer Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Interview Skills;</li> <li>- High analytical Skills;</li> <li>- Teamworking Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1              |
|                     | Legal Affairs             | Legal Affairs Officer                    | <p>A0 in Law</p> <p><u>Knowledge and technical skills required :</u></p> <ul style="list-style-type: none"> <li>- Legal research and analysis in complex areas of law;</li> <li>- High analytical and problem solving skills;</li> <li>- Knowledge of Substantive Law and Legal Procedures;</li> <li>- Decision making skills;</li> <li>- Experience in contract drafting and negotiation;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 1              |

| Administrative Unit | Job Title                           | Title of Job positions linked to the Job    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Number of Jobs |
|---------------------|-------------------------------------|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
|                     | Documentation and Election Observer | Documentation and Election Observer Officer | <p>A1 in Library and information science, office management, Biblioteconomy or Ao in Library and information science, office management</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>-proficiency in information technology;</li> <li>-Computer literacy;</li> <li>-Bokkeeping Skills;</li> <li>-Knowledge of integrated document management</li> <li>-Knowledge of archive management software</li> <li>-Knowledge of the documentation management system(DMS) would be an advantage.</li> <li>- Organizational Skills;</li> <li>- Interpersonal Skills;</li> <li>- Planning Skills;</li> <li>- Communication Skills;</li> <li>- Report witting &amp; Presentation skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1              |
|                     | Customer care                       | Customer care Officer                       | <p>A0 in Journalism, Communication, International Relations, Marketing, Linguistics and Literature</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent interpersonal skills;</li> <li>- Knowledge in Customer care satisfaction;</li> <li>- Knowledge in Hospitality management;</li> <li>- Public speaking skills;</li> <li>- Time management skills;</li> <li>- Organizational skills;</li> <li>- Excellent communication skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and/or French. knowledge of all is an advantage.</li> </ul>                                                                                                                                                                                                   | 1              |
|                     | Sub Total                           |                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 10             |

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| Administrative Unit                         | Job Title            | Title of Job positions linked to the Job |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Number of Jobs |
|---------------------------------------------|----------------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| General Directorate of Electoral Operations | Director General     | Director General of Electoral Operations | <p>A0 in Political sciences, Public Administration, Administrative Sciences, Development studies, International relations, sociology, social work, law, Education sciences and Demography with 5 years of working experience or Master or equivalent in Political sciences, Public Administration, Administrative Sciences, Development studies, International relations, sociology, social work, law, Education sciences and Demography work with 3 years of working Experience</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Conversant in Government Electoral programmes and policies.</li> <li>- Strategy and policy skills</li> <li>- Extensive understanding of the National and International context of Elections</li> <li>- Knowledge in administrative management,</li> <li>- Planning and organizational skills</li> <li>- Communication skills</li> <li>- Analysis and using evidence</li> <li>- knowledge of Managing staff and a team</li> <li>- fluent in Kinyarwanda, English and/ or French;</li> </ul> <p>knowledge of all is an advantage</p>  | 1              |
|                                             | Electoral Management | Electoral Management specialist          | <p>A0 in Political sciences, Public Administration, Administrative Sciences, Development studies, International relations, sociology, social work, law, Education sciences and Demography with 3 years of working experience or Master or equivalent in Political sciences, Public Administration, Administrative Sciences, Development studies, International relations, sociology, social work, law, Education sciences and Demography</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of Government Electoral programmes and policies.</li> <li>- Extensive Knowledge of Electoral Operations</li> <li>- Strategy and policy skills</li> <li>- Knowledge of both National and International context of Elections</li> <li>- Knowledge in administrative management,</li> <li>- Planning and organizational skills</li> <li>- Communication skills</li> <li>- Analysis and using evidence</li> <li>- knowledge of Managing staff and a team</li> <li>- fluent in Kinyarwanda, English and/ or French;</li> </ul> <p>knowledge of all is an advantage</p> | 1              |



| Administrative Unit | Job Title                        | Title of Job positions linked to the Job      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Number of Jobs |
|---------------------|----------------------------------|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
|                     | Provincial Coordinator           | Provincial Coordinator of Electoral Operation | <p>A0 in Political sciences, Public Administration, Administrative Sciences, Development studies, International relations, History, Law, Sociology, Demography, Education, Management, Business Administration</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Government Electoral programmes and policies.</li> <li>- Knowledge of Electoral Operations</li> <li>- Strategy and policy skills</li> <li>- Strong management skills</li> <li>- Planning and organizational skills</li> <li>- Communication skills</li> <li>- Analysis and using evidence</li> <li>- knowledge of Managing staff and a team</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 5              |
|                     | Election civic Education Program | Election civic Education Program officer      | <p>A0 in Political sciences, Public Administration, Administrative Sciences, International relations, sociology, social work, Demography, Education sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Government programmes and policies.</li> <li>- Civic Education Skills</li> <li>- Strategy and policy skills</li> <li>- Strong management skills</li> <li>- Planning and organizational skills</li> <li>- Communication skills</li> <li>- Analysis and using evidence</li> <li>- knowledge of Managing staff and a team</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                        | 2              |

| Administrative Unit | Job Title                  | Title of Job positions linked to the Job |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Number of Jobs |
|---------------------|----------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
|                     | Electoral zone coordinator | Electoral zone coordinator               | <p>A0 in Political sciences, Public Administration, Administrative Sciences, International relations, sociology, social work, Demography, Law, Communication, History, Education sciences, Management, Business Administration</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Government programmes and policies.</li> <li>- Civic Education Skills</li> <li>- Strategy and policy skills</li> <li>- Strong management skills</li> <li>- Planning and organizational skills</li> <li>- Communication skills</li> <li>- Analysis and using evidence</li> <li>- knowledge of Managing staff and a team</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 15             |
|                     | Elections Officer          | Elections Officer                        | <p>A0 in Political sciences, Public Administration, Administrative Sciences, International relations, sociology, social work, Law, Communication, History, Demography, Education Sciences, Management, Business Administration</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Government programmes and policies;</li> <li>- Strategy and policy skills;</li> <li>- Strong management skills;</li> <li>- Planning and organizational skills;</li> <li>- Communication skills;</li> <li>- Analysis and using evidence;</li> <li>- knowledge of Managing staff and a team;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                             | 5              |
|                     | Sub Total                  |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 29             |

| Administrative Unit | Job Title                        | Title of Job positions linked to the Job  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Number of Jobs |
|---------------------|----------------------------------|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| ICT Unit            | Director of Unit                 | Director of ICT                           | <p>A0 in Computer Science, ICT Infrastructure Management, Software Engineering, Computer Engineering, Information Communication Technology, Information Management System, Electronics and Telecommunication, with 3 years of related working experience or Master of equivalent in Computer Science, ICT Infrastructure Management, Software Engineering, Computer Engineering, Information Communication Technology, Information Management System, Electronics and Telecommunication with 1 year of working experience</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge on LAN and WAN infrastructure management</li> <li>- Knowledge on Computer Hardware/ A+</li> <li>- Systems analysis &amp; evaluation skills</li> <li>- Leadership and management skills</li> <li>- Collaboration skills (Influence, build relationships, manage conflicts, negotiate);</li> <li>- Excellent communication, organisation and interpersonal skills;</li> <li>- Working Knowledge in Project Management;</li> <li>- Data, power and voice network management skills.</li> </ul> | 1              |
|                     | Database and Software Management | Database and Software Manageme specialist | <p>A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ ; Certifications in CCNA, MCSE, MCSA, MCTs (NET), LAMP/WAMP Framework or MCITP are an added advantage or A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 3 years of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent IT Skills</li> <li>- organisational Skills</li> <li>- Management skills</li> <li>- Experience working under pressure.</li> <li>- Strong communication and interpersonal skills</li> <li>- strong organization skills</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                              | 1              |

| Administrative Unit | Job Title            | Title of Job positions linked to the Job |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Number of Jobs |
|---------------------|----------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
|                     | Network and Security | Network and Security Administrator       | <p>A1 in Computer Science, 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 or A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent IT Skills</li> <li>- organisation Skills</li> <li>- Management skills</li> <li>- Experience working under pressure.</li> <li>- Strong communication and interpersonal skills</li> <li>- strong organization skills</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                    | 1              |
|                     | ICT                  | ICT                                      | <p>A1 in Computer Science, 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 or A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering</p> <p>Key technical skills and Knowledge required</p> <ul style="list-style-type: none"> <li>- Broad understanding of computer systems, computer applications and operating systems;</li> <li>- Broad range of technical computer skills;</li> <li>- Analytical and problem-solving skills;</li> <li>- Wide knowledge of office software applications;</li> <li>- Good presentation and communication skills.</li> <li>- Excellent interpersonal skills;</li> <li>- Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage.</li> </ul> | 1              |
|                     | Sub Total            |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 4              |

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| Administrative Unit           | Job Title        | Title of Job positions linked to the Job  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Number of Jobs |
|-------------------------------|------------------|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Administration & Finance Unit | Director of Unit | Director of Administration & Finance Unit | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Accounting, Public Finance, Finance, or Management with specialisation in Finance with at least 3 years working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Leadership and management skills;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software (SMART IFMIS);</li> <li>- Knowledge of human resources concepts, practices, policies, and procedures;</li> <li>- Knowledge of organizational structure, workflow, and operating procedures;</li> <li>- Knowledge in Monitoring &amp; System Evaluation;</li> <li>- Time management Skills</li> <li>- Interviewing Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Problem solving;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1              |
|                               | Human Resource   | HR Officer                                | <p>A0 in Human Resource Management, Management, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources;</li> <li>- Knowledge in the Development of Human Resources Policies and procedures</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                       | 1              |

| Administrative Unit | Job Title         | Title of Job positions linked to the Job |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Number of Jobs |
|---------------------|-------------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
|                     | Accounting        | Accountant                               | <p>A0 in Accounting, Finance, Management with specialization in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA)</p> <p>Key Technical Skills &amp; Knowledge required:</p> <p>Knowledge of cost analysis techniques;</p> <ul style="list-style-type: none"> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software(SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Knowledge to analyse complex financial information &amp; Produce reports</li> <li>- Deep understanding of financial accounts;</li> <li>- High Analytical Skills</li> <li>- Interpersonal skills;</li> <li>- Time management Skills</li> <li>- Complex Problem solving;</li> <li>-Flexibility Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1              |
|                     | Budget Management | Budget Officer                           | <p>A0 in Finance, Accounting, Management and Economics.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software(SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Deep understanding of financial accounts;</li> <li>- High Analytical Skills</li> <li>- Interpersonal skills;</li> <li>- Time management Skills</li> <li>- Complex Problem solving;</li> <li>-Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                    | 1              |

| Administrative Unit | Job Title   | Title of Job positions linked to the Job |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Number of Jobs |
|---------------------|-------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
|                     | Logistics   | Logistics Officer                        | <p>A0 in Management, Accounting, Finance, Store Management, Public Administration, Economics, Administrative Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Management of Material Resources;</li> <li>- Knowledge of supply chain management;</li> <li>- Organizational Skills;</li> <li>- Computer Skills;</li> <li>- Communication Skills;</li> <li>- Report writing &amp; Presentation Skills;</li> <li>- Analytical Skills;</li> <li>- Interpersonal Skills;</li> <li>- Time management Skills;</li> <li>- Negotiation Skills;</li> <li>- Team working Skills</li> <li>- Problem Solving Skills;</li> <li>- <u>Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</u></li> </ul> | 2              |
|                     | 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><i>Key technical skills and knowledge required :</i></p> <ul style="list-style-type: none"> <li>- Knowledge of office administration;</li> <li>- Communication skills;</li> <li>- Computer skills;</li> <li>- Interpersonal skills;</li> <li>- Excellent organizational and time management skills;</li> <li>- Good interpersonal skills.</li> <li>- Stress management skills;</li> <li>- Bookkeeping skills;</li> <li>- <u>Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</u></li> </ul>                                                                                                                  | 1              |
|                     | S/Total     |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 7              |
|                     | Grand Total |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 50             |

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° **52/03** ryo ku wa **27/2/2015** rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Komisiyo y'Igihugu y'Amatora (NEC)

**Kigali, ku wa 27/2/2015**

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kugira ngo bishyizweho Ikirango cya Repubulika:**

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

Seen to be annexed to Prime Minister's Order n° **52/03** of **27/2/2015** determining the Organizational Structure, Salaries and fringe benefits for employees in National Electoral Commission (NEC)

**Kigali, on 27/2/2015**

(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° **52/03** du **27/2/2015** déterminant la Structure Organisationnelle, Salaires et autres avantages accordés au personnel au sein de la Commission Nationale Electorale (NEC)

**Kigali, le 27/2/2015**

(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  
MINISITIRI W'INTEBE N° 52/03 RYO KU WA  
27/2/2015 RIGENA IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI MURI  
KOMISIYO Y'IGIHUGU Y'AMATORA(NEC)**

**ANNEX III TO PRIME MINISTER'S ORDER  
N° 52/03 OF 27/2/2015 DETERMINING THE  
ORGANISATIONAL STRUCTURE, SALARIES  
AND FRINGE BENEFITS FOR EMPLOYEES  
IN NATIONAL ELECTORAL COMMISSION  
(NEC)**

**ANNEXE III A L'ARRETE DU PREMIER  
MINISTRE N° 52/03 DU 27/2/2015  
DETERMINANT LA STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AUTRES AVANTAGES ACCORDES AU  
PERSONNEL AU SEIN DE LA COMMISSION  
NATIONALE ELECTORALE (NEC)**

**NEC SALARY STRUCTURE**

| POST                                              | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|---------------------------------------------------|-----|-------|-------|-----------------------------|
| Executive Secretary                               | 500 | E     | 3156  | 2,011,950                   |
| General Directorate of Electoral Operations       | 400 | 2.III | 1890  | 1,082,378                   |
| Elections Management Specialist                   | 400 | 3.II  | 1369  | 784,008                     |
| Director of ICT Unit                              | 400 | 3.II  | 1369  | 812,757                     |
| Director of Finance and Administration Unit       | 400 | 3.II  | 1369  | 784,008                     |
| HRM Specialist                                    | 400 | 3.II  | 1369  | 784,008                     |
| Provincial Coordinator of Electoral Operations    | 400 | 3.II  | 1369  | 784,008                     |
| Database Manager & Software Management Specialist | 400 | 3.II  | 1369  | 784,008                     |
| Legal Affairs Officer                             | 400 | 4.III | 1313  | 744,659                     |
| Public Relations and Communication Officer        | 400 | 4.II  | 1141  | 647,110                     |
| HR Officer                                        | 400 | 4.II  | 1141  | 647,110                     |
| Planning & Monitoring Officer                     | 400 | 5.II  | 951   | 539,353                     |
| Documentation and Election Observers Officer      | 400 | 5.II  | 951   | 539,353                     |
| Election Civic Education Program Officer          | 400 | 5.II  | 951   | 539,353                     |
| Electoral Zone Coordinator                        | 400 | 5.II  | 951   | 539,353                     |
| Elections Officers                                | 400 | 5.II  | 951   | 539,353                     |
| Network & Security Administration                 | 400 | 5.II  | 951   | 539,353                     |
| ICT Officer                                       | 400 | 5.II  | 951   | 539,353                     |
| Procurement Officer                               | 400 | 5.II  | 951   | 539,353                     |
| Accountant                                        | 400 | 5.II  | 951   | 539,353                     |
| Budget Officer                                    | 400 | 5.II  | 951   | 539,353                     |
| Internal Auditor                                  | 400 | 5.II  | 951   | 539,353                     |
| Logistics Officer                                 | 400 | 5.II  | 951   | 539,353                     |
| Administrative Assistant to Executive Secetaire   | 400 | 5.II  | 951   | 539,353                     |
| Customer Care                                     | 400 | 6.II  | 793   | 449,744                     |
| Secretary in Central Secretariat                  | 400 | 8.II  | 508   | 288,109                     |

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° **52/03** ryo ku wa **27/2/2015** rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Komisiyo y'Igihugu y'Amatora (NEC)

**Kigali, ku wa 27/2/2015**

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kugira ngo bishyizweho Ikirango cya Repubulika:**

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

Seen to be annexed to Prime Minister's Order n° **52/03** of **27/2/2015** determining the Organizational Structure, Salaries and fringe benefits for employees in National Electoral Commission (NEC)

**Kigali, on 27/2/2015**

(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° **52/03** du **27/2/2015** déterminant la Structure Organisationnelle, Salaires et autres avantages accordés au personnel au sein de la Commission Nationale Electorale (NEC)

**Kigali, le 27/2/2015**

(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

ITEKA RYA MINISITIRI W'INTEBE N° 53/03 RYO KU WA 27/2/2015 RIGENA IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI KOMISIYO Y'IGIHUGU Y'UBURENGANZIRA BWA MUNTU (NCHR)

PRIME MINISTER'S ORDER N° 53/03 OF 27/2/2015 DETERMINING THE ORGANISATIONAL STRUCTURE, THE SALARIES AND THE FRINGE BENEFITS FOR EMPLOYEES OF THE NATIONAL COMMISSION FOR HUMAN RIGHTS (NCHR)

ARRETE DU PREMIER MINISTRE N°53/03 DU 27/2/2015 PORTANT STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL AU SEIN DE LA COMMISSION NATIONALE DES DROITS DE LA PERSONNE (NCHR)

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**PRIME MINISTER'S ORDER N° 53/03 OF 27/2/2015 DETERMINING THE ORGANISATIONAL STRUCTURE, THE SALARIES AND THE FRINGE BENEFITS FOR EMPLOYEES IN THE NATIONAL COMMISSION FOR HUMAN RIGHTS (NCHR)**

**ARRETE DU PREMIER MINISTRE N°53/03 DU 27/2/2015 PORTANT STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AUPERSONNEL AU SEIN DE LA DE LA COMMISSION NATIONALE DES DROITS DE LA PERSONNE (NCHR)**

**Minisitiri w'Intebe;**

**The Prime Minister;**

**Le Premier Ministre;**

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

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 118, 119, 121 and 201;

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

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

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

Ashingiye ku Itegeko n° 19/2013 ryo ku wa 25/03/2013 rigena inshingano, imiterere n'imikorere bya Komisiyo y'Igihugu y'Ubugenzira bwa Muntu (NCHR), cyane cyane mu ngingo yaryo ya 39;

Pursuant to Law n° 19/2013 of 25/03/2013 determining missions, organization and functioning of the National Commission for Human Rights (NCHR), especially in Article 39;

Vu la Loi n° 19/2013 du 25/03/2013 portant mission, organisation et fonctionnement de la Commission Nationale des Droits de la Personne, (NCHR), spécialement en son article 39;

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

Having reviewed 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 to date;

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 et complété à ce jour;

Asubiye kuteka rya Minisitiri w'Intebe n°178/03 ryo ku wa 23/11/2011 rigena imbonerahamwe n'incamake y'imyanya y'imirimo bya Komisiyo y'Igihugu y'Ubugenzira bwa Muntu;

Reviewing Prime Minister's Order n°178/03 of 23/11/2011 determining the organizational structure and summary of job positions of the National Commission for Human rights ;

Revu l'Arrêté du Premier Ministre n°178/03 du 23/11/2011 déterminant la structure organisationnelle et la synthèse des emplois de la Commission Nationale des Droits de la Personne ;

Bisabwe na Minisitiri w'Abakozi ba Leta

On proposal by the Minister of Public Service

Sur proposition du Ministre de la Fonction

|                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| n'Umurimo ;                                                                                                                                                                                                                                                                                                                 | and Labour;                                                                                                                                                                                                                                                                                              | Publique et du Travail;                                                                                                                                                                                                                                                                                                                              |
| Inama y'Abaminisitiri yateranye ku wa 29/07/2014 imaze kubisuzuma no kubyemeza;                                                                                                                                                                                                                                             | After consideration and approval by the Cabinet in session of 29/07/2014;                                                                                                                                                                                                                                | Après examen et adoption par le Conseil des Ministres en sa séance du 29/07/2014;                                                                                                                                                                                                                                                                    |
| <b>ATEGETSE:</b>                                                                                                                                                                                                                                                                                                            | <b>HEREBY ORDERS:</b>                                                                                                                                                                                                                                                                                    | <b>ARRETE :</b>                                                                                                                                                                                                                                                                                                                                      |
| <b><u>Ingingo ya mbere:</u> Icyo iri teka rigamije</b>                                                                                                                                                                                                                                                                      | <b><u>Article One:</u> Purpose of this Order</b>                                                                                                                                                                                                                                                         | <b><u>Article premier:</u> Objet du présent arrêté</b>                                                                                                                                                                                                                                                                                               |
| Iri teka rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Komisiyo y'Igihugu y'Uburenganzira bwa Muntu (NCHR).                                                                                                                                                                          | This Order determines the organizational structure, salaries and fringe benefits for employees in the National Commission for Human Rights (NCHR).                                                                                                                                                       | Le présent arrêté détermine la structure organisationnelle, les salaires et les avantages accordés au personnel au sein de la Commission Nationale des Droits de la Personne (NCHR).                                                                                                                                                                 |
| <b><u>Ingingo ya 2:</u> Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo</b>                                                                                                                                                                                                                                | <b><u>Article 2:</u> Organizational structure and job profiles</b>                                                                                                                                                                                                                                       | <b><u>Article 2:</u> Structure organisationnelle et profils d'emplois</b>                                                                                                                                                                                                                                                                            |
| Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo muri NCHR biri ku mugereka wa I n'uwa II y'iri teka.                                                                                                                                                                                                       | The organizational structure and job profiles in the NCHR are respectively in annex I and II of this Order.                                                                                                                                                                                              | La structure organisationnelle et profils d'emplois au sein de NCHR sont aux ' annexes I et II du présent arrêté.                                                                                                                                                                                                                                    |
| <b><u>Ingingo ya 3:</u> Igenwa ry'umushahara</b>                                                                                                                                                                                                                                                                            | <b><u>Article 3:</u> Determination of the salary</b>                                                                                                                                                                                                                                                     | <b><u>Article 3:</u> Détermination du salaire</b>                                                                                                                                                                                                                                                                                                    |
| Imishahara y'abakozi ba NCHR igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara y'abakozi ba Leta.<br>Urwego, umubare fatizo, agaciro k'umubare fatizo n'umushahara mbumbe bigendana na buri mwanya w'umurimo muri NCHR biri ku mugereka wa III w'iri teka. | Salaries for employees of the NCHR shall be determined basing on job classification and in accordance with general principles on salary calculation in Public Service.<br><br>The level, index value and the gross salary corresponding to each job position in the NCHR are in annex III of this Order. | Les salaires accordés au personnel de NCHR sont déterminés suivant la classification des emplois et conformément aux principes généraux de fixation des salaires dans la fonction publique.<br><br>Le niveau, l'indice, la valeur indiciaire et le salaire brut correspondant à chaque emploi au sein de NCHR sont à l'annexe III du présent arrêté. |
| <b><u>Ingingo 4:</u> Ibigize umushahara mbumbe</b>                                                                                                                                                                                                                                                                          | <b><u>Article 4:</u> Composition of gross salary</b>                                                                                                                                                                                                                                                     | <b><u>Article 4:</u> Composition du salaire brut</b>                                                                                                                                                                                                                                                                                                 |
| Umushahara mbumbe wa buri kwezi ku mukozi wo muri NCHR ukubiyemo iby' ingenzi                                                                                                                                                                                                                                               | The monthly gross salary of an employee in the NCHR shall mainly be composed of the                                                                                                                                                                                                                      | Le salaire brut mensuel de l'agent de l'Etat au sein de NCHR comprend principalement:                                                                                                                                                                                                                                                                |

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 cya mbere cy'iyi ngingo ntigenerwa abakozi bari ku nzego z'imirimo za "F" boroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze kimwe 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 Umunyamabanga Mukuru wa NCHR**

Umunyamabanga Mukuru muri NCHR agenerwa ibindi bimufasha gutunganya imirimo bikurikira:

- 1 ° amafaranga y'itumanaho rya telefoni, fax byo 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 imworohera ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

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 paragraph One of this Article shall not be granted to public servants positioned on levels "F" whose transport is facilitated in accordance with Instructions of the Minister in charge of transport. It shall not also be granted to officers positioned on level "3" who shall be entitled to special transport allowance in accordance with Instructions of the Minister in charge public service.

**Article 5: Fringe benefits for the Secretary General of NCHR**

The Secretary General in the NCHR shall be entitled to the following fringe benefits:

- 1 ° an office telephone and fax communication allowance of one hundred thousand Rwandan francs (100,000 Rwf) and a mobile phone communication allowance of one hundred thousand Rwandan francs (100,000 Rwf) per month;
- 2 ° the Government shall facilitate his/her transport in accordance with the Instructions of the Minister in charge of transport.

- 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 visée à l'alinéa premier du présent article n'est pas allouée aux agents de l'Etat au poste de niveau "F" pour lesquels le transport est facilité selon les instructions du Ministre ayant le transport dans ses attributions, ainsi qu'à ceux au poste de niveau "3" qui bénéficient de l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

**Article 5 : Avantages alloués au Secrétaire Général de NCHR**

Le Secrétaire Général de NCHR bénéficie des avantages suivants :

- 1 ° les frais de communication par téléphone et fax 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 le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Ingingo ya 6: Ibigererwa Abayobozi n'abakozi bari ku rwego rw'imirimo rwa "3"**

Abayobozi b'Amashami n'abandi bakozi bari ku rwego rw'imirimo rwa "3" bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

- 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" bafite itsinda ry'abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe bagenerwa kandi amafaranga ibihumbi ijana y'u Rwanda (100.000 frw) buri kwezi ya telefoni yo mu biro.

**Ingingo ya 7: Indamunite z'urugendo rw'imodoka**

Iyo Umuyobozi Mukuru uri ku rwego rwa "F" agiye mu butumwa imbere mu Gihugu akoresheje imodoka ye, Leta imugenera indamunite y'urugendo hakurikijwe ibiteganywa n'amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

**Ingingo ya 8: Abashinzwe kubahiriza iri teka**

Minisitiri w'Abakozi ba Leta n'Umurimo,

**Article 6: Fringe benefits for officials on "3" job classification level**

Directors of Units and officials on "3" job classification level shall each be entitled to the following fringe benefits :

- 1 ° a mobile phone communication allowance of thirty thousand Rwandan francs (30,000 Rwf) per month;
- 2 ° a special transport allowance in accordance with Instructions of the Minister in charge of public service.

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

**Article 7: Mileage allowances**

When a Senior Official on level "F" goes on official mission inside the Country by using his/her vehicle, the State pay him/her mileage allowances specified in accordance with Instructions of the Minister in charge of transport.

**Article 8: Authorities responsible for the implementation of this Order**

The Minister of Public Service and Labour,

**Article 6: Avantages alloués aux cadres aux postes de niveau "3"**

Les Directeurs d'Unités et le cadres aux postes de niveau "3" bénéficient chacun d'autres avantages suivants :

- 1 ° les frais de communication par téléphone portable équivalant à trente mille francs rwandais (30.000 Frw) par mois;
- 2 ° une 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" 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 7 : Indemnités kilométriques**

Lorsqu' un haut cadre au poste de niveau "F" va en mission officielle à l'intérieur du pays en utilisant son véhicule, l'Etat lui octroie des indemnités kilométriques conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Article 8 : Autorités chargées de l'exécution du présent arrêté**

Le Ministre de la Fonction Publique et du



Minisitiri w'Ibikorwa Remezo na Minisitiri w'Imari n'Igenamigambi bashinzwe kubahiriza iri teka.

**Ingingo ya 9: Ivanwaho ry'ingingo zinyuranyije n'iri teka**

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

**Ingingo ya 10: Igihe iteka ritangira gukurikizwa**

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

Kigali, ku wa 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kugira ngo bishyizweho Ikirango cya Repbulika:**

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

the Minister of Infrastructure and the Minister of Finance and Economic Planning are entrusted with the implementation of this Order.

**Article 9: Repealing provision**

All prior provisions contrary to this Order are hereby repealed.

**Article 10: Commencement**

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

Kigali, on 27/2/2015

(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

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

**Article 9: Disposition abrogatoire**

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

**Article 10: Entrée en vigueur**

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

Kigali, le 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Premier Ministre

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

**Vu et scellé du Sceau de la République:**

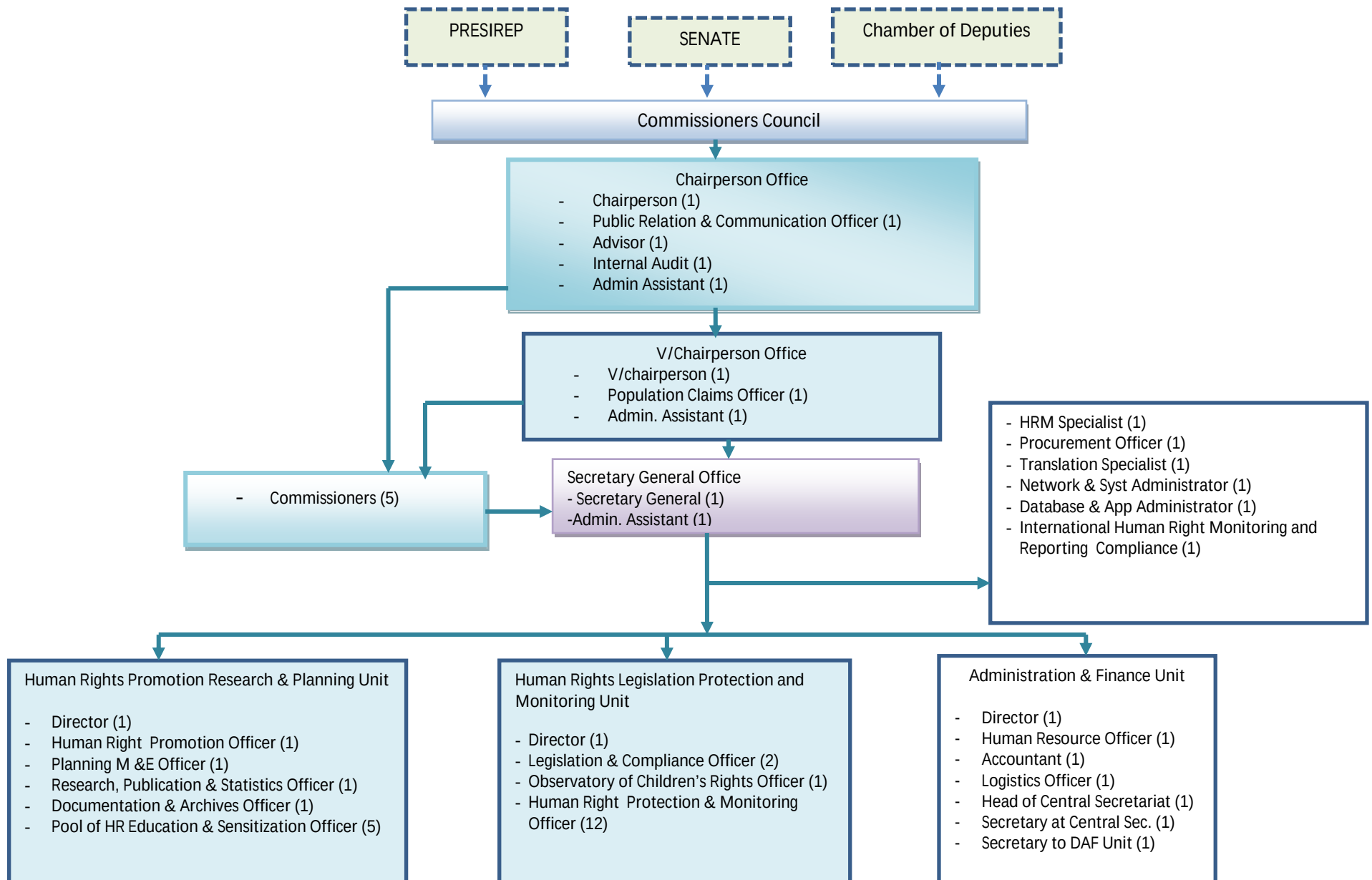
(sé)  
**BUSINGYE Johnston**  
Ministre de la Justice/ Garde des Sceaux

**UMUGEREKA WA I W'ITEKA RYA MINISITIRI  
W'INTEBE N° 53/03 RYO KU WA 27/2/2015  
RIGENA IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MURI KOMISIYO  
Y'IGIHUGU Y'UBURENGANZIRA BWA MUNTU  
(NCHR)**

**ANNEX I TO PRIME MINISTER'S ORDER N°  
53/03 OF 27/2/2015 DETERMINING THE  
ORGANISATIONAL STRUCTURE, THE  
SALARIES AND THE FRINGE BENEFITS FOR  
EMPLOYEES OF THE NATIONAL  
COMMISSION FOR HUMAN RIGHTS  
(NCHR)**

**ANNEXE I A L'ARRETE DU PREMIER  
MINISTRE N° 53/03 DU 27/2/2015 PORTANT  
STRUCTURE ORGANISATIONNELLE,  
SALAIRES ET AVANTAGES ACCORDES AU  
PERSONNEL AU SEIN DE LA DE LA  
COMMISSION NATIONALE DES DROITS  
DE LA PERSONNE (NCHR)**

**Official Gazette No. Special Bis of 28/02/2015**  
**NCHR ORGANISATIONAL CHART**



Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 53/03 ryo ku wa 27/2/2015 rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Komisiyo y'Igihugu y'Uburenganzira bwa Muntu

Kigali, ku wa 27/2/2015

Seen to be annexed to Prime Minister's Order n° 53/03 of 27/2/2015 determining the organizational structure, the salaries and the fringe benefits for employees in National Commission for Human Rights

Kigali, on 27/2/2015

Vu pour être annexé à l'Arrêté du Premier Ministre n° 53/03 du 27/2/2015 portant structure organisationnelle, salaires et avantages accordés au personnel au sein de la Commission Nationale des Droits de la Personne  
Kigali, le 27/2/2015

(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  
**Vu et scellé du Sceau de la République:**

**Bibonywe kugira ngo bishyizweho Ikirango cya Repubulika:**

**Seen and Sealed with the Seal of the Republic:**

(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 II W'ITEKA RYA  
MINISITIRI W'INTEBE N° 53/03 RYO KU WA  
27/2/2015 RIGENA IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI MURI  
KOMISIYO Y'IGIHUGU Y'UBURENGANZIRA  
BWA MUNTU (NCHR)

ANNEX II TO PRIME MINISTER'S ORDER N°  
53/03 OF 27/2/2015 NATIONAL STRUCTURE,  
SALARIES AND FRINGE BENEFITS FOR  
EMPLOYEES OF THE NATIONAL  
COMMISSION FOR HUMAN RIGHTS (NCHR)

ANNEXE II A L'ARRETE DU PREMIER  
MINISTRE N° 53/03 DU 27/2/2015  
DETERMINANT LA STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AUTRES AVANTAGES ACCORDES AU  
PERSONNEL AU SEIN DE LA DE LA  
COMMISSION NATIONALE DES DROITS  
DE LA PERSONNE (NCHR)

| NCHR - JOB PROFILES       |                |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |               |
|---------------------------|----------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Administrative Unit       | Job Title      | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
| Office of the Chairperson | Chairperson    | Chairperson                              | Political appointee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1             |
|                           | Advisor        | Advisor to the Chairperson               | <p>AO in Law, Education Sciences, Public Administration, Administrative Sciences, Political Sciences, Sociology, Social work with 3 years working experience; or Master or Equivalent in Law, Education Sciences, Administrative Sciences, Public Administration, Political Sciences, Sociology, Social work</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep understanding of National and International human rights instruments</li> <li>- Extensive knowledge and understanding of the Rwandan legal system and International law ;</li> <li>- Extensive knowledge of the Rwandan criminal procedure law and system</li> <li>- Knowledge of court processes and procedures in general;</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven;</li> <li>- High analytical &amp; Complex Problem solving Skills;</li> <li>- Interpersonal Skills;</li> <li>- Effective communication skills;</li> <li>- Time Management Skills;</li> <li>- Computer Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                           | Internal Audit | Internal Auditor                         | <p>AO in Accounting, Public Finance, Management specializing in Finance/Accounting</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Detailed knowledge of financial and Audit Standards, HR &amp; Financial Regulations, Procedures ;</li> <li>- Financial software;</li> <li>- Planning Skill;</li> <li>- High Analytical skills;</li> <li>- Report writing and presentation skills.</li> <li>- Time management skills;</li> <li>- Excellent problem-solving skills and clear logical thinking;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit            | Job Title                                  | Title of Job positions linked to the Job   | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Proposed Jobs |
|--------------------------------|--------------------------------------------|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                                | Public Relations and Communication Officer | Public Relations and Communication Officer | <p>A0 in Mass Communication, International Relations, Language &amp; Linguistics, Journalism, Public Relation</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organisational and time-management skills</li> <li>- Teamworking skills</li> <li>- Effective public relations and public speaking skills</li> <li>- Interviewing skills</li> <li>- Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage</li> </ul> | 1             |
|                                | Administrative Assistant                   | Administrative Assistant                   | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Word Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage</li> </ul>                                                                                                             | 1             |
| <b>S/Total</b>                 |                                            |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>5</b>      |
| Office of the Vice Chairperson | Vice Chairperson                           | Vice Chairperson                           | Political appointee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit             | Job Title                 | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Proposed Jobs |
|---------------------------------|---------------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                                 | Population Claims Officer | Population Claims Officer                | <p>A0 in Law, , Public Administration, Administrative Sciences, Sociology, Political Sciences, Social &amp; Human Sciences, Education Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep understanding of National and International human rights instruments</li> <li>- Extensive knowledge and understanding of the Rwandan legal system and International law ;</li> <li>- Extensive knowledge of the Rwandan criminal procedure law and system</li> <li>- Knowledge of investigation and evidence gathering techniques;</li> <li>- Knowledge of court processes and procedures in general;</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven;</li> <li>- High analytical &amp; Complex Problem solving Skills;</li> <li>- Interpersonal Skills;</li> <li>- Fluent in Kinyarwanda, French or English; knowledge of all is an advantag</li> </ul> | 1             |
|                                 | Administrative Assistant  | Administrative Assistant                 | <p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                | 1             |
| <b>S/Total</b>                  |                           |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>3</b>      |
| Office of the Commissioners     | Commissioners             | Commissioners                            | Political appointee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 5             |
| Office of the Secretary General | Secretary General         | Secretary General                        | Political appointee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1             |



| Administrative Unit | Job Title                             | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Proposed Jobs |
|---------------------|---------------------------------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Administrative Assistant              | Administrative Assistant                 | <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 &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                           | 1             |
|                     | Human Resources Management Specialist | Human Resources Management Specialist    | <p>A0 in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Human Resource Management with 3 years of working experience or Master's Degree in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Human Resource Management</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-Deep knowledge of Rwandan public service and labor law;</li> <li>- Knowledge in Conflict Management;</li> <li>- knowledge of the regulations applying to payroll procedures;</li> <li>- Knowledge of human resources concepts, practices,policies and procedures;</li> <li>- Problem Solving Skills;</li> <li>- Computer Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Interview Skills;</li> <li>- High analytical Skills;</li> <li>- Teamworking Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title              | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Proposed Jobs |
|---------------------|------------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Procurement officer    | Procurement Officer                      | <p>A0 in Procurement, Management, Accounting, Public Finance, Law, Economy,</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High analytical skills</li> <li>- Knowledge of basic business and purchasing practices</li> <li>- Knowledge of procurement law and procedures</li> <li>- Knowledge of state contracting law, regulations and procedures</li> <li>- Knowledge of grade, qualities, suppliers and prices trenders of commodities</li> <li>- Knowledge in contract drafting and negotiation</li> <li>- Category management skills</li> <li>- Time management skills</li> <li>- Decision making skills</li> <li>- Excellent communication skills.</li> <li>- Computer skills.</li> <li>- Fluent in Kinyarwanda, English and/or French, Knowledge of all is an advantage.</li> </ul> | 1             |
|                     | Translation Specialist | Translation Specialist                   | <p>A0 in Translation, Languages, Litterature, Law, Arts with 3 years of woking experience or Master's Degree in Translation, Languages, Litterature, Law, Arts</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-Excellent legal analytical skills and writing skills;</li> <li>-Ability to work independently and within team;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                        | 1             |

| Administrative Unit | Job Title                      | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|--------------------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Network & System Administrator | Network & System Administrator           | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's ICT policies and strategies;</li> <li>- Highly proficient with Microsoft Windows operating systems</li> <li>- Proficient in Microsoft Office products</li> <li>- Proficient in basic networking protocols and standards</li> <li>- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;</li> <li>- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title                            | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|--------------------------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Database & Application Administrator | Database & Application Administrator     | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's ICT policies and strategies;</li> <li>- Highly proficient with Microsoft Windows operating systems</li> <li>- Proficient in Microsoft Office products</li> <li>- Proficient in basic networking protocols and standards</li> <li>- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;</li> <li>- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title                                            | Title of Job positions linked to the Job             | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|---------------------|------------------------------------------------------|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | International HR Monitoring and Reporting Compliance | International HR Monitoring and Reporting Compliance | <p>A0 in Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep understanding of National and International human rights instruments</li> <li>- Extensive knowledge and understanding of the Rwandan legal system and International law ;</li> <li>- Extensive knowledge of the Rwandan criminal procedure law and system</li> <li>- Knowledge of investigation and evidence gathering techniques;</li> <li>- Knowledge of court processes and procedures in general;</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven;</li> <li>- High analytical &amp; Complex Problem solving Skills;</li> <li>- Interpersonal Skills;</li> <li>- Effective communication skills;</li> <li>- Time Management Skills;</li> <li>- Computer Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
| S/Total             |                                                      |                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 13            |

| Administrative Unit                             | Job Title                      | Title of Job positions linked to the Job                    | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Proposed Jobs |
|-------------------------------------------------|--------------------------------|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Human Rights Promotion Research & Planning Unit | Director of Unit               | Director of Human Rights Promotion Research & Planning Unit | <p>A0 in Public Administration, Administrative Sciences, Education Sciences, Sociology, Political Sciences, Law, Economics, Project Management, Management, Development Studies, Business Administration, Social &amp; Human Sciences with 3 years of working experience; Or Master or Equivalent in Public Administration, Administrative Sciences, Education Sciences, Sociology, Political Sciences, Law, Economics, Project Management, Management, Development Studies, Business Administration, Social &amp; Human Sciences with 1 year of working experience;</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep understanding of National and International human rights instruments</li> <li>- Extensive knowledge and understanding of the Rwandan legal system and International law ;</li> <li>- Extensive knowledge of the Rwandan criminal procedure law and system</li> <li>- Knowledge of investigation and evidence gathering techniques;</li> <li>- Knowledge of court processes and procedures in general;</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven;</li> <li>- High analytical &amp; Complex Problem solving Skills;</li> <li>- Strong Leadership skills</li> <li>- Interpersonal Skills;</li> <li>- Effective communication skills;</li> <li>- Time Management Skills;</li> <li>- Computer Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                                                 | Human Rights Promotion Officer | Human Rights Promotion Officer                              | <p>A0 in Law, Education Sciences, Public Administration, Administrative Sciences, Sociology, Political Sciences, Social &amp; Human Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep understanding of National and International human rights instruments</li> <li>- Extensive knowledge and understanding of the Rwandan legal system and International law ;</li> <li>- Extensive knowledge of the Rwandan criminal procedure law and system</li> <li>- Knowledge of investigation and evidence gathering techniques;</li> <li>- Knowledge of court processes and procedures in general;</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven;</li> <li>- High analytical &amp; Complex Problem solving Skills;</li> <li>- Interpersonal Skills;</li> <li>- Effective communication skills;</li> <li>- Time Management Skills;</li> <li>- Computer Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 1             |

| Administrative Unit | Job Title                                 | Title of Job positions linked to the Job  | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|---------------------|-------------------------------------------|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Planning M & E Officer                    | Planning M & E Officer                    | <p>A0 in Economics, Project Management, Management, Development Studies, Business Administration</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Basic Knowledge and understanding of Human rights</li> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Research Publication & Statistics Officer | Research Publication & Statistics Officer | <p>A0 in Science Education, Social Sciences, Political Sciences, Literature, Statistics.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep understanding of Research Methodologies and Statistics Concepts;</li> <li>- Knowledge of various statistical software packages;</li> <li>- Knowledge to Prepares and publishes statistical and technical reports and research papers;</li> <li>- Knowledge of the theory, systems and application of statistical research methodology</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>                                                                                                                      | 1             |

| Administrative Unit | Job Title                        | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|----------------------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Documentation & Archives Officer | Documentation & Archives Officer         | <p>A0 in Library &amp; information Science or A1 in Library &amp; information system, Office Management</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- proficiency in information technology;</li> <li>- Computer literacy;</li> <li>- Bokkeeping Skills;</li> <li>- Knowledge of integrated document management</li> <li>- Knowledge of archive management software</li> <li>- Knowledge of the documentation management system(DMS) would be an advantage</li> <li>- Organizational Skills;</li> <li>- Interpersonal Skills;</li> <li>- Planning Skills;</li> <li>- Communication Skills;</li> <li>- Report writting &amp; Presentation skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |



| Administrative Unit | Job Title                         | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Proposed Jobs |
|---------------------|-----------------------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Education & Sensitization Officer | Education & Sensitization Officer        | <p>A0 in Law, Education Sciences, Public Administration, Administrative Sciences, Political Sciences, Sociology</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep understanding of National and International human rights instruments</li> <li>- Extensive knowledge and understanding of the Rwandan legal system and International law;</li> <li>- Extensive knowledge of the Rwandan criminal procedure law and system</li> <li>- Knowledge of investigation and evidence gathering techniques;</li> <li>- Knowledge of court processes and procedures in general;</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven;</li> <li>- High analytical &amp; Complex Problem solving Skills;</li> <li>- Strong Leadership Skills;</li> <li>- Interpersonal Skills;</li> <li>- Time Management Skills;</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>-Coordination, planning and organisational skills;</li> <li>-Quick learner who is easily able to learn new products, systems, applications and technologies</li> <li>- Fluent in Kinyarwanda, French or English; knowledge of all is an advantage</li> </ul> | 5             |
| <b>S/Total</b>      |                                   |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>10</b>     |

| Administrative Unit                                     | Job Title                        | Title of Job positions linked to the Job                | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Proposed Jobs |
|---------------------------------------------------------|----------------------------------|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Human Rights Legislation Protection and Monitoring Unit | Director of Unit                 | Human Rights Legislation Protection and Monitoring Unit | <p>A0 in Law with 3 years of working experience; or Master's Degree in Human Rights Law, Civil Law, Criminal Law with 1 year of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep understanding of National and International human rights instruments</li> <li>- Extensive knowledge and understanding of the Rwandan legal system and International law ;</li> <li>- Extensive knowledge of the Rwandan criminal procedure law and system</li> <li>- Knowledge of investigation and evidence gathering techniques;</li> <li>- Knowledge of court processes and procedures in general;</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven;</li> <li>- High analytical &amp; Complex Problem solving Skills;</li> <li>- Strong Leadership Skills;</li> <li>- Interpersonal Skills;</li> <li>- Time Management Skills;</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Coordination, planning and organisational skills;</li> <li>- <u>Fluent in Kinyarwanda. French or English: knowledge of all is an advantage</u></li> </ul> | 1             |
|                                                         | Legislation & Compliance Officer | Legislation & Compliance Officer                        | <p>A0 in Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep understanding of National and International human rights instruments</li> <li>- Extensive knowledge and understanding of the Rwandan legal system and International law ;</li> <li>- Extensive knowledge of the Rwandan criminal procedure law and system</li> <li>- Knowledge of investigation and evidence gathering techniques;</li> <li>- Knowledge of court processes and procedures in general;</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven;</li> <li>- High analytical &amp; Complex Problem solving Skills;</li> <li>- Interpersonal Skills;</li> <li>- Effective communication skills;</li> <li>- Time Management Skills;</li> <li>- Computer Skills;</li> <li>- <u>Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</u></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                              | 2             |

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| Administrative Unit | Job Title                                    | Title of Job positions linked to the Job     | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|----------------------------------------------|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Observatory of Children's Rights Officer     | Observatory of Children's Rights Officer     | <p>A0 in Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep understanding of National and International human rights instruments</li> <li>- Extensive knowledge and understanding of the Rwandan legal system and International law ;</li> <li>- Extensive knowledge of the Children's rights and and their protections mechanisms;</li> <li>- Knowledge of investigation and evidence gathering techniques;</li> <li>- Knowledge of court processes and procedures in general;</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven;</li> <li>- High analytical &amp; Complex Problem solving Skills;</li> <li>- Interpersonal Skills;</li> <li>- Effective communication skills;</li> <li>- Time Management Skills;</li> <li>- Computer Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>                                                                             | 1             |
|                     | Human Rights Protection & Monitoring Officer | Human Rights Protection & Monitoring Officer | <p>A0 in Law, Education Sciences, Public Administration, Political Sciences, Sociology, Social Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep understanding of National and International human rights instruments</li> <li>- Extensive knowledge and understanding of the Rwandan legal system and International law ;</li> <li>- Extensive knowledge of the Rwandan criminal procedure law and system</li> <li>- Knowledge of investigation and evidence gathering techniques;</li> <li>- Knowledge of court processes and procedures in general;</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven;</li> <li>- High analytical &amp; Complex Problem solving Skills;</li> <li>- Interpersonal Skills;</li> <li>- Effective communication skills;</li> <li>- Time Management Skills;</li> <li>- Computer Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 12            |
| <b>S/Total</b>      |                                              |                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>16</b>     |

| Administrative Unit           | Job Title              | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Proposed Jobs |
|-------------------------------|------------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Administration & Finance Unit | Director of Unit       | Administration & Finance Unit            | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA etc) or A0 in Accounting, Public Finance, Finance or Management with Specialization in Finance with 3 years of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's financial management standards and procedures;</li> <li>- Knowledge of Accounting principles and practices and financial data reporting</li> <li>- Knowledge of Rwanda Public Financial Law;</li> <li>- Leadership and management skills;</li> <li>- Planning and organisational, Budgeting skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Time management Skills</li> <li>- Interviewing Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Proble solving;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                               | Human Resource Officer | Human Resource Officer                   | <p>A0 in Human Resource Management, Management, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources;</li> <li>- Knowledge in the Development of Human Resources Policies and procedures</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                    | 1             |

| Administrative Unit | Job Title         | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|---------------------|-------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Accountant        | Accountant                               | <p>A0 in Accounting, Finance or Management specialized in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Knowledge to analyse complex financial information &amp; Produce reports</li> <li>- Deep understanding of financial accounts;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- High Analytical Skills</li> <li>- Interpersonal skills;</li> <li>- Time management Skills</li> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- <u>Fluent in Kinyarwanda, English and/ or French: knowledge of all is an advantage</u></li> </ul> | 1             |
|                     | Logistics Officer | Logistics Officer                        | <p>A0 in Store Management, Management, Economics, Finance, Accounting, Administrative Sciences, Public Administration</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Management of Material Resources;</li> <li>- Knowledge of supply chain management;</li> <li>- Organizational Skills;</li> <li>- Computer Skills;</li> <li>- Communication Skills;</li> <li>- Report writting &amp; Presentation Skills;</li> <li>- Analytical Skills;</li> <li>- Interpersonal Skills;</li> <li>- Time management Skills;</li> <li>- Negotiation Skills;</li> <li>- Team working Skills</li> <li>- Problem Solving Skills;</li> <li>- <u>Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</u></li> </ul>                                                                                                                                           | 1             |

| Administrative Unit | Job Title                        | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|---------------------|----------------------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Head of Central Secretariat      | Head of Central Secretariat              | <p>A1 in Secretarial 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><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Analytical &amp; Problem solving Skills;</li> <li>- Decision Making Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Secretary at Central Secretariat | Secretary at Central Secretariat         | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Analytical &amp; Problem solving Skills;</li> <li>- Decision Making Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                      | 1             |

| Administrative Unit | Job Title             | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed Jobs |
|---------------------|-----------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Secretary to DAF Unit | Secretary to DAF Unit                    | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law with 2 years of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Analytical &amp; Problem solving Skills;</li> <li>- Decision Making Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
| S/Total             |                       |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 7             |
| Grand / Total       |                       |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 54            |

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 53/03 ryo ku wa 27/2/2015 rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Komisiyo y'Igihugu y'Uburenganzira bwa Muntu

Kigali, ku wa 27/2/2015

Seen to be annexed to Prime Minister's Order n° 53/03 of 27/2/2015 determining the organizational structure, the salaries and the fringe benefits for employees in National Commission for Human Rights

Kigali, on 27/2/2015

Vu pour être annexé à l'Arrêté du Premier Ministre n° 53/03 du 27/2/2015 portant structure organisationnelle, salaires et avantages accordés au personnel au sein de la Commission Nationale des Droits de la Personne  
Kigali, le 27/2/2015

(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  
**Vu et scellé du Sceau de la République:**

**Bibonywe kugira ngo bishyizweho Ikirango cya Repubulika:**

**Seen and Sealed with the Seal of the Republic:**

(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 III W'ITEKA RYA  
MINISITIRI W'INTEBE N° 53/03 RYO KU WA  
27/2/2015 RIGENA IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI MURI  
KOMISIYO Y'IGIHUGU Y'UBURENGANZIRA  
BWA MUNTU (NCHR)

ANNEX III TO PRIME MINISTER'S ORDER  
N° 53/03 OF 27/2/2015 DETERMINING THE  
ORGANISATIONAL STRUCTURE, THE  
SALARIES AND THE FRINGE BENEFITS FOR  
EMPLOYEES OF THE NATIONAL  
COMMISSION FOR HUMAN RIGHTS (NCHR)

ANNEXE III A L'ARRETE DU PREMIER  
MINISTRE N° 53/03 DU 27/2/2015 PORTANT  
STRUCTURE ORGANISATIONNELLE,  
SALAIRES ET AVANTAGES ACCORDES AU  
PERSONNEL AU SEIN DE LA DE LA  
COMMISSION NATIONALE DES DROITS  
DE LA PERSONNE (NCHR)

NCHR SALARY STRUCTURE

| POST                                                                  | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|-----------------------------------------------------------------------|-----|-------|-------|-----------------------------|
| Chairperson                                                           | 500 | E     | 3156  | 2,011,950                   |
| Vice Chairperson of NHRC                                              | 441 | F     | 2869  | 1,613,167                   |
| Secretary General                                                     | 441 | F     | 2869  | 1,613,167                   |
| Commissionners                                                        | 400 | 1.IV  | 2608  | 1,330,080                   |
| Advisor to Chairperson of NHRC                                        | 400 | 3.II  | 1369  | 784,008                     |
| Director of Human Rights Legislation, Protection and M&E Unit         | 400 | 3.II  | 1369  | 784,008                     |
| Director of Human Rights Promotion & Planning Unit                    | 400 | 3.II  | 1369  | 784,008                     |
| Director of Administration & Finance                                  | 400 | 3.II  | 1369  | 784,008                     |
| HR Management Specialist                                              | 400 | 3.II  | 1369  | 784,008                     |
| Translation Specialist                                                | 400 | 3.II  | 1369  | 784,008                     |
| Human Resources Officer                                               | 400 | 4.II  | 1141  | 647,110                     |
| Research, Publication and Statistics Officer                          | 400 | 4.II  | 1141  | 647,110                     |
| Public Relations and Communication Officer                            | 400 | 4.II  | 1141  | 647,110                     |
| Planning, Monitoring & Evaluation Officer                             | 400 | 5.II  | 951   | 539,353                     |
| Human Rights Promotion Officer                                        | 400 | 5.II  | 951   | 539,353                     |
| International Human Right Monitoring and Reporting Compliance Officer | 400 | 5.II  | 951   | 539,353                     |
| Human Rights Protection and Monitoring Officer                        | 400 | 5.II  | 951   | 539,353                     |
| Human Rights Education and Sensitisation Officer                      | 400 | 5.II  | 951   | 539,353                     |
| Legislation & Compliance Officer                                      | 400 | 5.II  | 951   | 539,353                     |
| Observatory of Children's Rights Officer                              | 400 | 5.II  | 951   | 539,353                     |
| Network & System Administrator                                        | 400 | 5.II  | 951   | 539,353                     |
| Database & Application Administrator                                  | 400 | 5.II  | 951   | 539,353                     |
| Population Claims Officer                                             | 400 | 5.II  | 951   | 539,353                     |
| Internal Auditor                                                      | 400 | 5.II  | 951   | 539,353                     |
| Procurement Officer                                                   | 400 | 5.II  | 951   | 539,353                     |
| Accountant                                                            | 400 | 5.II  | 951   | 539,353                     |
| Logistics Officer                                                     | 400 | 5.II  | 951   | 539,353                     |
| Administrative Assistant to the Chairperson                           | 400 | 5.II  | 951   | 539,353                     |
| Administrative Assistant to the Vice Chairperson                      | 400 | 5.II  | 951   | 539,353                     |
| Administrative Assistant to the SG                                    | 400 | 5.II  | 951   | 539,353                     |
| Documentation & Archives Officer                                      | 400 | 6.II  | 793   | 449,744                     |
| Head of Central Secretariat                                           | 400 | 7.II  | 660   | 374,314                     |
| Secretary in Central Secretariat                                      | 400 | 8.II  | 508   | 288,109                     |
| Secretary to DAF Unit                                                 | 400 | 8.II  | 508   | 288,109                     |

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 53/03 ryo ku wa 27/2/2015 rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Komisiyo y'Igihugu y'Uburenganzira bwa Muntu

Kigali, ku wa 27/2/2015

Seen to be annexed to Prime Minister's Order n° 53/03 of 27/2/2015 determining the organizational structure, the salaries and the fringe benefits for employees in National Commission for Human Rights

Kigali, on 27/2/2015

Vu pour être annexé à l'Arrêté du Premier Ministre n° 53/03 du 27/2/2015 portant structure organisationnelle, salaires et avantages accordés au personnel au sein de la Commission Nationale des Droits de la Personne  
Kigali, le 27/2/2015

(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  
**Vu et scellé du Sceau de la République:**

**Bibonywe kugira ngo bishyizweho Ikirango cya Repubulika:**

**Seen and Sealed with the Seal of the Republic:**

(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

ITEKA RYA MINISITIRI W'INTEBE N° 54/03 RYO KU WA 27/2/2015 RIGENA IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI KOMISIYO ISHINZWE ABAKOZI BA LETA (PSC)

PRIME MINISTER'S ORDER N° 54/03 OF 27/2/2015 DETERMINING THE ORGANISATIONAL STRUCTURE, THE SALARIES AND THE FRINGE BENEFITS FOR EMPLOYEES IN PUBLIC SERVICE COMMISSION (PSC)

ARRETE DU PREMIER MINISTRE N° 54/03 DU 27/2/2015 PORTANT STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL AU SEIN DE LA COMMISSION DE LA FONCTION PUBLIQUE (PSC)

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**PRIME MINISTER'S ORDER N° 54/03 OF 27/2/2015 DETERMINING THE ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN PUBLIC SERVICE COMMISSION (PSC)**

**ARRETE DU PREMIER MINISTRE N° 54/03 DU 27/2/2015 PORTANT STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL AU SEIN DE LA COMMISSION DE LA FONCTION PUBLIQUE (PSC)**

**Minisitiri w'Intebe;**

**The Prime Minister;**

**Le Premier Ministre;**

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

Pursuant to the Constitution of 04 June 2003 of the Republic of Rwanda as amended to date, especially in Articles 118, 119, 121 and 201;

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

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

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

Asubiye ku Iteka rya Minisitiri w'Intebe n° 173/03 ryo ku wa 23/11/2011 rigena imbonerahamwe n'incamake y'imyanya y'imirimo bya Komisiyo ishinze Abakozi ba Leta;

Having reviewed Prime Minister's Order n° 173/03 of 23/11/2011 determining the organizational structure and summary of job positions of the Public Service Commission;

Revu l'Arrêté du Premier Ministre n° 173/03 du 23/11/2011 déterminant la structure organisationnelle et la synthèse des emplois de la Commission de la Fonction Publique ;

Asubiye ku Iteka rya Minisitiri w'Intebe n° 53/03 ryo ku wa 14/07/2012 rishyiraho imishahara n'ibindi bigenerwa abakozi bo mu butegetsi bwite bwa Leta nk'uko ryahinduwe kandi ryujijwe kugeza ubu;

Having reviewed 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 to date;

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 et complété à ce jour;

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

On proposal by the Minister of Public Service and Labour;

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

Inama y'Abaminisitiri yateranye ku wa 29/07/2014 imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet in session of 29/07/2014;

Après examen et adoption par le Conseil des Ministres en sa séance du 29/07/2014;

**ATEGETSE:**

**HEREBY ORDERS:**

**ARRETE:**

**Ingingo ya mbere: Icyo iri teka rigamiye**

Iri teka rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Komisiyo ishinze Abakozi ba Leta (PSC).

**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 muri PSC biri ku migereka wa I n'uwa II y'iri teka.

**Ingingo 3: Igenwa ry'umushahara**

Imishahara y'abakozi ba PSC igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara y'abakozi ba Leta.

Urwego, umubare fatizo, agaciro k'umubare fatizo n'umushahara mbumbe bigendana na buri mwanya w'umurimo muri PSC biri ku mugereka wa III w'iri teka.

**Ingingo 4: Ibigize umushahara mbumbe**

Umushahara mbumbe wa buri kwezi ku bayobozi bakuru n'abakozi ba PSC, ukubiyemo iby'ingenzi bikurikira:

- 1 ° umushahara fatizo;
- 2 ° indamunite y'icumbi;
- 3 ° indamunite y'urugendo;
- 4 ° inkunga ya Leta mu bwiteganyirize

**Article One: Purpose of this Order**

This Order determines the organizational structure, salaries and fringe benefits for employees in Public Service Commission (PSC).

**Article 2: Organizational structure and job profiles**

The organizational structure and job profiles of PSC are respectively in annex I and II of this Order.

**Article 3: Determination of the salary**

Salaries for employees of PSC shall be determined basing on 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 PSC are in annex III of this Order.

**Article 4: Composition of gross salary**

The monthly gross salary of the authorities and employees of PSC shall mainly be composed of the following:

1. basic salary;
2. housing allowance;
3. transport allowance;
4. State contribution for social security;

**Article premier: Objet du présent arrêté**

Le présent arrêté détermine la structure organisationnelle, les salaires et les avantages accordés au personnel au sein de la Commission de la Fonction Publique (PSC).

**Article 2: Structure organisationnelle et profils d'emplois**

La structure organisationnelle et les profils d'emplois de la PSC sont respectivement aux annexes I et II du présent arrêté.

**Article 3 : Détermination du salaire**

Les salaires accordés au personnel de la PSC 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 la PSC sont à l'annexe III du présent arrêté.

**Article 4: Composition du salaire brut**

Le salaire brut mensuel aux dirigeants et aux agents de la PSC 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

bw'umukozi;  
5 ° inkunga ya Leta yo kuvuza umukozi.

Indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo ntigenerwa Umunyamabanga Nshingwabikorwa uri ku rwego rw'imirimo rwa "E" woroherezwa ingengo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze kimwe n'abandi bakozi 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 Umunyamabanga Nshingwabikorwa**

Umunyamabanga Nshingwabikorwa muri PSC agenerwa ibindi bimufasha gutunganya imirimo bikurikira:

- 1 ° amafaranga yo kwishyura telefoni na fax byo mu biro angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi, amafaranga ibihumbi mirongo 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;
- 2 ° amafaranga yo kwakira abashyitsi mu kazi angana n'amafaranga ibihumbi magana atatu y'u Rwanda (300. 000 frw) buri kwezi anyura kuri konti ya PSC;
- 3 ° Leta imworohera ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintumu nshingano ze.

5. State contribution for medical care.

The transport allowance specified in paragraph One of this article shall not be granted to the Executive Secretary positioned on level "E" 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 shall be entitled to special transport allowance in accordance with Instructions of the Minister in charge public service.

**Article 5: Fringe benefits for the Executive Secretary**

The Executive Secretary in the PSC shall be entitled to the following fringe benefits:

- 1 ° one hundred thousand Rwandan francs (100,000 Rwf) per month for office fax and telephone and internet and forty thousand Rwandan francs (40,000 Rwf) per month for wireless internet connection and one hundred and fifty thousand Rwandan francs (150,000 Rwf) per month for mobile phone;
- 2 ° office entertainment allowance of three hundred thousand Rwandan francs (300,000 Rwf) per month and transferred to the PSC's account;
- 3 ° the Government shall facilitate his/her transport in accordance with the Instructions of the Minister in charge of transport.

sociale ;  
5 ° la contribution de l'Etat aux soins médicaux.

L'indemnité de transport visée à l'alinéa premier du présent article n'est pas allouée au Secrétaire Exécutif au poste de niveau "E" pour lequel le transport est facilité selon les instructions du Ministre ayant le transport dans ses attributions, ainsi qu'à ceux au poste de niveau "3" qui bénéficient de l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

**Article 5: Avantages alloués au Secrétaire Exécutif**

Le Secrétaire Exécutif de la PSC bénéficie des avantages suivants :

- 1 ° les frais de téléphone et fax de bureau équivalant à cent mille francs rwandais (100.000Frw) par mois et les frais d'internet sans fil équivalant à quarante mille francs rwandais (40.000 Frw) par mois et ceux de téléphone portable équivalant à cent cinquante mille francs rwandais (150.000 Frw) par mois ;
- 2 ° les frais de représentation au service équivalant à trois cent mille francs rwandais (300.000 Frw) chaque mois et domiciliés au compte de PSC;
- 3 ° l'Etat lui facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Ingingo ya 6: Ibindi bigenerwa Abayobozi b'Amashami n'Abakozi bari ku rwego rw'imirimo rwa "3"**

Abayobozi b'Amashami n'abakozi bari ku rwego rw'imirimo rwa "3" bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

- 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" bafite itsinda ry'abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe bagenerwa kandi amafaranga ibihumbi ijana y'u Rwanda (100.000 frw ) buri kwezi ya telefoni yo mu biro.

**Ingingo ya 7: Indamunite z'urugendo rw'imodoka**

Iyo Umunyamabanga Nshingwabikorwa agiye mu butumwa imbere mu Gihugu akoresheje imodoka ye, Leta imugenera indamunite y'urugendo hakurikijwe ibiteganywa n'amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

**Ingingo ya 8: Abashinzwe kubahiriza iri teka**

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

**Article 6: Fringe benefits for Directors of Units and Officials on "3.II" job level**

The Directors of Units and Officials "3" job level shall each be entitled to fringe benefits as follows:

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

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

**Article 7: Mileage allowances**

When the Executive Secretary goes on official mission inside the country by using his/her vehicle, the State pay him/her mileage allowances in accordance with the Instructions of the Minister in charge of transport.

**Article 8: Authorities responsible for the implementation of this Order**

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

**Article 6: Autres avantages alloués aux Directeurs d'Unités et cadres aux postes de niveau "3"**

Les Directeurs d'Unités et cadres aux postes de niveau "3" bénéficient chacun d'autres avantages suivants :

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

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

**Article 7 : Indemnités kilométriques**

Lorsque le Secrétaire Exécutif part en mission officielle à l'intérieur du pays en utilisant son véhicule, l'Etat lui octroie des indemnités kilométriques conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Article 8 : Autorités chargées de l'exécution du présent arrêté**

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



**Ingingo ya 9: Ivanwaho ry'ingingo zinyuranyije n'iri teka**

Iteka rya Minisitiri w'Intebe n° 173/03 ryo ku wa 23/11/2011 rigena imbonerahamwe n'incamake y'imyanya y'imirimo bya Komisiyo ishinze Abakozi ba Leta n'ingingo z'amateka abanziriza iri kandi zinyuranyije na ryo zivanyweho.

**Ingingo ya 10: Igihe iteka ritangira gukurikizwa**

Iri teka ritangira gukurikizwa ku muni ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera ku wa 29/07/2014.

Kigali, ku wa 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kugira ngo bishyizweho Ikirango cya Repubulika:**

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

**Article 9: Repealing provision**

The Prime Minister's Order n° 173/03 of 23/11/2011 determining the organizational structure and summary of job positions of the Public Service Commission and all prior provisions contrary to this Order are hereby repealed.

**Article 10: Commencement**

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes an effect as of 29/07/2014.

Kigali, on 27/2/2015

(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

**Article 9: Disposition abrogatoire**

L'Arrêté du Premier Ministre n° 173/03 du 23/11/2011 déterminant la structure organisationnelle et la synthèse des emplois de la Commission de la Fonction Publique ainsi que toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

**Article 10: Entrée en vigueur**

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il sort ses effets à partir du 29/07/2014.

Kigali, le 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Premier Ministre

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

**Vu et scellé du Sceau de la République:**

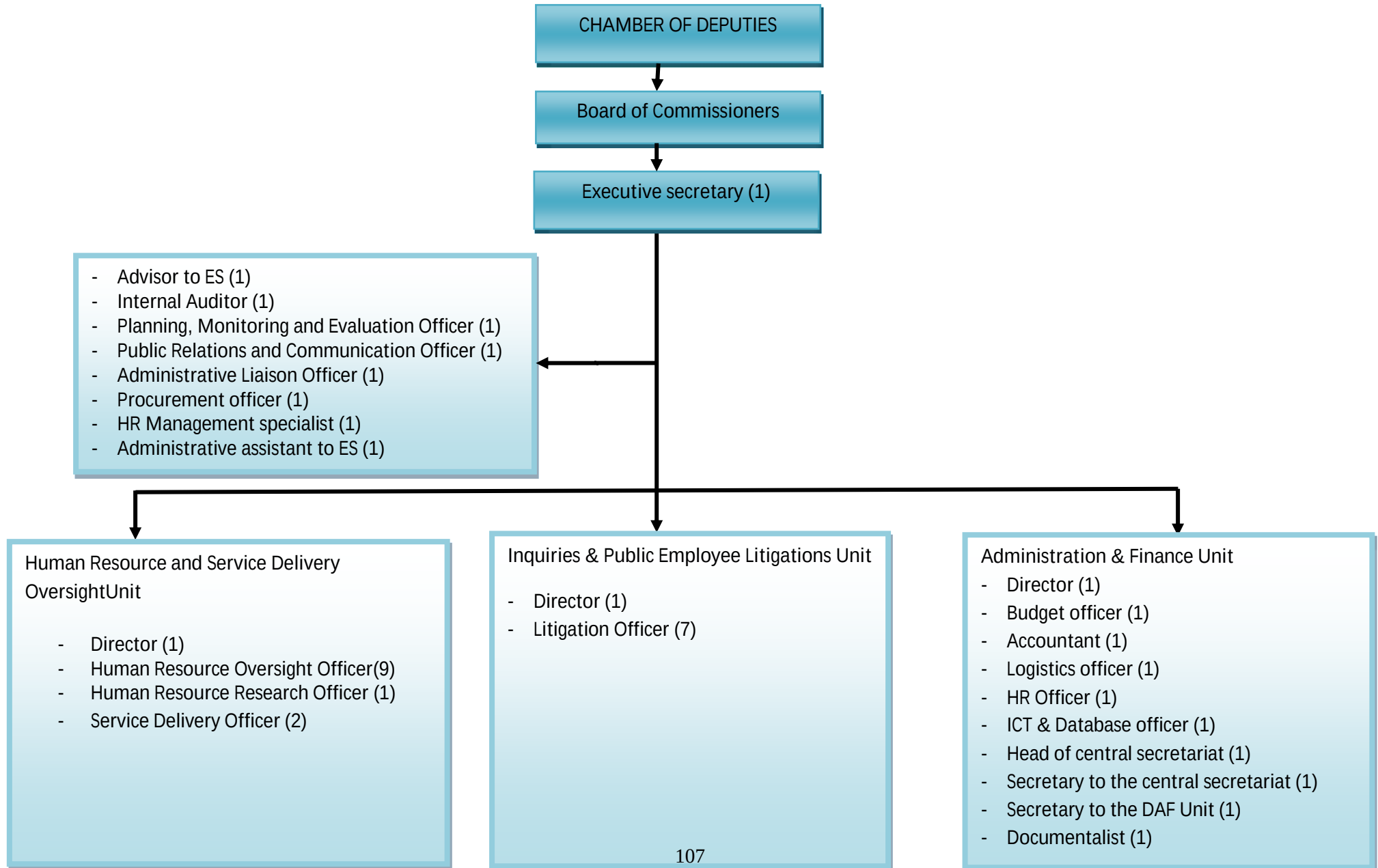
(sé)  
**BUSINGYE Johnston**  
Ministre de la Justice/ Garde des Sceaux

**UMUGEREKA WA I W'ITEKA RYA  
MINISITIRI W'INTEBE N° 54/03 RYO KU WA  
27/2/2015 RIGENA IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI MURI  
KOMISIYO ISHINZWE ABAKOZI BA LETA  
(PSC)**

**ANNEX I TO PRIME MINISTER'S ORDER  
N° 54/03 OF 27/2/2015 DETERMINING THE  
ORGANISATIONAL STRUCTURE, THE  
SALARIES AND THE FRINGE BENEFITS  
FOR EMPLOYEES IN PUBLIC SERVICE  
COMMISSION (PSC)**

**ANNEXE I A L'ARRETE DU PREMIER  
MINISTRE N° 54/03 DU 27/2/2015  
PORTANT STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AVANTAGES ACCORDES AU  
PERSONNEL AU SEIN DE LA  
COMMISSION DE LA FONCTION  
PUBLIQUE (PSC)**

## PSC ORGANISATIONAL CHART



Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 54/03 ryo ku wa 27/2/2015 rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Komisiyo ishinze Abakozi ba Leta

Seen to be annexed to Prime Minister's Order n° 54/03 of 27/2/2015 determining the Organizational structure, salaries and fringe benefits for employees of Public Service Commission

Vu pour être annexé à l'Arrêté du Premier Ministre n° 54/03 du 27/2/2015 portant structure organisationnelle, salaires et avantages accordés au personnel au sein de la Commission de la Fonction Publique

**Kigali, ku wa 27/2/2015**

**Kigali, on 27/2/2015**

**Kigali, le 27/2/2015**

(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 kugira ngo 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 II W'ITEKA RYA  
MINISITIRI W'INTEBE N° 54/03 RYO KU WA  
27/2/2015 RIGENA IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI MURI  
KOMISIYO ISHINZWE ABAKOZI BA LETA  
(PSC)

ANNEX II TO PRIME MINISTER'S  
ORDER N° 54/03 OF 27/2/2015  
DETERMINING THE ORGANISATIONAL  
STRUCTURE, THE SALARIES AND THE  
FRINGE BENEFITS FOR EMPLOYEES IN  
PUBLIC SERVICE COMMISSION (PSC)

ANNEXE II A L'ARRETE DU PREMIER  
MINISTRE N° 54/03 DU 27/2/2015  
PORTANT STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AVANTAGES ACCORDES AU  
PERSONNEL AU SEIN DE LA  
COMMISSION DE LA FONCTION  
PUBLIQUE (PSC)

**PSC - JOB PROFILES**

| Administrative Unit               | Job Title                | Title of Job positions linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Proposed Jobs |
|-----------------------------------|--------------------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Office of the Executive Secretary | Executive Secretary      | Executive Secretary of PSC               | Political Appointee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1             |
|                                   | Administrative Assistant | Administrative Assistant                 | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Management, Administrative Sciences, Sociology, Social Work, Law</p> <p><u>Key technical skills and knowledge acquired</u></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication,</li> <li>- Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                 | 1             |
|                                   | Advisor                  | Advisor to ES                            | <p>A0 in Law, Public Administration, Administrative Sciences, Political Sciences, Social Science with 3 years of working experience or Master's Degree in Law, Public Administration, Administrative Sciences, Political Sciences, Social Science with 1 year of working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep understanding on Government policies implementation;</li> <li>- High analytical skills;</li> <li>- Coordination, planning and organizational skills;</li> <li>- Report writing and presentation skills;</li> <li>- Leadership skills;</li> <li>- Computer Literate;</li> <li>- Interpersonal skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title        | Title of Job positions linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Internal Auditor | Internal Auditor                         | <p>A0 in Accounting, Public Finance, Management specializing in Finance/Accounting.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Detailed knowledge of financial and Audit Standards, HR &amp; Financial Regulations, Procedures ;</li> <li>- Financial software;</li> <li>- Planning Skills;</li> <li>- High Analytical skills;</li> <li>- Report writing and presentation skills.</li> <li>- Time management skills;</li> <li>- Excellent problem-solving skills and clear logical thinking;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                   | 1             |
|                     | Planning, M & E  | Planning, M & E Officer                  | <p>A0 in Economics, Project Management, Management, Development Studies, Business Administration</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of Strategic planning;</li> <li>- Knowledge of organizational structure, workflow &amp; operation procedures;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title                        | Title of Job positions linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|---------------------|----------------------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Public Relations & Communication | Public Relations & Communication Officer | <p>A0 in Communication, Journalism, International Relations, Linguistics, Litterature, Marketting</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writting and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organisational and time-management skills</li> <li>- Teamworking skills</li> <li>- Effective public relations and public speaking skills</li> <li>- Interviewing skills</li> <li>- Fluent in Kinyarwanda, English and/or French</li> </ul>                                                              | 1             |
|                     | Public Procurement               | Public Procurement Officer               | <p>A0 in Procurement, Management, Accounting, Public Finance, Law, Economy,</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High analytical skills;</li> <li>- Knowledge of basic business and purchasing pratics</li> <li>- Knowledge of state contracting law, regulations and procedures</li> <li>- Knowledge of grade, qualities, suppliers and prices trenders of commodities;</li> <li>- Knowlege in contract drafting and negotiation</li> <li>- Category management skills</li> <li>- Time management skills</li> <li>- Decision making skills</li> <li>- Excellent communication skills.</li> <li>- Computer skills.</li> <li>- Fluent in Kinyarwanda, English and/or French</li> </ul> | 1             |



| Administrative Unit | Job Title                 | Title of Job positions linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Proposed Jobs |
|---------------------|---------------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Human Resource Management | Human Resource Management Specialist     | <p>A0 in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Human Resource Management with 3 years of working experience or Master's Degree in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Human Resource Management</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep knowledge of Rwandan public service management and labor laws;</li> <li>- Knowledge in Conflict Management;</li> <li>- knowledge of the regulations applying to payroll procedures;</li> <li>- Knowledge of human resources concepts, practices, policies, and procedures;</li> <li>- Problem Solving Skills;</li> <li>- Computer Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Interview Skills;</li> <li>- High analytical Skills;</li> <li>- Teamworking Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Administrative Liason     | Administrative Liaison Officer           | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Management, Administrative Sciences, Sociology, Social Work, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Word Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 1             |
| <b>S/Total</b>      |                           |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>9</b>      |

| Administrative Unit                                 | Job Title                 | Title of Job positions linked to the Job                        | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Proposed Jobs |
|-----------------------------------------------------|---------------------------|-----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Human Resources and Service Delivery Oversight Unit | Director of Unit          | Director of Human Resources and Service Delivery Oversight Unit | <p>A0 in Human Resource Management, Management, Administrative Sciences, Public Administration with 3 years of working experience or Master's Degree in Human Resources Management, Administrative Sciences, Public Administration, Political Sciences, Management with 1 year of working experience</p> <p><u>Key Technical Skills &amp; Knowledge</u></p> <ul style="list-style-type: none"> <li>-Deep knowledge of Rwandan public service and labor laws;</li> <li>- Management skills</li> <li>- Knowledge of human resources concepts, practices, policies, and procedures;</li> <li>- Problem Solving Skills;</li> <li>- Computer Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Interview Skills;</li> <li>- High analytical Skills;</li> <li>- Teamworking Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                                                     | Human resources oversight | Human Resource Oversight Officer                                | <p>A0 in Human Resource Management, Management, Administrative Sciences, Public Administration</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwandan public service and labor laws;</li> <li>- Knowledge of human resources concepts, practices, policies, and procedures;</li> <li>- Problem Solving Skills;</li> <li>- Computer Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Interview Skills;</li> <li>- High analytical Skills;</li> <li>- Teamworking Skills;</li> <li>- Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                               | 9             |

| Administrative Unit | Job Title        | Title of Job positions linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Proposed Jobs |
|---------------------|------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Research         | Human Resource Research Officer          | <p>A0 in Human Resource Management, Management, Administrative Sciences, Public Administration</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of Rwandan public service and labor laws;</li> <li>- Research skills</li> <li>- Communication skills;</li> <li>- Computer skills;</li> <li>- Interpersonal skills;</li> <li>- Excellent organizational and time management skills;</li> <li>- Good interpersonal skills.</li> <li>- Stress management skills;</li> <li>- Bookkeeping skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |
|                     | Service Delivery | Service Delivery officer                 | <p>A0 in Human Resource Management, Management, Administrative Sciences, Public Administration, Sociology, Social work and Social administration.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> <li>- Service delivery skills</li> <li>- Communication skills;</li> <li>- Computer skills;</li> <li>- Interpersonal skills;</li> <li>- Excellent organizational and time management skills;</li> <li>- Good interpersonal skills.</li> <li>- Stress management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French ; knowledge of all is an advantage</li> </ul>                                    | 2             |
| <b>S/Total</b>      |                  |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>13</b>     |

| Administrative Unit                             | Job Title                    | Title of Job positions linked to the Job                    | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Proposed Jobs |
|-------------------------------------------------|------------------------------|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Inquiries and Public Employees Litigations Unit | Director of Unit             | Director of Inquiries and Public Employees Litigations Unit | <p>A0 in Law with 3 years of working experience or Master's Degree in Law with 1 year of working experience</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> <li>-High analytical and problem solving skills;</li> <li>- Legal research and analysis in complex areas of law;</li> <li>- Knowledge of Substantive Law and Legal Procedures;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and/or French</li> </ul> | 1             |
|                                                 | Litigations Public Employees | Litigations Public Employees Lawyer                         | <p>A0 in Law</p> <p>Key technical skills and knowledge required</p> <ul style="list-style-type: none"> <li>- Analytical and problem solving skills;</li> <li>- Legal research and analysis in complex areas of law;</li> <li>- Knowledge of Substantive Law and Legal Procedures;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and/or French</li> </ul>                                                                                                     | 7             |
| <b>S/Total</b>                                  |                              |                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>8</b>      |

| Administrative Unit           | Job Title        | Title of Job positions linked to the Job  | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Proposed Jobs |
|-------------------------------|------------------|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Administration & Finance Unit | Director of Unit | Director of Administration & Finance Unit | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA etc) or A0 in Accounting, Public Finance, Finance or Management with Specialization in Finance with 3 years of working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Leadership and management skills;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software(SMART IFMIS);</li> <li>- Knowledge of human resources concepts, practices, policies, and procedures;</li> <li>- Knowledge of organizational structure, workflow, and operating procedures;</li> <li>- Knowledge in Monitoring &amp; System Evaluation;</li> <li>- Time management Skills</li> <li>- Interviewing Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Problem solving;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title     | Title of Job positions linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Proposed Jobs |
|---------------------|---------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | HR Management | HR Officer                               | <p>A0 in Human Resource Management, Management, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources;</li> <li>- Knowledge in the Development of Human Resources Policies and procedures</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title         | Title of Job positions linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Proposed Jobs |
|---------------------|-------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Accounting        | Accountant                               | <p>A0 in Accounting, Finance or Management specialized in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Knowledge to analyse complex financial information &amp; Produce reports</li> <li>- Deep understanding of financial accounts;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- High Analytical Skills</li> <li>- Interpersonal skills;</li> <li>- Time management Skills</li> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Budget Management | Budget Officer                           | <p>A0 in Finance, Accounting, Management and Economics.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software(SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Deep understanding of financial accounts;</li> <li>- High Analytical Skills</li> <li>- Interpersonal skills;</li> <li>- Time management Skills</li> <li>- Complex Problem solving;</li> <li>-Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                              | 1             |

| Administrative Unit | Job Title      | Title of Job positions linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Proposed Jobs |
|---------------------|----------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | ICT & Database | ICT & Database Officer                   | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, 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><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's ICT policies and strategies;</li> <li>- Highly proficient with Microsoft Windows operating systems</li> <li>- Proficient in Microsoft Office products</li> <li>- Proficient in basic networking protocols and standards</li> <li>- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;</li> <li>- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |



| Administrative Unit | Job Title                | Title of Job positions linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Proposed Jobs |
|---------------------|--------------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Logistics                | Logistics Officer                        | <p>A0 in Store Management, Management, Accounting, Fiance, Economics, Administrative Sciences, Public Administration</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Management of Material Resources;</li> <li>-Knowledge of supply chain management;</li> <li>- Organizational Skills;</li> <li>- Computer Skills;</li> <li>- Communication Skills;</li> <li>-Report writting &amp; Presentation Skills;</li> <li>- Analytical Skills;</li> <li>- Interpersonal Skills;</li> <li>- Time management Skills;</li> <li>- Negotiation Skills;</li> <li>- Team working Skills</li> <li>- Problem Solving Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                         | 1             |
|                     | Documentation & Archives | Documentalist                            | <p>A0 in Library &amp; Information Science or A1 in Library &amp; information Science, Bibliotheconomy</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Proficiency in information technology;</li> <li>- Computer literacy;</li> <li>- Bokkeeping Skills;</li> <li>- Knowledge of integrated document management</li> <li>- Knowledge of archive management software</li> <li>- Knowledge of the documentation management system(DMS) would be an advantage.</li> <li>- Organizational Skills;</li> <li>- Interpersonal Skills;</li> <li>- Planning Skills;</li> <li>- Communication Skills;</li> <li>- Report writting &amp; Presentation skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title           | Title of Job positions linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Proposed Jobs |
|---------------------|---------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Central Secretariat | Head of Central Secretariat              | <p>A1 in Secretarial Studies, Office Management, Library and Information Science or A0 in Public Administration, Management, Administrative Sciences, Sociology, Social Work, Law, Library and Information Science with 2 years of working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of office administration;</li> <li>- Communication skills;</li> <li>- Computer skills;</li> <li>- Interpersonal skills;</li> <li>- Excellent organizational and time management skills;</li> <li>- Good interpersonal skills.</li> <li>- Stress management skills;</li> <li>- Bookkeeping skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |
|                     | Secretary           | Secretary in Central Secretariat         | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Management, Administrative Sciences, Sociology, Social Work, Law</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of office administration;</li> <li>- Communication skills;</li> <li>- Computer skills;</li> <li>- Interpersonal skills;</li> <li>- Excellent organizational and time management skills;</li> <li>- Good interpersonal skills.</li> <li>- Stress management skills;</li> <li>- Bookkeeping skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>                                                                                                      | 1             |

| Administrative Unit | Job Title | Title of Job positions linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|---------------------|-----------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Secretary | Secretary to DAF unit                    | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Management, Administrative Sciences, Sociology, Social Work, Law</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Analytical &amp; Problem solving Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
| S/Total             |           |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 10            |
| Grand Total         |           |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 40            |

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 54/03 ryo ku wa 27/2/2015 rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Komisiyo ishinze Abakozi ba Leta

Seen to be annexed to Prime Minister's Order n° 54/03 of 27/2/2015 determining the Organizational structure, salaries and fringe benefits for employees of Public Service Commission

Vu pour être annexé à l'Arrêté du Premier Ministre n° 54/03 du 27/2/2015 portant structure organisationnelle, salaires et avantages accordés au personnel au sein de la Commission de la Fonction Publique

**Kigali, ku wa 27/2/2015**

**Kigali, on 27/2/2015**

**Kigali, le 27/2/2015**

(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 kugira ngo 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 III W'ITEKA RYA  
MINISITIRI W'INTEBE N° 54/03 RYO KU WA  
27/2/2015 RIGENA IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI MURI  
KOMISIYO ISHINZWE ABAKOZI BA LETA  
(PSC)

ANNEX III TO PRIME MINISTER'S  
ORDER N° 54/03 OF 27/2/2015  
DETERMINING THE ORGANISATIONAL  
STRUCTURE, THE SALARIES AND THE  
FRINGE BENEFITS FOR EMPLOYEES IN  
PUBLIC SERVICE COMMISSION (PSC)

ANNEXE III A L'ARRETE DU PREMIER  
MINISTRE N° 54/03 DU 27/2/2015  
PORTANT STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AVANTAGES ACCORDES AU  
PERSONNEL AU SEIN DE LA  
COMMISSION DE LA FONCTION  
PUBLIQUE (PSC)

**PSC SALARY STRUCTURE**

| POST                                                            | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|-----------------------------------------------------------------|-----|-------|-------|-----------------------------|
| Executive Secretary                                             | 500 | E     | 3156  | 2,011,950                   |
| Director of Inquiries and Public Employees Litigation Unit      | 400 | 3.II  | 1369  | 784,008                     |
| Director of Administration and Finance Unit                     | 400 | 3.II  | 1369  | 784,008                     |
| Director of Human resources and service delivery oversight Unit | 400 | 3.II  | 1369  | 784,008                     |
| Human Resource Management specialist                            | 400 | 3.II  | 1369  | 784,008                     |
| Advisor to the Executive Secretary                              | 400 | 3.II  | 1369  | 784,008                     |
| Human resource officer                                          | 400 | 4.II  | 1141  | 647,110                     |
| Public Relations and Communication Officer                      | 400 | 4.II  | 1141  | 647,110                     |
| Human Resource Researcher Officer                               | 400 | 5.II  | 951   | 539,353                     |
| Service Delivery officer                                        | 400 | 5.II  | 951   | 539,353                     |
| Human Resources oversight officer                               | 400 | 5.II  | 951   | 539,353                     |
| Litigation Officers                                             | 400 | 5.II  | 951   | 539,353                     |
| Planning, Monitoring and Evaluation Officer                     | 400 | 5.II  | 951   | 539,353                     |
| ICT and Database Administrator                                  | 400 | 5.II  | 951   | 539,353                     |
| Internal Auditor                                                | 400 | 5.II  | 951   | 539,353                     |
| Procurement Officer                                             | 400 | 5.II  | 951   | 539,353                     |
| Budget Officer                                                  | 400 | 5.II  | 951   | 539,353                     |
| Accountant                                                      | 400 | 5.II  | 951   | 539,353                     |
| Logistics Officer                                               | 400 | 5.II  | 951   | 539,353                     |
| Administrative Assistant to the Executive Secretary             | 400 | 5.II  | 951   | 539,353                     |
| Administrative Liason officer                                   | 400 | 5.II  | 951   | 539,353                     |
| Documentation and Archives officer                              | 400 | 6.II  | 793   | 449,744                     |
| Head of Central Secretariat                                     | 400 | 7.II  | 660   | 374,314                     |
| Secretary to central secretariat                                | 400 | 8.II  | 508   | 288,109                     |
| Secretary to DAF Unit                                           | 400 | 8.II  | 508   | 288,109                     |

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 54/03 ryo ku wa 27/2/2015 rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Komisiyo ishinze Abakozi ba Leta

Seen to be annexed to Prime Minister's Order n° 54/03 of 27/2/2015 determining the Organizational structure, salaries and fringe benefits for employees of Public Service Commission

Vu pour être annexé à l'Arrêté du Premier Ministre n° 54/03 du 27/2/2015 portant structure organisationnelle, salaires et avantages accordés au personnel au sein de la Commission de la Fonction Publique

**Kigali, ku wa 27/2/2015**

**Kigali, on 27/2/2015**

**Kigali, le 27/2/2015**

(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 kugira ngo 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

ITEKA RYA MINISITIRI W'INTEBE  
N°55/03 RYO KU WA 27/02/2015 RIGENA  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MU RWEGO  
RW'IGIHUGU RUSHINZWE INTWARI  
Z'IGIHUGU, IMIDARI N'IMPETA  
BY'ISHIMWE (CHENO)

PRIME MINISTER'S ORDER N°55/03 OF  
27/02/2015 DETERMINING  
ORGANISATIONAL STRUCTURE,  
SALARIES AND FRINGE BENEFITS FOR  
EMPLOYEES OF THE CHANCELLERY  
FOR HEROES, NATIONAL ORDERS AND  
DECORATIONS OF HONOUR  
(CHENO)

ARRETE DU PREMIER MINISTRE N°55/03  
DU 27/02/2015 PORTANT STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AVANTAGES ACCORDES AU PERSONNEL  
DE LA CHANCELLERIE DES HEROS, DES  
ORDRES NATIONAUX ET DES  
DECORATIONS HONORIFIQUES  
(CHENO)

ISHAKIRO

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**PRIME MINISTER'S ORDER N°55/03 OF 27/02/2015 DETERMINING ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE CHANCELLERY FOR HEROES, NATIONAL ORDERS AND DECORATIONS OF HONOUR (CHENO)**

**ARRETE DU PREMIER MINISTRE N°55/03 DU 27/02/2015 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AUX PERSONNEL DE LA CHANCELLERIE DES HEROS, DES ORDRES NATIONAUX ET DES DECORATIONS HONORIFIQUES (CHENO)**

**Minisitiri w'Intebe;**

**The Prime Minister;**

**Le Premier Ministre;**

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

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 118, 119, 121 and 201;

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

Ashingiye ku Itegeko n° 86/2013 ryo ku wa 11/09/2013 rishyiraho sitati rusange igenga abakozi ba Leta, cyane cyane mu ngingo zaryo, iya 52 n'ya 54;

Pursuant to Law n° 86/2013 of 11/09/2013 establishing the general statutes for public service, especially in Article 52 and 54;

Vu la Loi n° 86/2013 du 11/09/2013 portant statut général de la fonction publique, spécialement en ses articles 52 et 54 ;

Asubiye ku Iteka rya Minisitiri w'Intebe n° 008/03 ryo ku wa 24/01/2012 rigena imbonerahamwe n'incamake y'imyanya y'imirimo by'Urwego rw'Igihugu rushinzwe Intwari z'Igihugu, Imidari n'Impeta by'Ishimwe (CHENO);

Having reviewed the Prime Minister's Order n° 008/03 of 24/01/2012 determining the organizational structure and summary of job positions of the Chancellery for Heroes, National Orders and Decorations of honour (CHENO);

Revu l'Arrêté du Premier Ministre n° 008/03 du 24/01/2012 déterminant la structure organisationnelle et la synthèse des emplois de la Chancellerie des Héros, des Ordres Nationaux et des Décorations honorifiques (CHENO);

Asubiye ku Iteka rya Minisitiri w'Intebe n° 53/03 ryo ku wa 14/07/2012 rishyiraho imishahara n'ibindi bigenerwa abakozi bo mu

Having reviewed the Prime Minister's Order n° 53/03 of 14/07/2012 establishing salaries and fringe benefits for public servants of the Central

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

|                                                                                 |                                                                                |                                                                                    |
|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| Butegetsi Bwite bwa Leta, nk'uko ryahinduwe kandi ryujijwe kugeza ubu;          | Government as modified and complemented to date;                               | Centrale, tel que modifié et complété à ce jour;                                   |
| Bisabwe na Minisitiri w'Abakozi ba Leta n'Umurimo ;                             | On proposal by the Minister of Public Service and Labour;                      | Sur proposition du Ministre de la Fonction Publique et du Travail;                 |
| Inama y'Abaminisitiri yateranye ku wa 29/07/2014 imaze kubisuzuma no kubyemeza; | After consideration and approval by the Cabinet, in its session of 29/07/2014; | Après examen et adoption par le Conseil des Ministres en sa séance du 29/07/2014 ; |

**ATEGETSE:**

**HEREBY ORDERS:**

**ARRETE :**

**Ingingo ya mbere: Icyo iteka rigamije**

Iri teka rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi mu Rwego rw'Igihugu rushinzwe Intwari z'Igihugu, Imidari n'Impeta by'Ishimwe.

**Article One: Purpose of this Order**

This Order determines the organizational structure, salaries and fringe benefits for employees of the Chancellery for Heroes, National Orders and Decorations of honour (CHENO).

**Article premier: Objet du présent arrêté**

Le présent arrêté détermine la structure organisationnelle, les salaires et les avantages accordés aux agents de la Chancellerie des Héros, des Ordres Nationaux et des Décorations honorifiques (CHENO).

**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 muri CHENO biri ku migereka ya I na II y'iri teka.

**Article 2: Organizational structure and job profiles**

The Organizational structure and job profiles of the CHENO and Decorations of honour are respectively in annex I and II of this Order.

**Article 2: Structure organisationnelle et profils d'emploi**

La Structure organisationnelle et les profils d'emplois de CHENO sont respectivement aux annexes I et II du présent arrêté.

**Ingingo ya 3: Igenwa ry'umushahara**

Imishahara y'Abakozi ba CHENO igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara mu Butegetsi bwa Leta.

**Article 3: Determination of the salary**

Salaries for employees of CHENO shall be determined basing on job classification and in accordance with general principles on salary calculation in Public Service.

**Article 3 : Détermination du salaire**

Les salaires accordés aux agents de CHENO sont déterminés suivant la classification des emplois et conformément aux principes généraux de fixation des salaires dans la fonction publique.

Urwego, umubare fatizo, agaciro k'umubare fatizo n'umushahara mbumbe bigendana na buri mwanya w'umurimo muri CHENO biri ku mugereka wa III w'iri teka.

The level, index value and the gross salary corresponding to each job position in the CHENO are in annex III to this Order.

Le niveau, l'indice, la valeur indiciaire et le salaire brut correspondant à chaque emploi de CHENO sont à l'annexe III du présent arrêté.

**Ingingo ya 4: Ibigize umushahara mbumbe**

**Article 4: Composition of gross salary**

**Article 4: Composition du salaire brut**

Umushahara mbumbe wa buri kwezi ku bayobozi bakuru n'abakozi mu CHENO ukubiyemo iby'ingenzi bikurikira:

The monthly gross salary of the authorities and employees of the CHENO shall mainly be composed of the following:

Le salaire brut mensuel des dirigeants et des agents de CHENO comprend principalement :

1 ° umushahara fatizo;

1 ° basic salary;

1 ° le salaire de base;

2 ° indamunite y'icumbi;

2 ° housing allowance;

2 ° l'indemnité de logement ;

3 ° indamunite y'urugendo;

3 ° transport allowance;

3 ° l'indemnité de transport ;

4 ° inkunga ya Leta mu bwiteganyirize bw'umukozi;

4 ° State contribution for social security;

4 ° la contribution de l'Etat à la sécurité sociale ;

5 ° inkunga ya Leta yo kuvuza umukozi.

5 ° State contribution for medical care.

5 ° la contribution de l'Etat aux soins médicaux.

Indamunite y'urugendo ivugwa mu gika kibanziriza iki ntigenerwa abakozi bari ku nzego z'imirimo za "G", borohererwa ingengo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze kimwe n'Abakozi bari ku rwego rwa "3" bagenerwa indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

The transport allowance specified in the Paragraph One of this Article shall not be granted to public servants positioned on level "G" 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 shall be entitled to special transport allowance in accordance with Instructions of the Minister in charge public service.

L'indemnité de transport visée à l'alinéa premier du présent article n'est pas allouée aux agents de l'Etat aux postes de niveau "G" pour lesquels le transport est facilité selon les instructions du Ministre ayant le transport dans ses attributions, ainsi qu'à ceux au poste de niveau "3" qui bénéficient de l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

**Ingingo ya 5: Ibindi bigenerwa Umunyamabanga Nshingwabikorwa wa CHENO**

Umunyamabanga Nshingwabikorwa muri CHENO agenerwa ibindi bimufasha 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 ° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200.000 Frw) buri kwezi anyura kuri konti ya CHENO.
- 3 ° Leta imworohera ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

**Ingingo ya 6: Ibindi bigenerwa Abayobozi b'Amashami n'abakozi bari ku rwego rw'imirimo rwa "3"**

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

- 1 ° amafaranga y'itumanaho rya telefoni

**Article 5: Fringe benefits for Executive Secretary of CHENO**

The Executive Secretary of CHENO shall be entitled to the following fringe benefits:

- 1 ° an office telephone communication allowance of one hundred thousand Rwandan francs (100,000 Rwf) and a mobile phone communication allowance of one hundred thousand Rwandan francs (100,000 Rwf) per month;
- 2 ° office entertainment allowance of two hundred thousand Rwandan francs (200,000 Rwf) per month payable at the CHENO's bank account ;
- 3 ° the Government shall facilitate his/her transport in accordance with the Instructions of the Minister in charge for transport.

**Article 6: Fringe benefits for Directors of Units and officials on "3" job classification level**

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

- 1 ° a mobile phone communication allowance

**Article 5: Avantages alloués au Secrétaire Exécutif de CHENO**

Le Secrétaire Exécutif de CHENO bénéficie des avantages suivants :

- 1 ° les frais de communication par téléphone de bureau équivalent à cent mille francs Rwandais (100.000 Frw) et de téléphone portable équivalent à cent mille francs rwandais (100.000 Frw) par mois;
- 2 ° les frais de représentation au service équivalent à deux cent mille francs rwandais (200.000 Frw) chaque mois payable au compte de CHENO ;
- 3 ° l'Etat lui facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Article 6: Avantages alloués aux Directeurs d'Unités et cadres aux postes de niveau "3"**

Les Directeurs d'Unités et cadres au poste de niveau "3" bénéficient chacun des avantages suivants :

- 1 ° les frais de communication par téléphone

igendanwa angana n'ibihumbi mirongo itatu y'u Rwanda (30.000 Frw) buri kwezi;

of thirty thousand Rwandan francs (30,000 Rwf) per month;

portable équivalent à trente mille francs rwandais (30.000 Frw) par mois.

2 ° indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

2 ° a special transport allowance in accordance with Instructions of the Minister in charge of public service.

2 ° indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Abayobozi b'Amashami bari ku rwego rw'imirimu rwa "3" bafite itsinda ry'Abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe bagenerwa kandi amafaranga ibihumbi ijana y'u Rwanda (Rwf 100.000 frw ) buri kwezi ya telefoni yo mu biro.

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

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

#### **Ingingo ya 7: Indamunite z'urugendo rw'imodoka**

#### **Article 7: Mileage allowances**

#### **Article 7: Indemnités kilométriques**

Iyo umuyobozi mukuru uri ku rwego rwa "G" agiye mu butumwa imbere mu Gihugu akoresheje imodoka ye, Leta imugenera indamunite y'urugendo hakurikijwe ibiteganywa n'amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

When a senior official on level "G" goes on official mission inside the country by using his/her vehicle, the State shall pay him/her mileage allowances in accordance with Instructions of the Minister in charge of transport.

Lorsqu'un haut cadre au poste de niveaux "G" va en mission officielle à l'intérieur du pays en utilisant son véhicule, l'Etat lui octroie des indemnités kilométriques conformément aux instructions du Ministre ayant le transport dans ses attributions.

#### **Ingingo ya 8: Abashinzwe kubahiriza iri teka**

#### **Article 8: Authorities responsible for the implementation of this Order**

#### **Article 8 : Autorités chargées de l'exécution du présent arrêté**

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri wa Siporo n'Umuco, Minisitiri w'Ibikorwa Remezo na Minisitiri w'Imari n'Igenamigambi basabwe kubahiriza iri teka.

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

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

**Ingingo ya 9:** Ivanwaho ry'ingingo zinyuranyije n'iri teka

Iteka rya Minisitiri w'Intebe n° 008/03 ryo ku wa 24/01/2012 rigena imbonerahamwe n'incamake y'imyanya y'imirimo by'Urwego rw'Igihugu rushinzwe Intwari z'Igihugu, Imidari n'Impeta by'Ishimwe n'ingingo zose z'amateka abanziriza iri kandi zinyuranyije na ryo zivanyweho.

**Ingingo ya 10:** Igihe iteka ritangira gukurikizwa

Iri teka ritangira gukurikizwa ku muni ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera ku wa 29/07/2014.

**Article 9:** Repealing provision

The Prime Minister's Order n° 008/03 of 24/01/2012 determining the organizational structure and summary of job positions of the Chancellery for Heroes, National Orders and Decorations of honour and all prior provisions contrary to this Order are hereby repealed.

**Article 10:** Commencement

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes effects as of 29/07/2014.

**Article 9:** Disposition abrogatoire

L'Arrêté du Premier Ministre n° 008/03 du 24/01/2012 déterminant la structure organisationnelle et la synthèse des emplois de la Chancellerie des Héros, des Ordres Nationaux et des Décorations honorifiques ainsi que toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

**Article 10:** Entrée en vigueur

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il sort ses effets à partir du 29/07/2014.

Kigali, ku wa 27/02/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya  
Repubulika:**

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

Kigali, on 27/02/2015

(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

Kigali, le 27/02/2015

(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

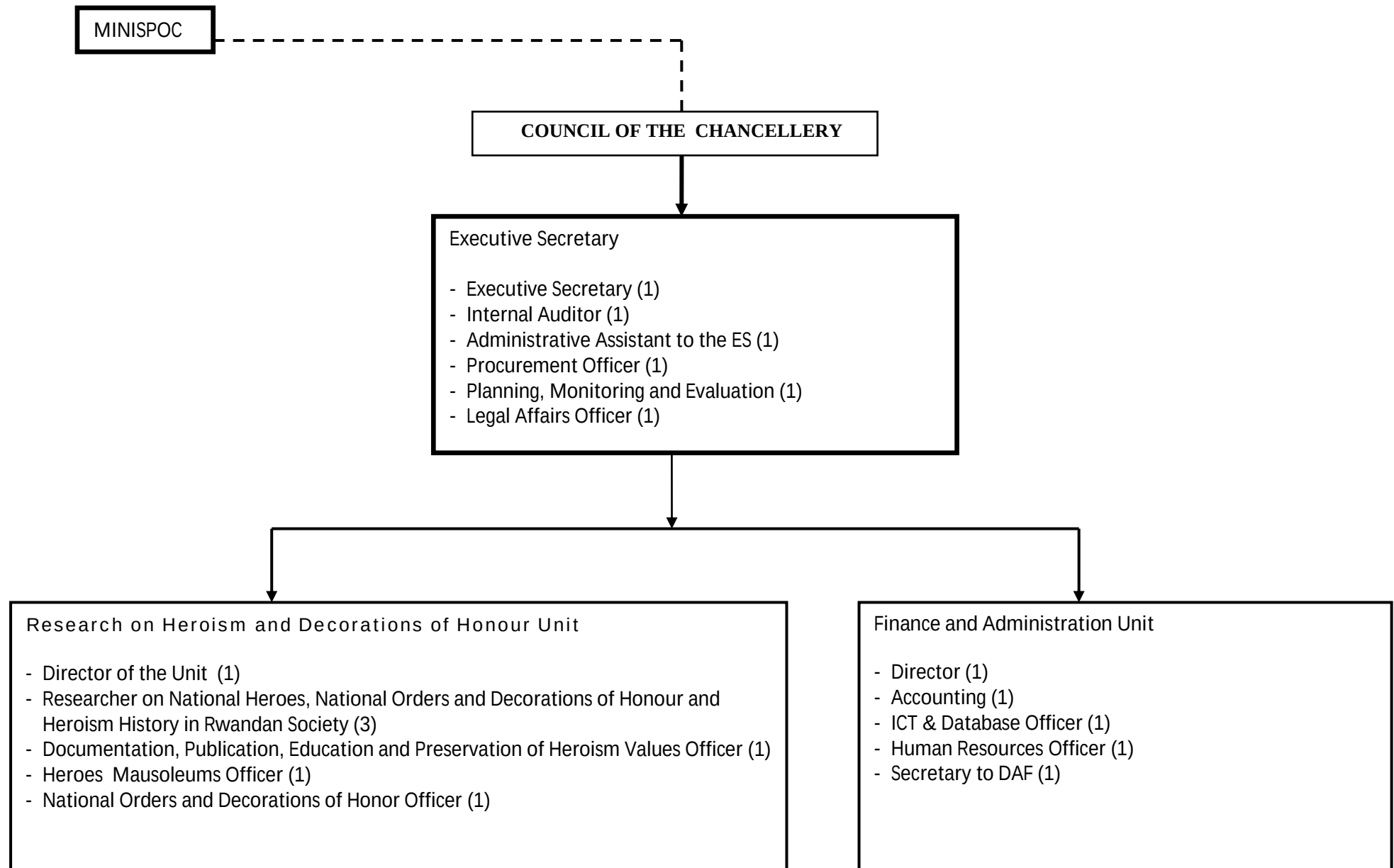


UMUGEREKA WA I W'ITEKA RYA  
MINISITIRI W'INTEBE N°55/03 RYO KU  
WA 27/02/2015 RIGENA  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MU RWEGO  
RW'IGIHUGU RUSHINZWE INTWARI  
Z'IGIHUGU, IMIDARI N'IMPETA  
BY'ISHIMWE(CHENO)

ANNEXE I TO PRIME MINISTER'S  
ORDER N°55/03 OF 27/02/2015  
DETERMINING THE ORGANISATIONAL  
STRUCTURE, THE SALARIES AND THE  
FRINGE BENEFITS FOR EMPLOYEES  
OF THE CHANCELLERY FOR HEROES,  
NATIONAL ORDERS AND  
DECORATIONS OF HONOUR (CHENO)

ANNEXE I DE L'ARRETE DU PREMIER  
MINISTRE N°55/03 DU 27/02/2015 PORTANT  
STRUCTURE ORGANISATIONNELLE,  
SALAIRES ET AVANTAGES ACCORDES AU  
PERSONNEL DE LA CHANCELLERIE DES  
HEROS, DES ORDRES NATIONAUX ET DES  
DECORATIONS HONORIFIQUES  
(CHENO)

CHENO ORGANISATIONAL CHART



Bibonywe kugira ngo bishyirwe ku mugereka y' Iteka rya Minisitiri w'Intebe n°55/03 ryo ku wa 27/02/2015 rigena Imbonerahamwe y'Imyanya y'Imirimo, Imishahara n'ibindi bigenerwa Abakozi mu Rwego rw'Igihugu rushinzwe Intwari z'Igihugu, Imidari n'Impeta by'Ishimwe (CHENO)

Kigali, ku wa 27/02/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika :**

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

Seen to be annexed to Prime Minister's Order n°55/03 of 27/02/2015 determining the Organizational Structure, Salaries and fringe benefits for employees of the Chancellery for Heroes, National Orders and Decorations of honour (CHENO)

Kigali, on 27/02/2015

(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°55/03 du 27/02/2015 portant structure organisationnelle, salaires et avantages accordés au personnel de la Chancellerie des Héros, des Ordres Nationaux et des Décorations honorifiques (CHENO)

Kigali, le 27/02/2015

(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  
MINISITIRI W'INTEBE N°55/03 RYO KU  
WA 27/02/2015 RIGENA  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MU RWEGO  
RW'IGIHUGU RUSHINZWE INTWARI  
Z'IGIHUGU, IMIDARI N'IMPETA  
BY'ISHIMWE (CHENO)

ANNEXE II TO PRIME MINISTER'S  
ORDER N°55/03 OF 27/02/2015  
DETERMINING THE ORGANISATIONAL  
STRUCTURE, SALARIES AND FRINGE  
BENEFITS FOR EMPLOYEES OF THE  
CHANCELLERY FOR HEROES,  
NATIONAL ORDERS AND  
DECORATIONS OF HONOUR (CHENO)

ANNEXE II DE L'ARRETE DU PREMIER  
MINISTRE N°55/03 DU 27/02/2015 PORTANT  
STRUCTURE ORGANISATIONNELLE,  
SALAIRES ET AVANTAGES ACCORDES AU  
PERSONNEL DE LA CHANCELLERIE DES  
HEROS, DES ORDRES NATIONAUX ET DES  
DECORATIONS HONORIFIQUES  
(CHENO)

**Official Gazette No. Special Bis of 28/02/2015**

| CHENO - JOB PROFILES              |                     |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |               |
|-----------------------------------|---------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Administrative Unit               | Job title           | Title of Job position linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
| <b>Executive Secretary Office</b> | Executive Secretary | Executive Secretary                     | <b>Political Appointee</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1             |
|                                   | Legal Affairs       | Legal Affairs Officer                   | <p>A0 in Law</p> <p><b><u>Key technical skills and knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- High analytical and problem solving skills</li> <li>- Legal research and analysis in complex areas of law</li> <li>- Knowledge of Substantive Law and Legal Procedures</li> <li>- Decision making skills</li> <li>- Experience in contract drafting and negotiation</li> <li>- Excellent communication skills</li> <li>- Very effective organization skills</li> <li>- Computer skills</li> <li>- Fluent in Kinyarwanda, English and/or French Knowledge of all is an advantage.</li> </ul>                                         | 1             |
|                                   | Internal Auditor    | Internal Auditor                        | <p>A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Detailed knowledge of financial and Audit Standards, HR &amp; Financial regulations, Procedures and Financial software;</li> <li>- Planning Skill;</li> <li>- High Analytical skills;</li> <li>- Report writing and presentation skills.</li> <li>- Time management skills;</li> <li>- Excellent problem-solving skills and clear logical thinking;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit | Job title                | Title of Job position linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Proposed Jobs |
|---------------------|--------------------------|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Administrative Assistant | Administrative Assistant                | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage</li> </ul>                                                                                                | 1             |
|                     | Public Procurement       | Procurement Officer                     | <p>A0 in Procurement, Management, Accounting, Law, Public Finance, Economics</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High Analytical Skills;</li> <li>- Negotiation Skills;</li> <li>- Knowledge of basic business and purchasing practices;</li> <li>- Excellent Communication Skills;</li> <li>- Knowledge of state contracting laws, regulations and procedures;</li> <li>- Knowledge of grades, qualities, supply and price trends of commodities;</li> <li>- Time Management Skills;</li> <li>- Decision making Skills;</li> <li>- Computer Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .</li> </ul> | 1             |

| Administrative Unit | Job title                         | Title of Job position linked to the Job   | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|---------------------|-----------------------------------|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Planning, Monitoring & Evaluation | Planning ,Monitoring & Evaluation Officer | <p>A0 in Economics, Project Management, Management, Development Studies, Business Administration</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of Rwanda's Public service and Labour Sector Policies and Strategies;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
| <b>S/TOTAL2</b>     |                                   |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>6</b>      |

**Official Gazette No. Special Bis of 28/02/2015**

| <b>Administrative Unit</b>               | <b>Job title</b> | <b>Title of Job position linked to the Job</b> | <b>Job Profiles</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Proposed Jobs</b> |
|------------------------------------------|------------------|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>Administration &amp; Finance Unit</b> | Director of Unit | Director of Administration & Finance           | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA); Or A0 Public Finance, Finance, Accounting or Management with specialization in Finance/Accounting with 3 years of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's financial management standards and procedures;</li> <li>- Knowledge of Accounting principles and practices and financial data reporting.</li> <li>- Knowledge of Rwanda Public Financial Law;</li> <li>- Leadership and management skills;</li> <li>- Planning and organisational, Budgeting skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Time management Skills</li> <li>- Interviewing Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Proble solving;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1                    |



**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit | Job title  | Title of Job position linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Proposed Jobs |
|---------------------|------------|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Accounting | Accountant                              | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Knowledge to analyse complex financial information &amp; Produce reports;</li> <li>- Deep understanding of financial accounts;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- High Analytical Skills;</li> <li>- Interpersonal skills;</li> <li>- Time management Skills;</li> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job title | Title of Job position linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Proposed Jobs |
|---------------------|-----------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | ICT       | ICT and Database Officer                | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, 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><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's ICT policies and strategies;</li> <li>- Highly proficient with Microsoft Windows operating systems</li> <li>- Proficient in Microsoft Office products</li> <li>- Proficient in basic networking protocols and standards</li> <li>- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;</li> <li>- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit | Job title                  | Title of Job position linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Proposed Jobs |
|---------------------|----------------------------|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Human Resources Management | Human Resources Officer                 | <p>A0 in Human Resource Management, Management, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources;</li> <li>- Knowledge in the Development of Human Resources Policies and procedures</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Secretary                  | Secretary to DAF Unit                   | <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 &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                           | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit                                         | Job title        | Title of Job position linked to the Job                      | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Proposed Jobs |
|-------------------------------------------------------------|------------------|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>S/TOTAL 3</b>                                            |                  |                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>5</b>      |
| <b>Research on Heroism &amp; Decorations of Honour Unit</b> | Director of Unit | Director of Research on Heroism & Decorations of Honour Unit | <p>A0 in History, Political Sciences, Sociology,Cultural Heritage Management, Linguistics and Literature,Anthropology, Heritage Studies, Planning, Economics, Development Studies with 3 years working experience; or Master or Equivalent in History, Political Sciences, Sociology,Cultural Heritage,Management, Linguistics and Literature,Heritage Studies, Planning, Economics, Development Studies with 1 year working experience</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Good knowldge of Rwandan History;</li> <li>-Capacity of doing research</li> <li>- Leadership skills;</li> <li>- Report writing and presentation skills;</li> <li>-Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>-Collaboration and team working skills;</li> <li>-Effective communication skills;</li> <li>-Time management skills;</li> <li>- High analytical skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | <b>1</b>      |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit | Job title                                                                                            | Title of Job position linked to the Job                                                                        | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Proposed Jobs |
|---------------------|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Research on National Heroes, National orders and Decorations of Honor and Heroism history in Society | Researcher on National Heroes, National orders and Decorations of Honor and Heroism history in Rwandan Society | <p>A0 in History, Political Sciences, Cultural Heritage Management, Heritage Studies, Social Sciences, Anthropology, Sociology</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Good knowledge of Rwandan History;</li> <li>- Capacity of doing research</li> <li>- Leadership skills;</li> <li>- Report writing and presentation skills;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management skills;</li> <li>- High analytical skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 3             |
|                     | Documentation, Publication, Education and Preservation of Heroism Values Officer                     | Documentation, Publication, Education and Preservation of Heroism Values Officer                               | <p>A0 in History, Political sciences, History, Communication, Library &amp; Information Science, Journalism, Education Science</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Good knowledge of Rwandan History;</li> <li>- Leadership skills;</li> <li>- Report writing and presentation skills;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management skills;</li> <li>- High analytical skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>                                       | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit  | Job title                                        | Title of Job position linked to the Job          | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Proposed Jobs |
|----------------------|--------------------------------------------------|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                      | Heroes Mausoleums Management                     | Heroes Mausoleums Officer                        | <p>A0 in Sociology, Human Sciences, Cultural Heritage Management, History ,Education Sciences, Political Science , Anthropology, Management, Business Administration , Economics</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Good knowldge of Rwandan History;</li> <li>- Report writing and presentation skills;</li> <li>-Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>-Collaboration and team working skills;</li> <li>-Effective communication skills;</li> <li>-Time management skills;</li> <li>- High analytical skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |
|                      | National Orders and Decorations of Honor Officer | National Orders and Decorations of Honor Officer | <p>A0 in Sociology, Human Sciences, Literature,History ,Anthropology, Education Sciences, Political Science, Public Administration, Administrative Sciences, Heritage Studies</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Good knowldge of Rwandan History;</li> <li>- Report writing and presentation skills;</li> <li>-Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>-Collaboration and team working skills;</li> <li>-Effective communication skills;</li> <li>-Time management skills;</li> <li>- High analytical skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>    | 1             |
| <b>S/Total4</b>      |                                                  |                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>7</b>      |
| <b>GENERAL TOTAL</b> |                                                  |                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>18</b>     |

Bibonywe kugira ngo bishyirwe ku mugereka y'Iteka rya Minisitiri w'Intebe n°55/03 ryo ku wa 27/02/2015 rigena Imbonerahamwe y'Imyanya y'Imirimo, Imishahara n'ibindi bigenerwa Abakozi mu Rwego rw'Igihugu rushinzwe Intwari z'Igihugu, Imidari n'Impeta by'Ishimwe (CHENO)

Kigali, ku wa 27/02/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika :**

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

Seen to be annexed to Prime Minister's Order n°55/03 of 27/02/2015 determining the Organizational Structure, Salaries and fringe benefits for employees of the Chancellery for Heroes, National Orders and Decorations of honour (CHENO)

Kigali, on 27/02/2015

(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°55/03 du 27/02/2015 portant structure organisationnelle, salaires et avantages accordés au personnel de la Chancellerie des Héros, des Ordres Nationaux et des Décorations honorifiques (CHENO)

Kigali, le 27/02/2015

(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  
MINISITIRI W'INTEBE N°55/03 RYO KU  
WA 27/02/2015 RIGENA  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MU RWEGO  
RW'IGIHUGU RUSHINZWE INTWARI  
Z'IGIHUGU, IMIDARI N'IMPETA  
BY'ISHIMWE (CHENO)

ANNEXE III TO PRIME MINISTER'S  
ORDER N°55/03 OF 27/02/2015  
DETERMINING THE ORGANISATIONAL  
STRUCTURE, SALARIES AND FRINGE  
BENEFITS FOR EMPLOYEES OF THE  
CHANCELLERY FOR HEROES,  
NATIONAL ORDERS AND  
DECORATIONS OF HONOUR (CHENO)

ANNEXE III DE L'ARRETE DU PREMIER  
MINISTRE N°55/03 DU 27/02/2015 PORTANT  
STRUCTURE ORGANISATIONNELLE,  
SALAIRES ET AVANTAGES ACCORDES AU  
PERSONNEL DE LA CHANCELLERIE DES  
HEROS, DES ORDRES NATIONAUX ET DES  
DECORATIONS HONORIFIQUES  
(CHENO)



**CHENO SALARY STRUCTURE**

| POST                                                                                        | I.V | Level | Index | Gross Salary (Rwf/Month) |
|---------------------------------------------------------------------------------------------|-----|-------|-------|--------------------------|
| Executive Secretary                                                                         | 330 | G     | 2,608 | 1,097,316                |
| Director of Heroism and Decorations of Honour Unit                                          | 330 | 3.II  | 1369  | 646,807                  |
| Director of Administration and Finance                                                      | 330 | 3.II  | 1369  | 646,807                  |
| Legal Affairs Officer                                                                       | 300 | 4.III | 1313  | 558,494                  |
| Researcher on National Heroes, National Orders and Decoration of Honor, Heroism and Society | 300 | 4.II  | 1141  | 485,333                  |
| Documentation, Publication, Education and Preservation of Heroism Values Officer            | 300 | 4.II  | 1141  | 485,333                  |
| Human Resource Officer                                                                      | 300 | 4.II  | 1141  | 485,333                  |
| Heroes Mausoleums Management Officer                                                        | 300 | 5.II  | 951   | 404,515                  |
| National Orders and Decorations of Honor Officer                                            | 300 | 5.II  | 951   | 404,515                  |
| Internal Auditor                                                                            | 300 | 5.II  | 951   | 404,515                  |
| Accountant                                                                                  | 300 | 5.II  | 951   | 404,515                  |
| Procurement Officer                                                                         | 300 | 5.II  | 951   | 404,515                  |
| ICT & Database Officer                                                                      | 300 | 5.II  | 951   | 404,515                  |
| Planning, Monitoring and Evaluation Officer                                                 | 300 | 5.II  | 951   | 404,515                  |
| Administrative Assistant to the Executive Secretary                                         | 300 | 7.II  | 660   | 280,736                  |
| Secretary to DAF                                                                            | 300 | 8.II  | 508   | 216,081                  |

**Bibonywe kugira ngo bishyirwe ku mugereka y'Iteka rya Minisitiri w'Intebe n°55/03 ryo ku wa 27/02/2015 rigena Imbonerahamwe y'Imyanya y'Imirimo, Imishahara n'ibindi bigenerwa Abakozi mu Rwego rw'Igihugu rushinzwe Intwari z'Igihugu, Imidari n'Impeta by'Ishimwe (CHENO)**

Kigali, ku wa 27/02/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika :**

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

**Seen to be annexed to Prime Minister's Order n°55/03 of 27/02/2015 determining the Organizational Structure, Salaries and fringe benefits for employees of the Chancellery for Heroes, National Orders and Decorations of honour (CHENO)**

Kigali, on 27/02/2015

(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°55/03 du 27/02/2015 portant structure organisationnelle, salaires et avantages accordés au personnel de la Chancellerie des Héros, des Ordres Nationaux et des Décorations honorifiques (CHENO)**

Kigali, le 27/02/2015

(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

ITEKA RYA MINISITIRI W'INTEBE  
N°56/03 RYO KU WA 27/02/2015 RIGENA  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI B'IKIGO  
CY'INGORO Z'IGIHUGU Z'UMURAGE  
W'U RWANDA (IRNM)

PRIME MINISTER'S ORDER N°56/03 OF  
27/02/2015 DETERMINING THE  
ORGANISATIONAL STRUCTURE, THE  
SALARIES AND THE FRINGE BENEFITS  
FOR EMPLOYEES OF THE INSTITUTE  
OF RWANDA NATIONAL MUSEUMS  
(IRNM)

ARRETE DU PREMIER MINISTRE N°56/03  
DU 27/02/2015 PORTANT STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AVANTAGES ACCORDES AU PERSONNEL  
DE L'INSTITUT DES MUSEES NATIONAUX  
DU RWANDA (IRNM)

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**ITEKA RYA MINISITIRI W'INTEBE  
N°56/03 RYO KU WA 27/02/2015 RIGENA  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI B'IKIGO  
CY'INGORO Z'IGIHUGU Z'UMURAGE  
W'U RWANDA (IRNM)**

**PRIME MINISTER'S ORDER N°56/03 OF  
27/02/2015 DETERMINING  
ORGANISATIONAL STRUCTURE,  
SALARIES AND FRINGE BENEFITS FOR  
EMPLOYEES OF THE INSTITUTE OF  
RWANDA NATIONAL MUSEUMS (IRNM)**

**ARRETE DU PREMIER MINISTRE N°56/03  
DU 27/02/2015 PORTANT STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AVANTAGES ACCORDES AUX PERSONNEL  
DE L'INSTITUT DES MUSEES NATIONAUX  
DU RWANDA  
(IRNM)**

**Minisitiri w'Intebe,**

**The Prime Minister,**

**Le Premier Ministre,**

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

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 118, 119, 121 and 201;

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

Ashingiye ku Itegeko n° 86/2013 ryo ku wa 11/09/2013 rishyiraho sitati rusange igenga abakozi ba Leta, cyane cyane mu ngingo zaryo, iya 52 n'ya 54;

Pursuant to the Law n° 86/2013 of 11/09/2013 establishing the general statutes for Public Service, especially in Articles 52 and 54;

Vu la Loi n° 86/2013 du 11/09/2013 portant statut général de la fonction publique, spécialement en ses articles 52 et 54 ;

Asubiye ku Iteka rya Minisitiri w'Intebe n° 33/03 ryo ku wa 19/06/2012 rigena imbonerahamwe n'incamake y'imyanya y'imirimo by'ikigo cy'Ingoro z'Igihugu z'Umurage w'u Rwanda (IRNM);

Having reviewed the Prime Minister's Order n° 33/03 of 19/06/2012 determining the organizational structure and summary of job positions of Institute of Rwanda National Museums (IRNM);

Revu l'Arrêté du Premier Ministre n° 33/03 du 19/06/2012 déterminant la structure organisationnelle et la synthèse des emplois de l'Institut des Musées Nationaux du Rwanda (IRNM);

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

Having reviewed 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 to date;

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 et complété à ce jour;

|                                                                                 |                                                                               |                                                                                  |
|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| Bisabwe na Minisitiri w'Abakozi ba Leta n'Umurimo ;                             | On proposal by the Minister of Public Service and Labour;                     | Sur proposition du Ministre de la Fonction Publique et du Travail;               |
| Inama y'Abaminisitiri yateranye ku wa 29/07/2014 imaze kubisuzuma no kubyemeza. | After consideration and approval by the Cabinet, in its session of 29/07/2014 | Après examen et adoption par le Conseil des Ministres en sa séance du 29/07/2014 |

**ATEGETSE:**

**HEREBY ORDERS:**

**ARRETE :**

**Ingingo ya mbere: Icyo iri teka rigamije**

**Article One: Purpose of this Order**

**Article premier: Objet du présent arrêté**

Iri teka rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi mu Kigo cy'Ingoro z'Igihugu z'Umurage w'u Rwanda (IRNM).

This Order determines the organizational structure, salaries and fringe benefits for employees of Institute of Rwanda National Museums (IRNM).

Le présent arrêté détermine la structure organisationnelle, les salaires et les avantages accordés aux agents de l'Institut des Musées Nationaux du Rwanda (IRNM).

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

**Article 2: Organizational structure and job profiles**

**Article 2: Structure organisationnelle et profils d'emplois**

Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo muri IRNM biri ku migereka ya I na II y'iri teka.

The organizational structure and job profiles of IRNM are in annex I and II of this Order respectively.

La structure organisationnelle et les profils d'emplois de IRNM sont respectivement aux annexes I et II du présent arrêté.

**Ingingo ya 3: Igenwa ry'umushahara**

**Article 3: Determination of the salary**

**Article 3: Détermination du salaire**

Imishahara y'abakozi ba IRNM igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara mu Butegetsi bwa Leta.

Salaries for employees of IRNM shall be determined basing on job classification and in accordance with general principles on salary calculation in public service.

Les salaires accordés aux agents de IRNM sont déterminés suivant la classification des emplois et conformément aux principes généraux de fixation des salaires dans la fonction publique.

Urwego, umubare fatizo, agaciro k'umubare fatizo n'umushahara mbumbe bigendana na buri mwanya w'umurimo muri IRNM biri ku

The level, index value and the gross salary corresponding to each job position in IRNM are in annex III of this Order.

Le niveau, l'indice, la valeur indiciaire et le salaire brut correspondant à chaque emploi de IRNM sont à l'annexe III du présent arrêté.

mugereka wa III w'iri teka.

**Ingingo ya 4: Ibigize umushahara mbumbe**

Umushahara mbumbe wa buri kwezi ku bayobozi bakuru n'abakozi ba IRNM 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 cya mbere cy'iyi ngingo ntigenerwa abakozi bari ku nzego z'imirimu za "F", boroherezwa ingengo hakurikijwe amabwiriza ya Minisitiri ufite Gutwara abantu mu nshingano ze kimwe 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 muri INMR**

Umuyobozi Mukuru muri INMR agenerwa

**Article 4: Composition of gross salary**

The monthly gross salary of the authorities and employees of IRNM 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 Paragraph One of this Article shall not be granted to officers positioned on level "F" 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 shall be entitled to special transport allowance in accordance with Instructions of the Minister in charge of public service.

**Article 5: Fringe benefits for Director General of INMR**

The Director General of INMR shall be entitled

**Article 4: Composition du salaire brut**

Le salaire brut mensuel des dirigeants et des agents de IRNM 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 visée à l'alinéa premier du présent article n'est pas allouée aux Agents de l'Etat au poste de niveau "F" pour lesquels le transport est facilité selon les instructions du Ministre ayant le transport dans ses attributions, ainsi qu' à ceux au poste de niveau "3" qui bénéficient de 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 l'INMR**

Le Directeur Général de INMR bénéficie des

ibindi bimufasha gutunganya imirimo bikurikira:

to the following fringe benefits:

avantages suivants :

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;

1 ° an office telephone communication allowance of one hundred thousand Rwandan francs (100,000 Rwf) and a mobile phone communication allowance of one hundred thousand Rwandan francs (100,000 Rwf) per month;

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

2 ° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200.000 Frw) buri kwezi anyura kuri konti y'urwego bireba.

2 ° office entertainment allowance of two hundred thousand Rwandan francs (200,000 Rwf) per month payable at the concerned institution's bank account ;

2 ° les frais de représentation au service équivalent à deux cent mille francs rwandais (200.000 Frw) chaque mois payable au compte de l'institution concernée;

3 ° Leta imworohereza 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 in charge of transport.

3 ° l'Etat lui facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Ingingo ya 6: Ibindi bigenerwa Abayobozi b'Amashami n'Abakozi bari ku rwego rw'imirimo rwa "3"**

**Article 6: Fringe benefits for Directors of Units and Officials on "3" job level**

**Article 6: Avantages alloués aux Directeurs d'Unités et cadres aux postes de niveau "3"**

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

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

Les Directeurs d'Unités et cadres aux postes de niveau "3" bénéficient chacun d'autres avantages suivants :

1 ° amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo itatu y'u Rwanda (30.000 Frw) buri kwezi;

1 ° a mobile phone communication allowance of thirty thousand Rwandan francs (30,000 Rwf) per month;

1 ° les frais de communication par téléphone portable équivalent à trente mille francs rwandais (30.000 Frw) par mois.

2° indamunite yihariye y’urugendo hakurikijwe amabwiriza ya Minisitiri ufite Abakozi ba Leta mu nshingano ze.

2° a special transport allowance in accordance with Instructions of the Minister in charge of public service.

2° indemnité spéciale de transport conformément aux Instructions du Ministre ayant la fonction publique dans ses attributions.

Abayobozi b’Amashami bari ku rwego rw’imirimo rwa “3” bafite itsinda ry’Abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe y’Urwego bakorera, bagenerwa kandi amafaranga ibihumbi ijana y’u Rwanda (100.000 frw) buri kwezi ya telefoni yo mu biro.

Directors of Units on level “3” 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 communication allowances of one hundred thousand Rwandan francs (100,000 Rwf) per month.

Les Directeurs d’Unités au poste de niveau “3” ayant des agents de l’Etat placés sous leurs responsabilités suivant la structure organisationnelle approuvée, bénéficient chacun des frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) par mois.

Cyakora abashakashatsi b’umwuga bari ku rwego rw’imirimo rwa “3” bitewe n’izamurwa mu ntera mu mirimo bakora; kandi bakaba badafite ishami bayobora hashingiwe ku mbonerahamwe yemewe a, ntibagenerwa amafaranga y’itumanaho n’uburyo bwo koroherezwa ingendo bivugwa muri iyi ngingo.

However, Career Researchers positioned by career progression on level “3” without a pool of public servants under their responsibilities in accordance with the approved organizational structure, shall not be entitled to communication allowances and transport facilitation stipulated in this Article.

Cependant, les Chercheurs de carrière aux postes d’avancement professionnel de niveaux “3”, mais qui n’ont pas d’agents de l’Etat placés sous leurs responsabilités suivant la structure organisationnelle approuvée, ne bénéficient pas de frais de communication et la facilitation de transport dont mention au présent article

#### **Ingingo ya 7: Indamunite z’urugendo rw’imodoka**

#### **Article 7: Mileage allowances**

#### **Article 7: Indemnités kilométriques**

Iyo Umuyobozi Mukuru uri ku rwego rwa “F” agiye mu butumwa imbere mu Gihugu akoresheje imodoka ye, Leta ibabagenera indamunite y’urugendo hakurikijwe ibiteganywa n’amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

When a senior official on level “F” goes on official mission inside the country by using his/her vehicle, the State shall pay him/her mileage allowances in accordance with Instructions of the Minister in charge of transport.

Lors qu’un haut cadre au poste de niveau “F” va en mission officielle à l’intérieur du pays en utilisant son véhicule, l’Etat lui octroie une indemnité kilométrique conformément aux instructions du Ministre ayant le transport dans ses attributions.



**Ingingo ya 8: Abashinzwe kubahiriza iri teka**

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri wa Siporo n'Umuco, Minisitiri w'Ibikorwa Remezo na Minisitiri w'Imari n'Igenamigambi basabwe kubahiriza iri teka.

**Ingingo ya 9: Ivanwaho ry'ingingo zinyuranyije n'iri teka**

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

**Ingingo ya 10: Igihe iteka ritangira gukurikizwa**

Iri teka ritangira gukurikizwa ku muni ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera ku wa 29/07/2014.

Kigali, ku wa 27/02/2015

**Article 8: Authorities responsible for the implementation of this Order**

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

**Article 9: Repealing provision**

All prior provisions contrary to this Order are hereby repealed.

**Article 10: Commencement**

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes an effect as of 29/07/2014.

Kigali, on 27/02/2015

**Article 8 : Autorités chargées de l'exécution du présent arrêté**

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

**Article 9: Disposition abrogatoire**

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

**Article 10: Entrée en vigueur**

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il produit ses effets à partir du 29/07/2014.

Kigali, le 27/02/2015

(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

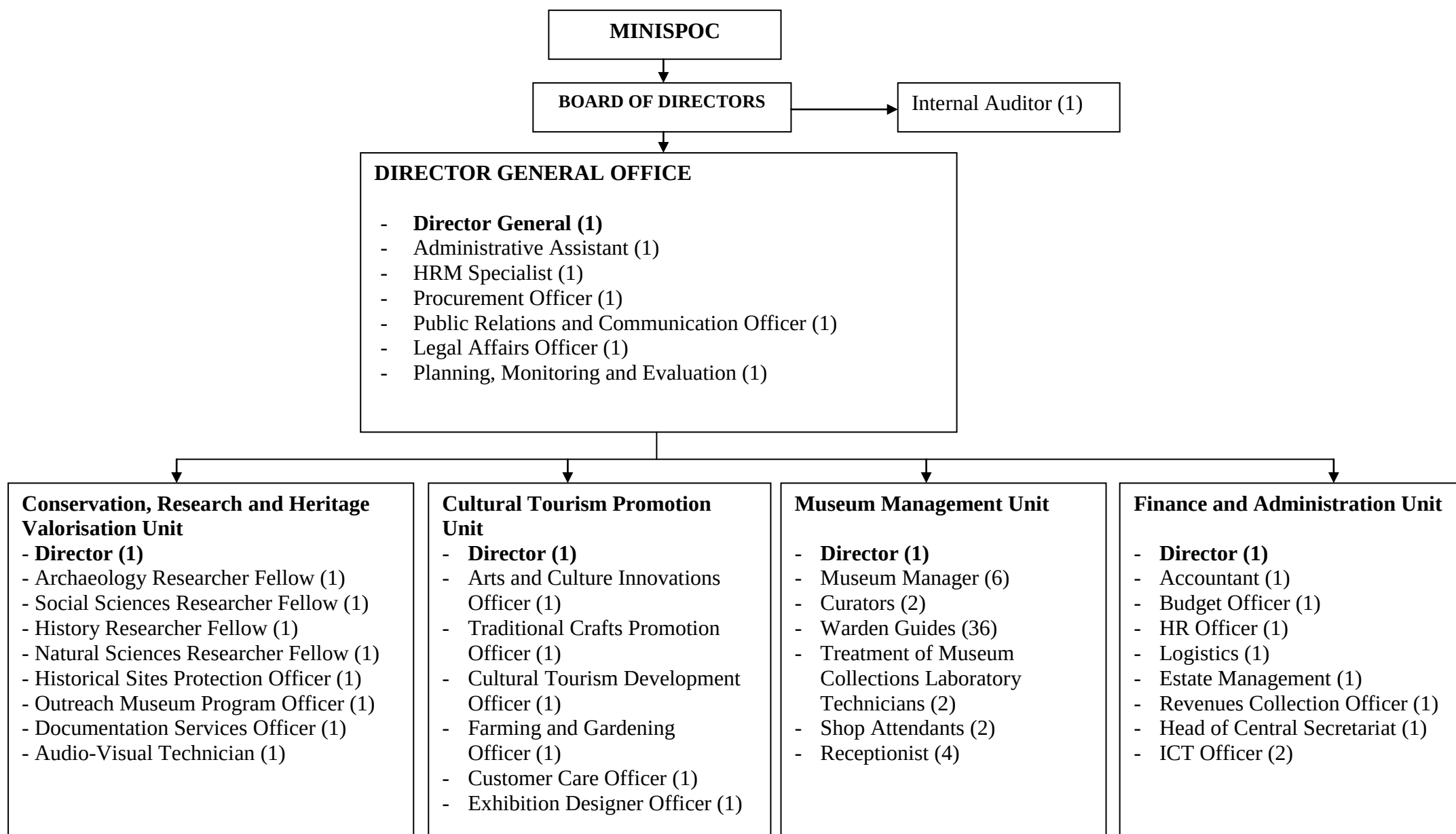
(sé)  
**BUSINGYE Johnston**  
Ministre de la Justice/Garde des Sceaux

**UMUGEREKA WA I W'ITEKA RYA  
MINISITIRI W'INTEBE N°56/03 RYO  
KU WA 27/02/2015 RIGENA  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI B'IKIGO  
CY'INGORO Z'IGIHUGU Z'UMURAGE  
W'U RWANDA (IRNM)  
(IRNM)**

**ANNEXE I TO PRIME MINISTER'S  
ORDER N°56/03 OF 27/02/2015  
DETERMINING THE  
ORGANISATIONAL STRUCTURE,  
THE SALARIES AND THE FRINGE  
BENEFITS FOR EMPLOYEES OF THE  
INSTITUTE OF RWANDA NATIONAL  
MUSEUMS (IRNM)**

**ANNEXE I DE L'ARRETE DU PREMIER  
MINISTRE N° 56/03 DU 27/02/2015  
PORTANT STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AVANTAGES ACCORDES AU  
PERSONNEL DE L'INSTITUT DES  
MUSEES NATIONAUX DU RWANDA  
(IRNM)**

## INMR ORGANIZATIONAL CHART



Bibonywe kugira ngo bishyirwe ku migereka y'Iteka rya Minisitiri w'Intebe no56/03 ryo ku wa 27/02/2015 rigena Imbonerahamwe y'Imyanya y'Imirimo, Imishahara n'ibindi bigenerwa Abakozi mu Kigo cy'Ingoro z'Umurage w'u Rwanda (IRNM)

Kigali, ku wa 27/02/2015

(sé)  
MUREKEZI Anastase  
Minisitiri w'Intebe

(sé)  
UWIZEYE Judith  
Minisitiri w'Abakozi ba Leta  
n'Umurimo

Bibonywe kandi bishyizweho Ikirango  
cya Repubulika :

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

Seen to be annexed to Prime Minister's Order no56/03 of 27/02/2015 determining the organizational structure, the salaries and the fringe benefits for employees of the Institute of Rwanda National Museums (IRNM)

Kigali, on 27/02/2015

(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 annexés à l'Arrêté du Premier Ministre no56/03 du 27/02/2015 portant structure organisationnelle, salaires et avantages accordés au personnel de l'Institut des Musées Nationaux du Rwanda (IRNM)

Kigali, le 27/02/2015

(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  
MINISITIRI W'INTEBE N°56/03 RYO  
KU WA 27/02/2015 RIGENA  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI B'IKIGO  
CY'INGORO Z'IGIHUGU Z'UMURAGE  
W'U RWANDA (IRNM)**

**ANNEXE II TO PRIME MINISTER'S  
ORDER N°56/03 OF 27/02/2015  
DETERMINING THE  
ORGANISATIONAL STRUCTURE,  
THE SALARIES AND THE FRINGE  
BENEFITS FOR EMPLOYEES OF THE  
INSTITUTE OF RWANDA NATIONAL  
MUSEUMS (IRNM)**

**ANNEXE II DE L'ARRETE DU PREMIER  
MINISTRE N°56/03 DU 27/02/2015 PORTANT  
STRUCTURE ORGANISATIONNELLE,  
SALAIRES ET AVANTAGES ACCORDES  
AU PERSONNEL DE L'INSTITUT DES  
MUSEES NATIONAUX DU RWANDA  
(IRNM)**

**Official Gazette No. Special Bis of 28/02/2015**

INMR - JOB PROFILES

| Administrative Unit       | Job Title                | Type of Job position linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Proposed jobs |
|---------------------------|--------------------------|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Director General's Office | Director General         | Director General                       | Political Appointee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1             |
|                           | Internal Auditor         | Internal Auditor                       | <p>A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Detailed knowledge of financial and Audit Standards, HR &amp; Financial regulations, Procedures and Financial software;</li> <li>- Planning Skill;</li> <li>- High Analytical skills;</li> <li>- Report writing and presentation skills.</li> <li>- Time management skills;</li> <li>- Excellent problem-solving skills and clear logical thinking;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                           | Administrative Assistant | Administrative Assistant               | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage</li> </ul>                      | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit | Job Title                 | Type of Job position linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed jobs |
|---------------------|---------------------------|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Human Resource Management | Human Resource Management Specialist   | <p>A0 in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Human Resource Management with 3 years of working experience or Master's Degree in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Specialization in Human Resource Management</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep knowledge of Rwandan public service and labor law;</li> <li>- Knowledge in Conflict Management;</li> <li>- knowledge of the regulations applying to payroll procedures;</li> <li>- Knowledge of human resources concepts, practices, policies, and procedures;</li> <li>- Problem Solving Skills;</li> <li>- Computer Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Interview Skills;</li> <li>- High analytical Skills;</li> <li>- Teamworking Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Procurement               | Procurement Officer                    | <p>A0 in Procurement, Management, Accounting, Law, Public Finance, Economics</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High Analytical Skills;</li> <li>- Negotiation Skills;</li> <li>- Knowledge of basic business and purchasing practices;</li> <li>- Excellent Communication Skills;</li> <li>- Knowledge of state contracting laws, regulations and procedures;</li> <li>- Knowledge of grades, qualities, supply and price trends of commodities;</li> <li>- Time Management Skills;</li> <li>- Decision making Skills;</li> <li>- Computer Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                   | 1             |



**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit | Job Title                          | Type of Job position linked to the Job     | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Proposed jobs |
|---------------------|------------------------------------|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Public Relations and Communication | Public Relations and Communication Officer | <p>A0 in Communication, International Relations, Journalism, Marketing, Linguistics and Literature</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organisational and time-management skills</li> <li>- Teamworking skills</li> <li>- Effective public relations and public speaking skills</li> <li>- Interviewing skills</li> <li>- Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage</li> </ul> | 1             |
|                     | Legal Affairs                      | Legal Affairs Officer                      | <p>A0 in Law</p> <p><u>Key Technical skills and Knowledge required :</u></p> <ul style="list-style-type: none"> <li>- High analytical and problem solving skills;</li> <li>- Knowledge of Legal research and analysis in complex areas of law;</li> <li>- Knowledge of Substantive Law and Legal Procedures;</li> <li>- Decision making skills;</li> <li>- Contract drafting and negotiation skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul>                                                                                               | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit                                   | Job Title                           | Type of Job position linked to the Job                            | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed jobs |
|-------------------------------------------------------|-------------------------------------|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                                                       | Planning, monitoring and Evaluation | Planning, monitoring and Evaluation Officer                       | <p>A0 in Economics, Management, Development Studies, Project Management, Business Administration</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of Rwanda's Public service and Labour Sector Policies and Strategies;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                | 1             |
| Sub - Total                                           |                                     |                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 8             |
| Conservation, Research and Heritage Valorisation Unit | Director of Unit                    | Director of Conservation, Research and Heritage Valorisation Unit | <p>A0 in Heritage Studies, Anthropology, Archaeology, History, Literature, Social Sciences, Museology, Philosophy with 3 years of working experience; Or Master's Degree in Heritage Studies, Anthropology, Archaeology, History, Literature, Social Sciences, Museology, Philosophy Linguistic and Literature, with 1 year of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of rwandan culture and values;</li> <li>- Extremely knowledgeable about the museum's collection;</li> <li>- Knowledgeable about conservation methods</li> <li>- Good understanding of research methods;</li> <li>- Planning and coordination skills;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit | Job Title                         | Type of Job position linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed jobs |
|---------------------|-----------------------------------|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Archeology Research fellow        | Archeology Research Fellow             | <p>A0 in Archaeology, Anthropology, History, Heritage Studies, Museology with 3 years of working experience; Or Master's Degree or Equivalent in Archaeology, Anthropology, History, Heritage Studies, Museology with 1 year of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of rwandan culture and values;</li> <li>- Extremely knowledgeable about the museum's collection;</li> <li>- Good understanding of research methods;</li> <li>- Computer Skills;</li> <li>- Organizational and coordination Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>                                                                                               | 1             |
|                     | Social Sciences Researcher Fellow | Social Sciences Researcher Fellow      | <p>A0 in Social Sciences, Anthropology, Sociology, socio-Linguistic, Socio-Economics Linguistics and Literature, History, with 3 years of working experience; Or Master's Degree or Equivalent Social Sciences, Anthropology, Sociology, socio-Linguistic, Socio-Economics Linguistics and Literature, History, with 1 year of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- knowledge of rwandan culture and values;</li> <li>- Extremely knowledgeable about the museum's collection;</li> <li>- Good understanding of research methods;</li> <li>- Computer Skills;</li> <li>- Organizational and Coordination Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit | Job Title                          | Type of Job position linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Proposed jobs |
|---------------------|------------------------------------|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | History Research fellow            | History Research fellow                | <p>A0 in History, Cultural Management, Heritage Studies, Anthropology Cultural Heritage Management, with 3 years of working experience; Or Master's Degree or Equivalent in History, Cultural Management, Heritage Studies, Anthropology Cultural Heritage Management with 1 year of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- knowledge of rwandan culture and values;</li> <li>- Extremely knowledgeable about the museum's collection;</li> <li>- Good understanding of research methods;</li> <li>- Computer Skills;</li> <li>- Organizational and coordination Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Natural Sciences Researcher Fellow | Natural Sciences Researcher Fellow     | <p>A0 in Biology, Zoology, Botany, Geology, Geography, Chemistry, Environmental Sciences, Ecology with 3 years of working experience; Or Master's Degree or Equivalent in Biology, Zoology, Botany, Geology, Geography, Chemistry, Environmental Sciences, Ecology with 1 year of working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- knowledge of rwandan culture and values;</li> <li>- Extremely knowledgeable about the museum's collection;</li> <li>- Good understanding of research methods;</li> <li>- Computer Skills;</li> <li>- Organizational and coordination Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>     | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit | Job Title                           | Type of Job position linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Proposed jobs |
|---------------------|-------------------------------------|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Historical Sites Protection Officer | Historical Sites Protection Officer    | <p>A0 in Cultural Heritage Management, Heritage Studies, History, Anthropology, Biology, Geology, Geography, Chemistry, Environmental Sciences, Ecology, Archeology, Sociology, Museum Studies, Ethics and Public Management with 3 years of working experience; Or Master's Degree or Equivalent in CCultural Heritage Management, Heritage Studies, History, Anthropology, Biology, Geology, Geography, Chemistry, Environmental Sciences, Ecology, Archeology, Sociology, Museum Studies, Ethics and Public Management with 3 years of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- knowledge of rwandan culture and values;</li> <li>- Extremely knowledgeable about the museum's collection;</li> <li>- Good understanding of research methods;</li> <li>- Computer Skills;</li> <li>- Organizational and coordination Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Outreach Museum Program Officer     | Outreach Museum Program Officer        | <p>A0 in Museology, Anthropology, Heritage Studies, Education Sciences, Sociology, History, Communication, Management, Economics, Business Administration, Business IT.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- knowledge of rwandan culture and values;</li> <li>-extremely knowledgeable about the museum's collection;</li> <li>-good understanding of research methods;</li> <li>- Computer Skills;</li> <li>- Organizational and coordination Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                         | 1             |

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| Administrative Unit | Job Title                      | Type of Job position linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Proposed jobs |
|---------------------|--------------------------------|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Documentation Services Officer | Documentation Services Officer         | <p>A0 in Library &amp; information Science or A1 in Library &amp; information Science, Office Management, Biblioteconomy</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Proficiency in information technology;</li> <li>- Computer literacy;</li> <li>- Bookkeeping Skills;</li> <li>- Knowledge of integrated document management</li> <li>- Knowledge of archive management software</li> <li>- Knowledge of the documentation management system(DMS) would be an advantage.</li> <li>- Organizational Skills;</li> <li>- Interpersonal Skills;</li> <li>- Planning Skills;</li> <li>- Communication Skills;</li> <li>- Report writing &amp; Presentation skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                      | 1             |
|                     | Audio-Visual Technician        | Audio-Visual Technician                | <p>A0 in Computer sciences, Journalism and communication, Mass Communication, Multimedia and graphics, Digital Media Technology</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent technical skills with electrical equipment and IT;</li> <li>- proficiency in information technology;</li> <li>- Computer literacy Bookkeeping Skills;</li> <li>- Knowledge of integrated document management;</li> <li>- Knowledge of archive management software;</li> <li>- Knowledge of the documentation management system(DMS) would be an advantage;</li> <li>- Organizational Skills;</li> <li>- Interpersonal Skills;</li> <li>- Planning Skills;</li> <li>- Communication Skills;</li> <li>- Report writing &amp; Presentation skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
| Sub - Total         |                                |                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 9             |

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| Administrative Unit             | Job Title                            | Type of Job position linked to the Job      | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed jobs |
|---------------------------------|--------------------------------------|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Cultural Tourism Promotion Unit | Director of Unit                     | Director of Cultural Tourism Promotion Unit | <p>A0 in Cultural Management, Heritage Studies, History, Hospitality Management, Tourism, Anthropology, Marketing, Management with 3 years of working experience or Masters degree in Cultural Management, Heritage Studies, History, Hospitality Management, Tourism, Anthropology, Marketing, Management with 1 year of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of rwandan culture and values;</li> <li>- Extremely knowledgeable about the museum's collection;</li> <li>- Knowledgeable about conservation methods</li> <li>- Good understanding of research methods;</li> <li>- Planning and coordination skills;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |
|                                 | Arts and Culture Innovations Officer | Arts and Culture Innovations Officer        | <p>A0 in Heritage Studies, History, Anthropology, Sociology, Literature, Fines Arts.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of rwandan culture and values;</li> <li>- Extremely knowledgeable about the museum's collection;</li> <li>- Good understanding of research methods;</li> <li>- Computer Skills;</li> <li>- Organizational and coordination Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                            | 1             |

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| Administrative Unit | Job Title                            | Type of Job position linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Proposed jobs |
|---------------------|--------------------------------------|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Traditional Crafts Promotion Officer | Traditional Crafts Promotion Officer   | <p>A0 in Heritage Studies, History, Anthropology, Sociology, Literature, Fines Arts.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of rwandan culture and values;</li> <li>- Extremely knowledgeable about the museum's collection;</li> <li>- Good understanding of research methods;</li> <li>- Computer Skills;</li> <li>- Organizational and coordination Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                   | 1             |
|                     | Cultural Tourism Development Officer | Cultural Tourism Development Officer   | <p>A0 in Hospitality, History, Tourism, Heritage Studies, Anthropology, Sociology, Literature, Fines Arts, Marketing, Journalism &amp; Communication, Tourism and Hospitality, International Relations</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of rwandan culture and values;</li> <li>- Extremely knowledgeable about the museum's collection;</li> <li>- Good understanding of research methods;</li> <li>- Computer Skills;</li> <li>- Organizational and coordination Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |



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| Administrative Unit | Job Title                     | Type of Job position linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed jobs |
|---------------------|-------------------------------|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Farming and Gardening Officer | Farming and Gardening Officer          | <p>A0 in Agriculture, Horticulture, Food Science, Forestry, Botanics</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of technical activities necessary the farm;</li> <li>- Treatments of traditional bovines ;</li> <li>- knowledge of rwandan culture and values;</li> <li>- Extremely knowledgeable about the museum's collection;</li> <li>- Good understanding of research methods;</li> <li>- Computer Skills;</li> <li>- Organizational and coordination Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Customer Care Officer         | Customer Care Officer                  | <p>A0 Marketing , Communication, Public Relations, Linguistics and Literature.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing;</li> <li>- Excellent interpersonal skills;</li> <li>- Knowledge in Hospitality Management;</li> <li>- Report writing and presentation skills;</li> <li>- Computer skills;</li> <li>- Creativity and initiative;</li> <li>- Good organisational and time-management skills;</li> <li>- Teamworking skills;</li> <li>- Effective public relations and public speaking skills;</li> <li>- Interviewing skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage</li> </ul>                                                                                                         | 1             |

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| Administrative Unit    | Job Title                   | Type of Job position linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed jobs |
|------------------------|-----------------------------|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                        | Exhibition Designer Officer | Exhibition Designer Officer            | <p>A0 in Fine Arts, Visual Arts, Computer Science, Civil Engineering, Marketing, IT</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Designing and Exhibition technics;</li> <li>- Knowledge of research in arts</li> <li>- Design technology skills;</li> <li>- Creative skills;</li> <li>- Innovation skills;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills a</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is and advantage.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1             |
| Sub - Total            |                             |                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 7             |
| Museum Management Unit | Director of Unit            | Director of Museum Management Unit     | <p>A0 in Museology, Heritage Studies, Anthropology, History, Linguistics and Literature, Sociology, Philosophy, Political Sciences, Economics with 3 years of working experience; Or Master's Degree or Equivalent in Museology, Heritage Studies, Anthropology, History, Linguistics and Literature, Sociology, Philosophy, Political Sciences, Economics with 1 year of working Experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of rwandan culture and values;</li> <li>- Extremely knowledgeable about the museum's collection;</li> <li>- knowledgeable about conservation methods</li> <li>- Good understanding of research methods;</li> <li>- Planning and coordination skills;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

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| Administrative Unit | Job Title      | Type of Job position linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed jobs |
|---------------------|----------------|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Museum Manager | Museum Manager                         | <p>A0 in Museology, Heritage Studies, Anthropology, History, Linguistics and Literature, Sociology, Economics, Management, Philosophy, Political sciences, Agriculture, Law, Biology Zoology, Conservation.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of rwandan culture and values;</li> <li>- Extremely knowledgeable about the museum's collection;</li> <li>- Knowledgeable about conservation methods;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 6             |
|                     | Curator        | Curator                                | <p>A0 in Museology, Anthropology, History, Heritage Studies, Sociology, Management, Natural Sciences, Education Sciences.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of rwandan culture and values;</li> <li>- Extremely knowledgeable about the museum's collection;</li> <li>- Knowledgeable about conservation methods;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>                                                                                   | 2             |

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| Administrative Unit | Job Title                                              | Type of Job position linked to the Job                 | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Proposed jobs |
|---------------------|--------------------------------------------------------|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Warden Guides                                          | Warden Guides                                          | <p>A0 in Anthropology, History, Heritage Studies, Sociology, Natural Sciences, Education Sciences, Museology, Public Administration, Administrative Sciences, Business administration, Economics, Hospital Administration, Business Technology, Management, Agriculture.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of rwandan culture and values;</li> <li>- Extremely knowledgeable about the museum's collection;</li> <li>- Knowledgeable about conservation methods;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 36            |
|                     | Treatment of Museum Collections Laboratory Technicians | Treatment of Museum Collections Laboratory Technicians | <p>A1 in Laboratory Science, Biology, Chemistry, Heritage Studies, Museology; Or A0 in Laboratory Science, Biology, Chemistry, Heritage Studies, Museology.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of rwandan culture and values;</li> <li>- Knowledge of Laboratory technics;</li> <li>- Extremely knowledgeable about the museum's collection;</li> <li>- Knowledgeable about conservation methods;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>                                                                 | 2             |

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| Administrative Unit | Job Title        | Type of Job position linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Proposed jobs |
|---------------------|------------------|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Shops Attendants | Shops Attendants                       | <p>A2 in Accounting, Commerce, Pedagogy, Humanities.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwandan culture and values;</li> <li>- Knowledge of museum products;</li> <li>- Extremely knowledgeable about the museum's collection;</li> <li>- Knowledge able about conservation methods;</li> <li>- Customer care skills;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 2             |
|                     | Receptionist     | Receptionist                           | <p>A2 in Literature, Humanities</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Team building skill;</li> <li>- Knowledge of rwandan culture and values;</li> <li>- Knowledge of Laboratory technics;</li> <li>- Extremely knowledgeable about the museum's collection;</li> <li>- Knowledgeable about conservation methods;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>                    | 4             |
| Sub - Total         |                  |                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 53            |

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| Administrative Unit                    | Job Title        | Type of Job position linked to the Job        | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Proposed jobs |
|----------------------------------------|------------------|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Director of Finance and Administration | Director of Unit | Director of Administration and Administration | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA); Or A0 Public Finance, Finance, Accounting or Management with specialization in Finance/Accounting with 3 years of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's financial management standards and procedures;</li> <li>- Knowledge of Accounting principles and practices and financial data reporting.</li> <li>- Knowledge of Rwanda Public Financial Law;</li> <li>- Leadership and management skills;</li> <li>- Planning and organisational, Budgeting skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Time management Skills</li> <li>- Interviewing Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Problem solving;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                                        | Accountant       | Accountant                                    | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Knowledge to analyse complex financial information &amp; Produce reports;</li> <li>- Deep understanding of financial accounts;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- High Analytical Skills;</li> <li>- Interpersonal skills;</li> <li>- Time management Skills;</li> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                         | 1             |

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| Administrative Unit | Job Title               | Type of Job position linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed jobs |
|---------------------|-------------------------|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Budget Officer          | Budget Officer                         | <p>A0 in Public Finance, Accounting, Management, Economics</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Planning and organisational skills</li> <li>- Communication skills, Strong IT skills</li> <li>- Time management skills</li> <li>- Team working skills</li> <li>- Judgement and decision making</li> <li>- Skills interpersonal skills</li> <li>- Complex problem solving</li> <li>- Deep understanding of financial accounts</li> <li>- Flexibility skills</li> <li>- Knowledge of cost analysis technics</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                      | 1             |
|                     | Human Resources Officer | Human Resources Officer                | <p>A0 in Human Resource Management, Management, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources;</li> <li>- Knowledge in the Development of Human Resources Policies and procedures</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

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| Administrative Unit | Job Title         | Type of Job position linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Proposed jobs |
|---------------------|-------------------|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Logistics         | Logistics                              | <p>A0 in Store Management, Management, Accounting, Finance, Economics, Administrative Sciences, Public Administration</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Management of Material Resources;</li> <li>- Knowledge of supply chain management;</li> <li>- Organizational Skills;</li> <li>- Computer Skills;</li> <li>- Communication Skills;</li> <li>- Report writing &amp; Presentation Skills;</li> <li>- Analytical Skills;</li> <li>- Interpersonal Skills;</li> <li>- Time management Skills;</li> <li>- Negotiation Skills;</li> <li>- Team working Skills</li> <li>- Problem Solving Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |
|                     | Estate Management | Estate Management                      | <p>A0 in Construction Management, Civil Engineering, Real Estate &amp; Construction Management, Building &amp; Construction, Civil Infrastructure Engineering.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep understanding on Government policies implementation;</li> <li>- Construction techninics;</li> <li>- High Analytical skills;</li> <li>- planning and organizational skills</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Interpersonal skills;</li> <li>- Effective communication skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>  | 1             |



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| Administrative Unit | Job Title                   | Type of Job position linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed jobs |
|---------------------|-----------------------------|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Revenues Collection Officer | Revenues Collection Officer            | <p>A0 in Accounting, Finance, Management, Finance and Banking, Economics</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Detailed knowledge of financial and revenue collection methods;</li> <li>- HR and Financial regulations and procedures;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Judgement and decision making Skills;</li> <li>- Complex problem solving;</li> <li>- Interpersonal skills;</li> <li>- Deep understanding of financial accounts;</li> <li>- Flexibility skills;</li> <li>- Knowledge of cost analysis technics;</li> <li>- Fluent in kinyarwanda, English and French; knowledge of all is an advantage</li> </ul>                 | 1             |
|                     | 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><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Analytical &amp; Problem solving Skills;</li> <li>- Decision Making Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

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| Administrative Unit | Job Title   | Type of Job position linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Proposed jobs |
|---------------------|-------------|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | ICT Officer | ICT Officer                            | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, 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><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's ICT policies and strategies;</li> <li>- Highly proficient with Microsoft Windows operating systems</li> <li>- Proficient in Microsoft Office products</li> <li>- Proficient in basic networking protocols and standards</li> <li>- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;</li> <li>- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 2             |
| Sub - Total         |             |                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 10            |
| GRAND TOTAL         |             |                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 87            |

**Bibonywe kugira ngo bishyirwe ku migereka y' Iteka rya Minisitiri w'Intebe n°56/03 ryo ku wa 27/02/2015 rigena Imbonerahamwe y'Imyanya y'Imirimo, Imishahara n'ibindi bigenerwa Abakozi mu Kigo cy'Ingoro z'Umurage w'u Rwanda (IRNM)**

Kigali, ku wa 27/02/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika :**

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

**Seen to be annexed to Prime Minister's Order n°56/03 of 27/02/2015 determining the organizational structure, the salaries and the fringe benefits for employees of the Institute of Rwanda National Museums (IRNM)**

Kigali, on 27/02/2015

(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 annexés à l'Arrêté du Premier Ministre n°56/03 du 27/02/2015 portant structure organisationnelle, salaires et avantages accordés au personnel de l'Institut des Musées Nationaux du Rwanda (IRNM)**

Kigali, le 27/02/2015

(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 MINISITIRI W'INTEBE N°56/03  
RYO KU WA 27/02/2015 RIGENA  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI B'IKIGO  
CY'INGORO Z'IGIHUGU  
Z'UMURAGE W'U RWANDA (IRNM)

ANNEXE III TO PRIME  
MINISTER'S ORDER N°56/03 OF  
27/02/2015 DETERMINING THE  
ORGANISATIONAL STRUCTURE,  
THE SALARIES AND THE FRINGE  
BENEFITS FOR EMPLOYEES OF  
THE INSTITUTE OF RWANDA  
NATIONAL MUSEUMS (IRNM)

ANNEXE III DE L'ARRETE DU  
PREMIER MINISTRE N°56/03 DU  
27/02/2015 PORTANT STRUCTURE  
ORGANISATIONNELLE, SALAIRES  
ET AVANTAGES ACCORDES AU  
PERSONNEL DE L'INSTITUT DES  
MUSEES NATIONAUX DU RWANDA  
(IRNM)

INMR SALARY STRUCTURE

| POST                                                              | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|-------------------------------------------------------------------|-----|-------|-------|-----------------------------|
| Director General of INMR                                          | 441 | F     | 2869  | 1,613,167                   |
| Archaeology Researcher Fellow                                     | 400 | 3.III | 1575  | 893,250                     |
| Social Sciences Researcher Fellow                                 | 400 | 3.III | 1575  | 893,250                     |
| History Researcher Fellow                                         | 400 | 3.III | 1575  | 893,250                     |
| Natural Sciences Researcher Fellow                                | 400 | 3.III | 1575  | 893,250                     |
| Director of Conservation, Research and Heritage Valorisation Unit | 400 | 3.II  | 1369  | 784,008                     |
| Director of Cultural Tourism Promotion Unit                       | 400 | 3.II  | 1369  | 784,008                     |
| Director of Museum Management Unit                                | 400 | 3.II  | 1369  | 784,008                     |
| Director of Finance and Administration Unit                       | 400 | 3.II  | 1369  | 784,008                     |
| HRM Specialist                                                    | 400 | 3.II  | 1369  | 784,008                     |
| Legal Affairs Officer                                             | 400 | 4.III | 1313  | 744,659                     |
| Public Relations and Communication Officer                        | 400 | 4.II  | 1141  | 647,110                     |
| Human Resources Officer                                           | 400 | 4.II  | 1141  | 647,110                     |
| Museum Manager                                                    | 400 | 4.II  | 1141  | 647,110                     |
| ICT Officer                                                       | 400 | 5.II  | 951   | 539,353                     |
| Budget Officer                                                    | 400 | 5.II  | 951   | 539,353                     |
| Accountant                                                        | 400 | 5.II  | 951   | 539,353                     |
| Internal Auditor                                                  | 400 | 5.II  | 951   | 539,353                     |
| Procurement Officer                                               | 400 | 5.II  | 951   | 539,353                     |
| Historical Sites Protection Officer                               | 400 | 5.II  | 951   | 539,353                     |
| Audio - Visual Technician                                         | 400 | 5.II  | 951   | 539,353                     |
| Outreach Museum Program Officer                                   | 400 | 5.II  | 951   | 539,353                     |
| Arts and Culture Innovations Officer                              | 400 | 5.II  | 951   | 539,353                     |
| Traditional Crafts Promotion Officer                              | 400 | 5.II  | 951   | 539,353                     |
| Cultural Tourism Dev't Officer                                    | 400 | 5.II  | 951   | 539,353                     |
| Curators                                                          | 400 | 5.II  | 951   | 539,353                     |
| Warden Guides                                                     | 400 | 5.II  | 951   | 539,353                     |
| Farming and Gardening Officer                                     | 400 | 5.II  | 951   | 539,353                     |
| Planning, Monitoring & Evaluation Officer                         | 400 | 5.II  | 951   | 539,353                     |
| Estate Manager                                                    | 400 | 5.II  | 951   | 539,353                     |
| Exhibition Designer Officer                                       | 400 | 5.II  | 951   | 539,353                     |
| Logistics Officer                                                 | 400 | 5.II  | 951   | 539,353                     |
| Administrative Assistant to DG                                    | 400 | 5.II  | 951   | 539,353                     |
| Treatment of Museum Collections Lab Technicians                   | 400 | 5.II  | 951   | 539,353                     |
| Revenues Collection Officer                                       | 400 | 6.II  | 793   | 449,744                     |
| Customer Care Officer                                             | 400 | 6.II  | 793   | 449,744                     |
| Documentation Services Officer                                    | 400 | 6.II  | 793   | 449,744                     |
| Shop Attendants                                                   | 400 | 7.II  | 660   | 374,314                     |
| Head of Central Secretariat                                       | 400 | 7.II  | 660   | 374,314                     |
| Receptionist                                                      | 400 | 8.II  | 508   | 288,109                     |

**Bibonywe kugira ngo bishyirwe ku migereka y' Iteka rya Minisitiri w'Intebe n°56/03 ryo ku wa 27/02/2015 rigena Imbonerahamwe y'Imyanya y'Imirimo, Imishahara n'ibindi bigenerwa Abakozi mu Kigo cy'Ingoro z'Umurage w'u Rwanda (IRNM)**

Kigali, ku wa 27/02/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika :**

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

**Seen to be annexed to Prime Minister's Order n°56/03 of 27/02/2015 determining the organizational structure, the salaries and the fringe benefits for employees of the Institute of Rwanda National Museums (IRNM)**

Kigali, on 27/02/2015

(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 annexés à l'Arrêté du Premier Ministre n°56/03 du 27/02/2015 portant structure organisationnelle, salaires et avantages accordés au personnel de l'Institut des Musées Nationaux du Rwanda (IRNM)**

Kigali, le 27/02/2015

(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

ITEKA RYA MINISITIRI W'INTEBE N° 57/03  
RYO KU WA 27/02/2015 RIGENA  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MURI KOMISIYO  
Y'IGIHUGU ISHINZWE KURWANYA  
JENOSIDE

PRIME MINISTER'S ORDER N°57/03 OF  
27/02/2015 DETERMINING THE  
ORGANISATIONAL STRUCTURE,  
SALARIES AND FRINGE BENEFITS FOR  
EMPLOYEES OF NATIONAL  
COMMISSION TO FIGHT AGAINST  
GENOCIDE

ARRETE DU PREMIER MINISTRE  
N°57/03 DU 27/02/2015 DETERMINANT  
LA STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AVANTAGES ACCORDES AU  
PERSONNEL DE LA COMMISSION  
NATIONALE DE LUTTE CONTRE LE  
GENOCIDE

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**ITEKA RYA MINISITIRI W'INTEBE N° 57/03 RYO KU WA 27/02/2015 RIGENA IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI KOMISIYO Y'IGIHUGU ISHINZWE KURWANYA JENOSIDE**

**PRIME MINISTER'S ORDER N°57/03 OF 27/02/2015 DETERMINING THE ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF NATIONAL COMMISSION TO FIGHT AGAINST GENOCIDE**

**ARRETE DU PREMIER MINISTRE N°57/03 DU 27/02/2015 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DE LA COMMISSION NATIONALE DE LUTTE CONTRE LE GENOCIDE**

**Minisitiri w'Intebe;**

**The Prime Minister;**

**Le Premier Ministre;**

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

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 118, 119, 121 and 201;

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

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

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

Asubiye ku Iteka rya Minisitiri w'Intebe n° 24/03 ryo ku wa 21/04/2011 rigena imbonerahamwe n'incamake y'imyanya y'imirimo bya Komisiyo y'Igihugu yo Kurwanya Jenocide;

Having reviewed the Prime Minister's Order n° 24/03 of 21/04/2011 determining the organizational structure and summary of job positions of the National Commission to Fight against Genocide;

Revu l'Arrêté du Premier Ministre n° 24/03 du 21/04/2011 déterminant la structure organisationnelle et la synthèse des emplois de la Commission Nationale de Lutte contre le Génocide;

Asubiye ku Iteka rya Minisitiri w'Intebe n° 53/03 ryo ku wa 14/07/2012 rishyiraho imishahara n'ibindi bigenerwa abakozi bo mu Butegetsi Bwite

Having reviewed the Prime Minister's Order n° 53/03 of 14/07/2012 establishing salaries and fringe benefits for public servants of the Central

Revu l'Arrêté du Premier Ministre n° 53/03 du 14/07/2012 fixant les salaires et autres avantages accordés au personnel de

|                                                                                 |                                                                                |                                                                                  |
|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| bwa Leta, nk'uko ryahinduwe kandi ryujijwe kugeza ubu;                          | Government as modified and complemented to date;                               | l'Administration Centrale tel que modifié et complété à ce jour;                 |
| Bisabwe na Minisitiri w'Abakozi ba Leta n'Umurimo ;                             | On proposal by the Minister Public Service and Labour;                         | Sur proposition du Ministre de la Fonction Publique et du Travail;               |
| Inama y'Abaminisitiri yateranye ku wa 29/07/2014 imaze kubisuzuma no kubyemeza. | After consideration and approval by the Cabinet, in its session of 29/07/2014. | Après examen et adoption par le Conseil des Ministres en sa séance du 29/07/2014 |

**ATEGETSE:**

**HEREBY ORDERS:**

**ARRETE :**

**Ingingo ya mbere: Icyo iri teka rigamije**

**Article One: Purpose of this Order**

**Article premier: Objet du présent arrêté**

Iri teka rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Komisiyo y'Igihugu yo Kurwanya Jenocide.

This Order determines the organizational structure, salaries and fringe benefits for employees of National Commission to Fight against Genocide.

Le présent arrêté détermine la structure organisationnelle, salaires et autres avantages accordés aux agents de la Commission Nationale de Lutte contre le Génocide.

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

**Article 2: Organizational structure and job profiles**

**Article 2: Structure organisationnelle et profils d'emploi**

Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo muri Komisiyo y'Igihugu yo Kurwanya Jenocide biri ku migereka ya I na II y'iri teka.

The organizational structure and job profiles of National Commission to Fight against Genocide are in annex I and II of this Order respectively.

La structure organisationnelle et les profils d'emplois de la Commission Nationale de Lutte contre le Génocide sont respectivement en annexe I et II du présent Arrêté.

**Ingingo 3: Igenwa ry'umushahara**

**Article 3: Determination of the salary**

**Article 3 : Détermination du salaire**

Imishahara y'abakozi ba Komisiyo y'Igihugu yo

Salaries for employees of National Commission

Les salaires accordés aux agents de la

Kurwanya Jenocide, igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara mu Butegetsi bwa Leta.

to Fight against Genocide shall be determined basing on job classification and in accordance with general principles on salary calculation in Public Service.

Commission Nationale de Lutte contre le Génocide sont déterminés suivant la classification des emplois et conformément aux principes généraux de fixation des salaires dans la fonction publique.

Urwego, umubare fatizo, agaciro k'umubare fatizo n'umushahara mbumbe bigendana na buri mwanya w'umurimo muri Komisiyo y'Igihugu yo Kurwanya Jenocide biri ku mugereka wa III w'iri teka.

The level, index value and the gross salary corresponding to each job position in National Commission to Fight against Genocide are in annex III of this Order.

Le niveau, l'indice, la valeur indiciaire et le salaire brut correspondant à chaque emploi au sein de la Commission Nationale de Lutte contre le Génocide sont en annexe III du présent arrêté.

**Ingingo 4: Ibigize Umushahara mbumbe**

**Article 4: Composition of Gross salary**

**Article 4: Composition du Salaire brut**

Umushahara mbumbe wa buri kwezi ku bayobozi bakuru n'abakozi ba Komisiyo y'Igihugu yo Kurwanya Jenocide, ukubiyemo iby'ingenzi bikurikira:

The monthly gross salary of the authorities and employees of National Commission to Fight against Genocide shall mainly be composed of the following:

Le salaire brut mensuel des dirigeants et des agents de la Commission Nationale de Lutte contre le Génocide comprend principalement :

1 ° umushahara fatizo;

1 ° basic salary;

1 ° le salaire de base;

2 ° indamunite y'icumbi;

2 ° housing allowance;

2 ° l'indemnité de logement ;

3 ° indamunite y'urugendo;

3 ° transport allowance;

3 ° l'indemnité de transport ;

4 ° inkunga ya Leta mu bwiteganyirize bw'umukozi;

4 ° state contribution for social security;

4 ° la contribution de l'Etat à la sécurité sociale ;

5 ° inkunga ya Leta yo kuvuza umukozi.

5 ° State contribution for medical care.

5 ° la contribution de l'Etat aux soins médicaux.

Indamunite y’urugendo ivugwa mu gika kibanziriza iki ntigenerwa Abakozi bari ku nzego z’imirimo za E na G/1.IV boroherewe ingengo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze kimwe n’abakozi bari ku rwego rwa “3” bagenerwa indamunite yihariye y’urugendo hakurikijwe amabwiriza ya Minisitiri ufite Abakozi ba Leta mu nshingano ze.

The transport allowance specified in the previous paragraph shall not be granted to public servants positioned on levels E and G/1.IV 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.

L’indemnité de transport dont question à l’alinéa précédent n’est pas allouée aux agents de l’Etat aux postes de niveau E et G/1.IV 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.

**Ingingo ya 5: Ibindi bigenerwa Umunyamabanga Nshingwabikorwa**

**Article 5: Fringe benefits for the Executive Secretary**

**Article 5: Avantages alloués au Secrétaire Exécutif**

Umunyamabanga Nshingwabikorwa wa Komisiyo y’Igihugu yo Kurwanya Jenocide agenerwa ibindi bimufasha gutunganya imirimo bikurikira:

The Executive Secretary of National Commission to Fight against Genocide shall be entitled to the following fringe benefits:

Le Secrétaire Exécutif de la Commission Nationale de Lutte contre le Génocide bénéficie des avantages suivants :

1 ° amafaranga yo kwishyura telefoni na internet byo mu biro angana n’ibihumbi ijana y’u Rwanda (100,000 Frw) buri kwezi, amafaranga ibihumbi mirongo 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;

1 ° one hundred thousand Rwandan francs (100,000 Rwf) each month for office telephone and internet and forty thousand Rwandan francs (40,000 Rwf) per month for wireless internet connection and one hundred and fifty thousand Rwandan francs (150,000 Rwf) per month for mobile phone;

1 ° les frais de téléphone, et d’internet de bureau équivalant à cent mille francs rwandais (100.000 Frw) par mois et les frais d’internet sans fil équivalant à quarante mille francs rwandais (40.000 Frw) par mois et ceux de téléphone portable équivalant à cent cinquante mille francs rwandais (150.000 Frw) par mois ;

2 ° amafaranga yo kwakira abashyitsi mu kazi

2 ° office entertainment allowance of three

2 ° les frais de représentation au service

angana n’amafaranga ibihumbi magana atatu y’u Rwanda (300, 000 frw) buri kwezi anyura kuri konti y’urwego bireba.

hundred thousand Rwandan francs (300,000 Rwf) per month and transferred to the institution’s account;

équivalent à trois cent mille francs rwandais (300.000 Frw) chaque mois et domiciliés au compte de l’institution concernée;

3 ° Leta imworohera 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 le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Ingingo ya 6: Ibindi bigenerwa Abayobozi Bakuru bari ku rwego rwa “1.IV”**

**Article 6: Fringe benefits for Senior Officials on “1.IV” job level**

**Article 6: Avantages alloués aux hauts cadres aux postes de niveaux “1.IV”**

Abayobozi Bakuru bari ku rwego rwa “1.IV” bagenerwa buri wese ibindi bibafasha gutunganya imirimo ku buryo bukurikira:

Senior Officials on “1.IV” job level shall each be entitled to the following fringe benefits:

Les hauts cadres aux postes de niveaux “1.IV” bénéficient chacun des avantages comme suit :

1 ° Umuyobozi Mukuru w’Ikigo cy’Ubushakashatsi, kubika inyandiko n’isakazamakuru kuri jenocide agenerwa 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;

1 ° Director General of Research, Documentation & Dissemination Centre on Genocide shall be entitled to 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;

1 ° Le directeur général du centre de recherche, documentation et dissémination sur le génocide bénéficie des frais de téléphone de bureau équivalent à 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 ° Umujyanama Mukuru mu by’amategeko agenerwa buri kwezi amafaranga ya telefoni

2 ° the Principal Legal Advisor shall be entitled to one hundred thousand

2 ° Le conseiller juridique en chef bénéficie des frais de téléphone

igendanwa angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi ;

Rwandan francs (100,000 Rwf) per month for mobile phone;

portable équivalent à cent mille francs rwandais (100.000 Frw) par mois;

3 ° Abayobozi Bakuru bari ku rwego rwa “1.IV” bavugwa muri iyi ngingo bororoherezwa kandi mu bijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze;

3 ° Senior Officials on “1.IV” job level referred to in this paragraph shall also be entitled to transport facilitation in accordance with Instructions of the Minister in charge of transport;

3 ° Les hauts cadres aux postes de niveau “1.IV” dont mention au présent article bénéficient aussi d'une facilitation de transport conformément aux instructions du Ministre ayant le transport dans ses attributions;

**Ingingo ya 7: Ibindi bigenerwa Abayobozi b'Amashami n'Abakozi bari ku rwego rw'imirimo rwa “3”**

**Article 7: Fringe benefits for Directors of Units and Officials on “3” job level**

**Article 7: Autres avantages alloués aux Directeurs d'Unités et cadres aux postes de niveau “3”**

Abayobozi b'Amashami n'Abakozi bari ku rwego rw'imirimo rwa “3” bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

The Directors of Units and Officials on “3” job level shall each be entitled to fringe benefits as follows:

Les Directeurs d'Unités et cadres aux postes de niveau “3” bénéficient chacun d'autres avantages comme suit :

1 ° amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo itatu y'u Rwanda (30.000 Frw) buri kwezi;

1 ° a mobile phone communication allowance of thirty thousand Rwandan francs (Rwf 30,000) per month;

1 ° les frais de communication par téléphone portable équivalent à trente mille francs rwandais (30.000 Frw) par mois;

2 ° indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite Abakozi ba Leta mu nshingano ze.

2 ° a special transport allowance as determined by the instructions of the Minister in charge public service.

2 ° l'indemnité spéciale de transport conformément aux Instructions du Ministre ayant la fonction publique dans ses attributions.

Abayobozi b'Amashami bari ku rwego rw'imirimo rwa “3” bafite itsinda ry'Abakozi ba Leta bayobora

Directors of Units on level “3” with a pool of public servants under their responsibilities in

Les Directeurs d'Unités aux postes de niveau “3” ayant des Agents de l'Etat placés sous

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.

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.

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.

Cyakora, abashakashatsi b'umwuga bari ku rwego rw'imirimo rwa "3" bitewe n'izamurwa mu ntera mu mirimo bakora; kandi bakaba badafite ishami bayobora hashingiwe ku mbonerahamwe yemewe y'Urwego bakorera, ntibagenerwa amafaranga y'itumanaho n'uburyo bwo koroherezwa ingendo bivugwa muri iyi ngingo.

However, Career Researchers positioned by career progression on level "3" without a pool of public servants under their responsibilities in accordance with the approved organizational structure, shall not be entitled to communication allowances and transport facilitation stipulated in this Article.

Cependant, les Chercheurs de carrière aux postes d'avancement professionnel de niveaux "3", mais qui n'ont pas d'agents de l'Etat placés sous leurs responsabilités suivant la structure organisationnelle approuvée, ne bénéficient pas de frais de communication et la facilitation de transport dont mention au présent article.

**Ingingo ya 8: Indamunite z'urugendo rw'imodoka**

**Article 8: Mileage allowances**

**Article 8: Indemnités kilométriques**

Iyo Abayobozi Bakuru bari ku rwego rwa E na G/1.IV 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.

When a senior official on levels E, and G/1.IV goes on official mission inside the country by using his/her vehicle, the State shall pay him/her mileage allowances specified in the relevant Ministerial Instructions issued by the Minister in charge of transport.

Lorsqu'un haut cadre aux postes de niveaux E and G/1.IV va en mission officielle à l'intérieur du pays en utilisant son véhicule, l'Etat lui octroie une indemnité kilométrique conformément aux Instructions du Ministre ayant le transport dans ses attributions.

**Ingingo ya 9: Abashinzwe kubahiriza iri teka**

**Article 9: Authorities responsible for the implementation of this Order**

**Article 9 : Autorités chargées de l'exécution du présent arrêté**

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri wa Siporo n'Umuco, Minisitiri w'Ibikorwa Remezo na Minisitiri w'Imari

The Minister of Public Service and Labour, the Minister of Sports and Culture, the Minister of Infrastructure and the Minister of Finance and

Le Ministre de la Fonction Publique et du Travail, le Ministre des Sports et de la Culture, le Ministre de l'Infrastructure et le Ministre

n'Igenamigambi basabwe kubahiriza iri teka.

Economic Planning are entrusted with the implementation of this Order.

des Finances et de la Planification Economique sont chargés de l'exécution du présent arrêté.

**Ingingo ya 10:** Ivanwaho ry'ingingo zinyuranyije n'iri teka

**Article 10:** Repealing provision

**Article 10:** Disposition abrogatoire

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

All other prior provisions contrary to this Order are hereby repealed.

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

**Ingingo ya 11:** Igihe iteka ritangira gukurikizwa

**Article 11:** Commencement

**Article 11:** Entrée en vigueur

Iri teka ritangira gukurikizwa ku muni ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera kuwa 29/07/2014.

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes an effect as of 29/07/2014.

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il produit ses effets à partir du 29/07/2014.

Kigali ku wa 27/02/2015

Kigali on 27/02/2015

Kigali le 27/02/2015



(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

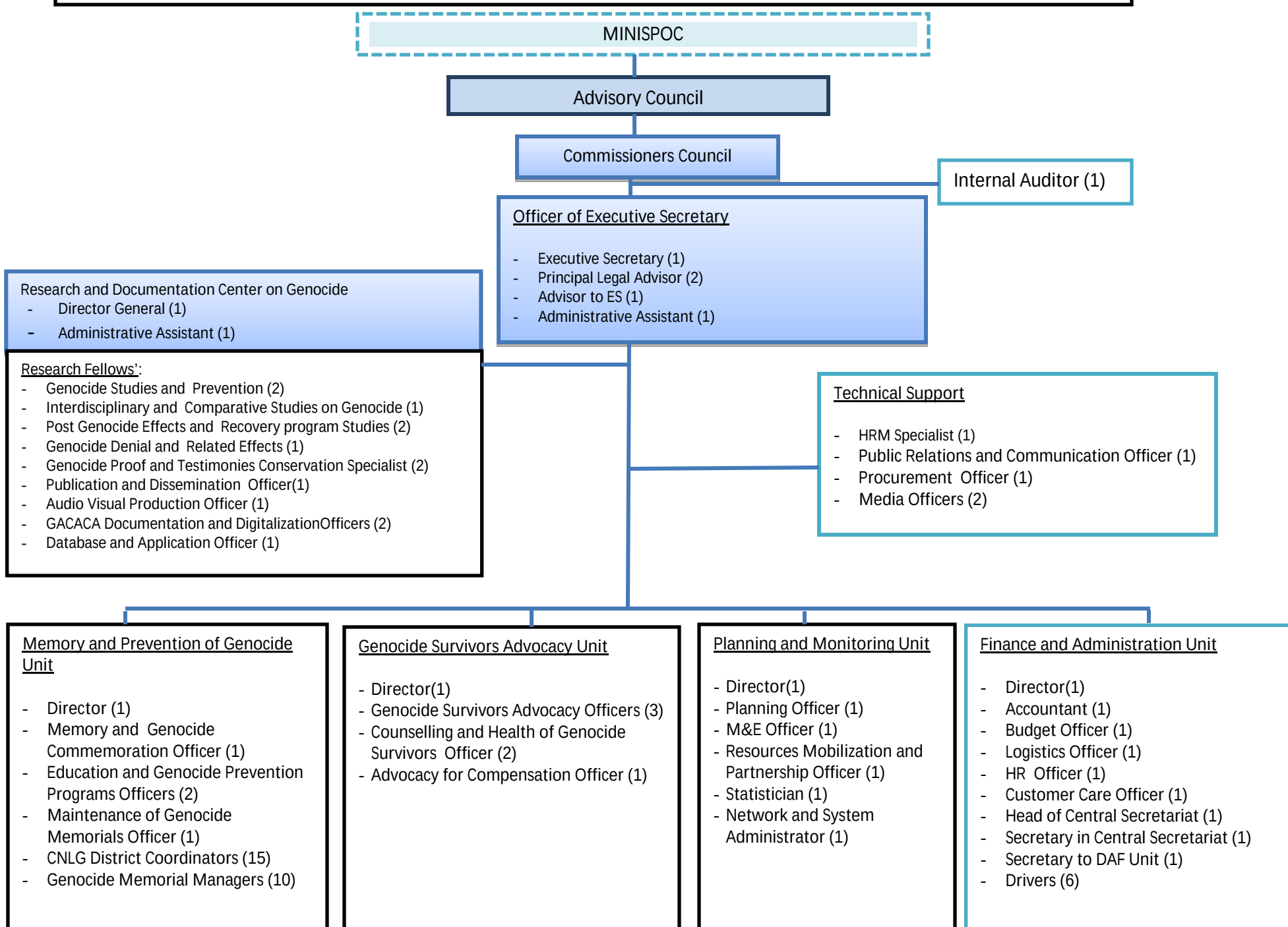
UMUGEREKA WA I W'ITEKA RYA MINISITIRI  
W'INTEBE N°57/03 RYO KU WA 27/02/2015  
RIGENA IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MURI KOMISIYO  
Y'IGIHUGU ISHINZWE KURWANYA JENOSIDE

ANNEXE I TO PRIME MINISTER'S ORDER  
N°57/03 OF 27/02/2015 DETERMINING THE  
ORGANISATIONAL STRUCTURE,  
SALARIES AND FRINGE BENEFITS FOR  
EMPLOYEES OF NATIONAL COMMISSION  
TO FIGHT AGAINST GENOCIDE

ANNEXE I A L'ARRETE DU PREMIER  
MINISTRE N°57/03 DU 27/02/2015  
DETERMINANT LA STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AVANTAGES ACCORDES AU PERSONNEL  
DE LA COMMISSION NATIONALE DE  
LUTTE CONTRE LE GENOCIDE

# NATIONAL COMMISSION FOR THE FIGHT AGAINST GENOCIDE ORGANIZATIONAL CHART

Official Gazette No. Special BS of 128/2015



Bibonywe kugira ngo bishyirwe ku migereka y' Iteka rya Minisitiri w'Intebe n°57/03 ryo ku wa 27/02/2015 rigena Imbonerahamwe y'Imyanya y'Imirimo, Imishahara n'ibindi bigenerwa Abakozi muri Komisiyo y'Igihugu yo Kurwanya Jenocide

Kigali, ku wa 27/02/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika :**

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

Seen to be annexed to Prime Minister's order n°57/03 of 27/02/2015 determining the Organizational Structure, Salaries and fringe benefits for employees of the National Commission to Fight against Genocide

Kigali, on 27/02/2015

(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° 57/03 du 27/02/2015 déterminant la Structure Organisationnelle, Salaires et avantages accordés au personnel de la Commission Nationale de Lutte contre le Génocide

Kigali, le 27/02/2015

(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 MINISITIRI  
W'INTEBE N°57/03 YO KU WA 27/02/2015  
RIGENA IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MURI KOMISIYO  
Y'IGIHUGU ISHINZWE KURWANYA JENOSIDE**

**ANNEXE II TO PRIME MINISTER'S ORDER  
N°57/03 OF 27/02/2015 DETERMINING THE  
ORGANISATIONAL STRUCTURE,  
SALARIES AND FRINGE BENEFITS FOR  
EMPLOYEES OF NATIONAL COMMISSION  
TO FIGHT AGAINST GENOCIDE**

**ANNEXE II A L'ARRETE DU PREMIER  
MINISTRE N°57/03 DU 27/02/2015  
DETERMINANT LA STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AVANTAGES ACCORDES AU PERSONNEL  
DE LA COMMISSION NATIONALE DE  
LUTTE CONTRE LE GENOCIDE**

| CNLG JOB PROFILES              |                         |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |               |
|--------------------------------|-------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Administrative Unit            | Job Title               | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Proposed Jobs |
| Officer of Executive Secretary | Executive Secretary     | Executive Secretary                      | Political appointee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 1             |
|                                | Principal Legal Advisor | Principal Legal Advisor                  | <p>A0 in Law with 7 years of working experience or Master in Law with 5 years of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan legal system</li> <li>- Good knowledge of government policy-making and legislative processes;</li> <li>- Knowledge of the justice sector policies and issues;</li> <li>- Knowledge of International criminal Law and capacity of providing legal advices;</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 2             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit | Job Title        | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Proposed Jobs |
|---------------------|------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Advisor to ES    | Advisor to ES                            | <p>AO in Genocide Studies,Public Administration, Administrative Sciences, Political Sciences, History, Education Sciences, Law, International Relations,Sociology, Social Work, Business Administration, Development Studies with 3 years of working Experience or Master's Degree in Genocide Studies,Public Administration, Administrative Sciences , Development Studies, Political Sciences, History, Education Sciences, Law, International Relations,Sociology, Social Work, Business Administration with 1 year of working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep understanding on Government policies implementation;</li> <li>- High analytical skills;</li> <li>- Coordination, planning and organizational skills</li> <li>- Report writing and presentation skills;</li> <li>- Leadership skills;</li> <li>- Computer Literate;</li> <li>- Interpersonal skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |
|                     | Internal Auditor | Internal Auditor                         | <p>AO in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Detailed knowledge of financial and Audit Standards, HR &amp; Financial regulations,Procedures and Financial software;</li> <li>- Planning Skill;</li> <li>- High Analytical skills;</li> <li>- Report writing and presentation skills.</li> <li>- Time management skills;</li> <li>- Excellent problem-solving skills and clear logical thinking;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit                           | Job Title                | Title of Job positions linked to the Job                          | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Proposed Jobs |
|-----------------------------------------------|--------------------------|-------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                                               | Administrative Assistant | Administrative Assistant                                          | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                        | 1             |
| S/Total                                       |                          |                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 6             |
| Research and Documentation Center on Genocide | Director General         | Director General of Research and Documentation Center on Genocide | <p>PHD or Masters in History, Education, Philosophy, Law, Political Science, Sociology, Anthropology, Genocide Studies and Prevention with 3 years of working experience and 4 Scientific Papers or one book published.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Research skills</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |



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| Administrative Unit                           | Job Title                                       | Title of Job positions linked to the Job        | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Proposed Jobs |
|-----------------------------------------------|-------------------------------------------------|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                                               | Administrative Assistant                        | Administrative Assistant                        | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Word Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1             |
| Research and Documentation Center on Genocide | Genocide Studies and Prevention Research Fellow | Genocide Studies and Prevention Research Fellow | <p>PHD or Master 's degree in Genocide studies and Prevention, Conflict Management, Public Administration, Administrative Sciences, Political sciences, Sociology, Social work, Education Science, History, Genocide Studies, Anthropology, Literature with 2 years of working experience and 2 Scientific Papers published.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of research methodology;</li> <li>- Having background in theories linked to genocide studies;</li> <li>- Clear writing style and critical thinking;</li> <li>- Conflict Management skills</li> <li>- Conflict Resolution skills ;</li> <li>- Report writing and presentation skills;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 2             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit | Job Title                                                             | Title of Job positions linked to the Job                              | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Proposed Jobs |
|---------------------|-----------------------------------------------------------------------|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Interdisciplinary and Comparative Studies on Genocide Research Fellow | Interdisciplinary and Comparative Studies on Genocide Research Fellow | <p>PHD or Masters Degree in Political sciences, Comparative Politics, Public Administration, Administrative Sciences, Genocide Studies and Prevention, Anthropology, History, Sociology, Education Sciences with 2 years of working experience and 2 Scientific Papers published.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in comparative studies</li> <li>- Knowledge of research methodology;</li> <li>- Having background in theories linked to genocide studies;</li> <li>- Clear writing style and critical thinking;</li> <li>- Extensive knowledge of History of Rwanda</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Post Genocide Effects and Recovery program Studies Research Fellow    | Post Genocide Effects and Recovery program Studies Research Fellow    | <p>PHD or Master's Degree in Genocide Studies and Prevention, Sociology, Clinical Psychology, Education Sciences, Anthropology, Political Sciences, Psychology, Administrative Sciences, Public Administration with 2 years of working experience and 2 Scientific Papers published.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of research methodology;</li> <li>- Having background in theories linked to genocide studies;</li> <li>- Clear writing style and critical thinking;</li> <li>- Extensive Knowledge of Genocide Effects</li> <li>- Psychological skills</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                     | 2             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit | Job Title                                              | Title of Job positions linked to the Job               | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Proposed Jobs |
|---------------------|--------------------------------------------------------|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Genocide Denial and Related Effects Research Fellow    | Genocide Denial and Related Effects Research Fellow    | <p>Masters degree in Sociology, Social Work, Law, Political Science, Genocide Studies and Prevention, Human Rights , Anthropology, History with 2 years of working experience and 2 Scientific Papers published.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of research methodology;</li> <li>- Having background in theories linked to genocide studies;</li> <li>- Clear writing style and critical thinking;</li> <li>- Extensive Knowledge In History of Rwanda</li> <li>-Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Genocide Proof and Testimonies Conservation Specialist | Genocide Proof and Testimonies Conservation Specialist | <p>A0 in Applied Biology, Applied Chemistry, Biodiversity Conservation, Anthropology and Archaeology, Forensic Sciences, Entomology, Genocide Studies with 3 years of working experience or Master's Degree in Applied Biology, Applied Chemistry, Biodiversity Conservation, Anthropology and Archaeology, Forensic Sciences, Entomology, Genocide Studies</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Conservation skills</li> <li>- Extensive knowledge of Rwandan History</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>-Collaboration and team working skills;</li> <li>-Effective communication skills;</li> <li>-Administrative skills;</li> <li>-Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>     | 2             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit | Job Title                             | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Proposed Jobs |
|---------------------|---------------------------------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Publication and Dissemination Officer | Publication and Dissemination Officer    | <p>AO in Communication, Public Relations, Journalism, Marketing, Linguistic and Literature</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organisational and time-management skills</li> <li>- Teamworking skills</li> <li>- Effective public relations and public speaking skills</li> <li>- Interviewing skills</li> <li>- Fluent in Kinyarwanda, English and/or French</li> </ul>                                                                              | 1             |
|                     | Audio Visual Production Officer       | Audio Visual Production Officer          | <p>AO in Information Technology, Journalism, Communication</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of rigging and electrical principles; experience in entertainment, audio and video;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> <p align="right">- Extensive</p> | 1             |

| Administrative Unit | Job Title                                        | Title of Job positions linked to the Job         | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Proposed Jobs |
|---------------------|--------------------------------------------------|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | GACACA Documentation and Digitalization Officers | GACACA Documentation and Digitalization Officers | <p>A0 in Library &amp; information Science or A1 in Library &amp; information Science, Office Management, Bibliotheconomy</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-proficiency in information technology;</li> <li>-Book keeping Skills;</li> <li>-Knowledge of integrated document management</li> <li>-Knowledge of archive management software</li> <li>-Knowledge of the documentation management system(DMS) would be an advantage.</li> <li>-Organizational Skills;</li> <li>-Interpersonal Skills;</li> <li>-Planning Skills;</li> <li>-Communication Skills;</li> <li>-Report writing &amp; Presentation skills;</li> <li>-fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 2             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit | Job Title                              | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Proposed Jobs |
|---------------------|----------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Database and Application Administrator | Database and Application Administrator   | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCS, MCTs (.NET),LAMP/WAMP Framework or MCITP are an added advantage</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's justice ICT policies and strategies;</li> <li>- Highly proficient with Microsoft Windows operating systems</li> <li>- Proficient in Microsoft Office products</li> <li>- Proficient in basic networking protocols and standards</li> <li>- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;</li> <li>- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |
| S/Total             |                                        |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 15            |
| Technical Support   | HRM Specialist                         | HRM Specialist                           | <p>A0 in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Human Resource Management with 3 years of working experience or Master's Degree in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Specialization in Human Resource Management</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-Deep knowledge of Rwandan public service and labor law;</li> <li>- Knowledge in Conflict Management;</li> <li>- knowledge of the regulations applying to payroll procedures;</li> <li>- Knowledge of human resources concepts, practices,policies, and procedures;</li> <li>- Problem Solving Skills;</li> <li>- Computer Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Interview Skills;</li> <li>- High analytical Skills;</li> <li>- Teamworking Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                              | 1             |

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| Administrative Unit | Job Title                                  | Title of Job positions linked to the Job   | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|--------------------------------------------|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Public Relations and Communication Officer | Public Relations and Communication Officer | <p>A0 in Communication, International Relations, Journalism, Marketing, Linguistics and Literature.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organisational and time-management skills</li> <li>- Teamworking skills</li> <li>- Effective public relations and public speaking skills</li> <li>- Interviewing skills</li> <li>- Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage</li> </ul>     | 1             |
|                     | Procurement Officer                        | Procurement Officer                        | <p>A0 in Procurement, Management, Accounting, Law, Public Finance, Economics</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High Analytical Skills;</li> <li>- Negotiation Skills;</li> <li>- Knowledge of basic business and purchasing practices;</li> <li>- Excellent Communication Skills;</li> <li>- Knowledge of state contracting laws, regulations and procedures;</li> <li>- Knowledge of grades, qualities, supply and price trends of commodities;</li> <li>- Time Management Skills;</li> <li>- Decision making Skills;</li> <li>- Computer Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .</li> </ul> | 1             |

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| Administrative Unit                    | Job Title      | Title of Job positions linked to the Job           | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Proposed Jobs |
|----------------------------------------|----------------|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                                        | Media Officers | Media Officers                                     | <p>A0 in Journalism, Advertising, Communication, Public Relations and Media Studies</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-excellent writing and communication skills</li> <li>-Leadership skills;</li> <li>-High analytical skills;</li> <li>-Report writing and presentation skills;</li> <li>-Computer Literate;</li> <li>-Coordination, planning and organisational skills;</li> <li>-Interpersonal skills;</li> <li>-Collaboration and team working skills;</li> <li>-Effective communication skills;</li> <li>-Administrative skills;</li> <li>-Time management skills;</li> <li>-Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                             | 2             |
| S/Total                                |                |                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 5             |
| Memory and Prevention of Genocide Unit | Director       | Director of Memory and Prevention of Genocide Unit | <p>A0 in Public Administration, Administrative Sciences, Political Sciences, Sociology, Social Work, Anthropology, Education, Law, Languages with 3 years of working experience or Masters Degree or Equivalent in Genocide studies, Conflict Management, Political sciences, Public Administration, Administrative Sciences, Sociology, Social Work,, Humanities, Anthropology, Education, Law with 1 year of working Experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Conflict prevention, Management and Resolution</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |



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| Administrative Unit | Job Title                                           | Title of Job positions linked to the Job            | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Proposed Jobs |
|---------------------|-----------------------------------------------------|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Memory and Genocide Commemoration Officer           | Memory and Genocide Commemoration Officer           | <p>Bachelor's degree in Sociology, Social Work, Humanities, Anthropology, Education Science, Law, Political Science, Languages, Genocide Studies and Prevention</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-Knowledge of Rwanda Society culture and history;</li> <li>-Leadership skills;</li> <li>-High analytical skills;</li> <li>-Report writing and presentation skills;</li> <li>-Computer Literate;</li> <li>-Coordination, planning and organisational skills;</li> <li>-Interpersonal skills;</li> <li>-Collaboration and team working skills;</li> <li>-Effective communication skills;</li> <li>-Administrative skills;</li> <li>-Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |
|                     | Education and Genocide Prevention Programs Officers | Education and Genocide Prevention Programs Officers | <p>Bachelor's degree in Sociology, Anthropology, Education Science, Law, Political Science, Languages, Genocide Studies and Prevention</p> <p><u>Key Technical Skills &amp; Knowledge require:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda Society culture and history;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>-Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>-Collaboration and team working skills;</li> <li>-Effective communication skills;</li> <li>-Administrative skills;</li> <li>-Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> <p align="right">-Knowledge</p>                   | 2             |

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| Administrative Unit | Job Title                                 | Title of Job positions linked to the Job  | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Proposed Jobs |
|---------------------|-------------------------------------------|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Maintenance of Genocide Memorials Officer | Maintenance of Genocide Memorials Officer | <p>A0 in Electronics, Electricity, Civil Engineering, Estate Management</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge in Technical Maintenance;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and French</li> </ul>                                                                                                                                                                                                                                                                                                                                                              | 1             |
|                     | CNLG District Coordinators                | CNLG District Coordinators                | <p>A0 in Genocide Studies, History, Sociology, Rural Development Studies, Political Science, Education Science, Clinical Psychology and Arts</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda Society culture and history;</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>-Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>-Collaboration and team working skills;</li> <li>-Effective communication skills;</li> <li>-Administrative skills;</li> <li>-Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 15            |

| Administrative Unit              | Job Title                  | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|----------------------------------|----------------------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                                  | Genocide Memorial Managers | Genocide Memorial Managers               | <p>A0 in Genocide Studies, History, Sociology, Rural Development Studies, Political Sciences, Education Science, Clinical Psychology and Arts</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda Society culture and history;</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>                                                                                                                                                                                                                                                                                       | 10            |
| S/Total                          |                            |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 30            |
| Genocide Survivors Advocacy Unit | Director                   | Director                                 | <p>A0 in Political Science, Genocide Studies and Prevention, Medicine, Mental health, Public health, Hospital Administration, Social Psychology, Clinical Psychology, Law with 3 years of working experience or Masters Degree in Political Science, Genocide Studies and Prevention, Medicine, Mental health, Public health, Hospital Administration, Social Psychology, Clinical Psychology, Law with 1 year of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda Society culture and history;</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

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| Administrative Unit | Job Title                                            | Title of Job positions linked to the Job             | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|------------------------------------------------------|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Genocide Survivors Advocacy Officers                 | Genocide Survivors Advocacy Officers                 | <p>A0 in Sociology, Economics, Education Science, Medicine, Mental Health, Public Health, Hospital Administration, Social Psychology, Clinical Psychology, and Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                          | 3             |
|                     | Counselling and Health of Genocide Survivors Officer | Counselling and Health of Genocide Survivors Officer | <p>A0 in Medicine, Mental health, Public health, Social Psychology, Hospital Administration, Clinical Psychology, Nursing, Law, Sociology, Humanities, Political Sciences, History, Education and Economics</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 2             |

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| Administrative Unit          | Job Title                         | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Proposed Jobs |
|------------------------------|-----------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                              | Advocacy for Compensation Officer | Advocacy for Compensation Officer        | <p>A0 in Law, Political Sciences, Sociology, Management, Economics, Development Studies, International Relations</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Communication skills;</li> <li>- Strong IT skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Deep understanding of financial accounts;</li> <li>- High Analytical Skills</li> <li>- Interpersonal skills;</li> <li>- Time management Skills</li> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 1             |
| S/Total                      |                                   |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 7             |
| Planning and Monitoring Unit | Director of Unit                  | Director of Planning and Monitoring Unit | <p>A0 in Economics, Management, Development Studies, Project Management, Business Administration with 3 years of working experience; Or 'Master' or Equivalent in Economics, Management, Development Studies, Project Management, Business Administration with 1 year of working experience</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of Rwanda's Public service and labour Sector Policies and Strategies;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Computer Skills;</li> <li>- Leadership Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French;</li> <li>knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title        | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Proposed Jobs |
|---------------------|------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Planning Officer | Planning Officer                         | <p>A0 in Economics, Management, Development Studies, Project Management, Business Administration</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of Rwanda's Public service and Labour Sector Policies and Strategies;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | M & E Officer    | M & E Officer                            | <p>A0 in Economics, Management, Development Studies, Project Management, Business Administration</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge and understanding of the Rwandan Public Service and Labor sector;</li> <li>- Excellent leadership skills;</li> <li>- Coordination, Planning &amp; Organizational Skills;</li> <li>- Creative, proactive, customer focussed, solutions led and outcome driven Skills;</li> <li>- Interpersonal Skills</li> <li>- Effective communication skills;</li> <li>- Time Management Skills;</li> <li>- Decision making Skills;</li> <li>- Computer Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- High Analytical &amp; Complex Problem solving Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .</li> </ul>                                                                                                                                        | 1             |

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| Administrative Unit | Job Title                                      | Title of Job positions linked to the Job       | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Proposed Jobs |
|---------------------|------------------------------------------------|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Resources Mobilization and Partnership Officer | Resources Mobilization and Partnership Officer | <p>AO in Economics, Management, Development Studies, Project Management, Business Administration</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of Strategic planning;</li> <li>- Knowledge of organizational structure, workflow &amp; operation procedures;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>                                                                                                                                 | 1             |
|                     | Statistician                                   | Statistician                                   | <p>AO in Statistics, Applied Mathematics, Economics</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep understanding of Research Methodologies and Statistics Concepts;</li> <li>- Knowledge of Rwanda's Trade and Industrial Policies and Strategies;</li> <li>- Knowledge of various statistical software packages;</li> <li>- Knowledge to Prepares and publishes statistical and technical reports and research papers;</li> <li>- Knowledge of the theory, systems and application of statistical research methodology;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

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| Administrative Unit             | Job Title                        | Title of Job positions linked to the Job    | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|---------------------------------|----------------------------------|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                                 | Network and System Administrator | Network and System Administrator            | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, 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><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's justice ICT policies and strategies;</li> <li>- Highly proficient with Microsoft Windows operating systems</li> <li>- Proficient in Microsoft Office products</li> <li>- Proficient in basic networking protocols and standards</li> <li>- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;</li> <li>- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |
| s/Total                         |                                  |                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 6             |
| Finance and Administration Unit | Director of Unit                 | Director of Finance and Administration Unit | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA); Or A0 Public Finance, Finance, Accounting or Management with specialization in Finance/Accounting with 3 years of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's financial management standards and procedures;</li> <li>- Knowledge of Accounting principles and practices and financial data reporting.</li> <li>- Knowledge of Rwanda Public Financial Law;</li> <li>- Leadership and management skills;</li> <li>- Planning and organisational, Budgeting skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Time management Skills</li> <li>- Interviewing Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Problem solving;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                | 1             |



| Administrative Unit | Job Title      | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|---------------------|----------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Accountant     | Accountant                               | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Knowledge to analyse complex financial information &amp; Produce reports;</li> <li>- Deep understanding of financial accounts;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- High Analytical Skills;</li> <li>- Interpersonal skills;</li> <li>- Time management Skills;</li> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Budget Officer | Budget Officer                           | <p>A0 in Finance, Accounting, Management, Economics</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Deep understanding of financial accounts;</li> <li>- High Analytical Skills</li> <li>- Interpersonal skills;</li> <li>- Time management Skills</li> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                 | 1             |

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| Administrative Unit | Job Title        | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Proposed Jobs |
|---------------------|------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Logistic Officer | Logistic Officer                         | <p>AO in Store Management, Management, Economics, Finance, Accounting, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Management of Material Resources;</li> <li>- Knowledge of supply chain management;</li> <li>- Organizational Skills;</li> <li>- Computer Skills;</li> <li>- Communication Skills;</li> <li>- Report writing &amp; Presentation Skills;</li> <li>- Analytical Skills;</li> <li>- Interpersonal Skills;</li> <li>- Time management Skills;</li> <li>- Negotiation Skills;</li> <li>- Team working Skills</li> <li>- Problem Solving Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>                                          | 1             |
|                     | HR Officer       | HR Officer                               | <p>AO in Human Resources Management, Management, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep knowledge of Rwandan public service and labor law;</li> <li>- Knowledge in Conflict Management;</li> <li>- knowledge of the regulations applying to payroll procedures;</li> <li>- Knowledge of human resources concepts, practices, policies, and procedures;</li> <li>- Problem Solving Skills;</li> <li>- Computer Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Interview Skills;</li> <li>- High analytical Skills;</li> <li>- Teamworking Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

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| Administrative Unit | Job Title                   | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Proposed Jobs |
|---------------------|-----------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Customer Care Officer       | Customer Care Officer                    | <p>A0 in Communication, Public Relations, International Relations, Marketing.</p> <p align="right"><u>Key</u></p> <p><u>Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-Negotiation and Influencing Skills</li> <li>- Extensive knowledge and understanding of the Rwandan Finance System;</li> <li>-General management</li> <li>-Policy analysis and formulation skills,</li> <li>-Leadership skills</li> <li>-Communication, reporting and writing skills</li> <li>-Sound knowledge of English and Swahili</li> <li>-Understanding of how regional economic blocs, customs, monetary and political unions work.</li> <li>-Understanding of the EAC Treaty and related protocols.</li> <li>- Effective communication skills;</li> <li>- Time Management Skills;</li> <li>- Computer Skills;</li> <li>- High analytical &amp; Complex Problem solving Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .</li> </ul> | 1             |
|                     | 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><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Analytical &amp; Problem solving Skills;</li> <li>- Decision Making Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                          | 1             |

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| Administrative Unit | Job Title                        | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Proposed Jobs |
|---------------------|----------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Secretary in Central Secretariat | 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 &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Secretary to DAF Unit            | Secretary to DAF Unit                    | <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 &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Drivers                          | Drivers                                  | <p>Driving licence Category B</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good driving record and mechanical skills;</li> <li>- Courtesy and Discretion.</li> <li>- Communication Skills;</li> <li>- Time Management Skills;</li> <li>- knowledge of Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                         | 6             |
| S/ TOTAL            |                                  |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 15            |
| TOTAL STAFF         |                                  |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 84            |

Bibonywe kugira ngo bishyirwe ku migereka y' Iteka rya Minisitiri w'Intebe no57/03 ryo ku wa 27/02/2015 rigena Imbonerahamwe y'Imyanya y'Imirimo, Imishahara n'ibindi bigenerwa Abakozi muri Komisiyo y'Igihugu yo Kurwanya Jenocide

Kigali, ku wa 27/02/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

Seen to be annexed to Prime Minister's order no57/03 of 27/02/2015 determining the Organizational Structure, Salaries and fringe benefits for employees of the National Commission to Fight against Genocide

Kigali, on 27/02/2015

(sé)  
**MUREKEZI Anastase**  
Prime Minister

(sé)  
**UWIZEYE Judith**  
Minister of Public Service and Labour

Vu pour être annexé à l'Arrêté du Premier Ministre no 57/03 du 27/02/2015 déterminant la Structure Organisationnelle, Salaires et avantages accordés au personnel de la Commission Nationale de Lutte contre le Génocide

Kigali, le 27/02/2015

(sé)  
**MUREKEZI Anastase**  
Premier Ministre

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

Bibonywe kandi bishyizweho Ikirango cya Seen and Sealed with the Seal of the Republic: Vu et scellé du Sceau de la République :  
Repubulika :

(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 III W'ITEKA RYA MINISITIRI  
W'INTEBE N°57/03 RYO KU WA 27/02/2015  
RIGENA IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA  
ABAKOZI MURI KOMISIYO Y'IGIHUGU  
ISHINZWE KURWANYA JENOSIDE

ANNEXE III TO PRIME MINISTER'S  
ORDER N°57/03 OF 27/02/2015  
DETERMINING THE ORGANISATIONAL  
STRUCTURE, SALARIES AND FRINGE  
BENEFITS FOR EMPLOYEES OF  
NATIONAL COMMISSION TO FIGHT  
AGAINST GENOCIDE

ANNEXE III A L'ARRETE DU PREMIER  
MINISTRE N°57/03 DU 27/02/2015  
DETERMINANT LA STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AVANTAGES ACCORDES AU PERSONNEL  
DE LA COMMISSION NATIONALE DE  
LUTTE CONTRE LE GENOCIDE

**CNLG SALARY STRUCTURE**

| POST                                                                           | I.V | Level | Index | Gross Salary (Rwf/Month) |
|--------------------------------------------------------------------------------|-----|-------|-------|--------------------------|
| Executive Secretary                                                            | 500 | E     | 3156  | 2,011,950                |
| Director General of Research, Documentation & Dissemination Centre on Genocide | 400 | 1.IV  | 2608  | 1,330,080                |
| Principal Legal Services Advisor                                               | 400 | 1.IV  | 2608  | 1,330,080                |
| Genocide Studies & Prevention Research Fellow                                  | 400 | 3.III | 1575  | 893,250                  |
| Interdisciplinary and Comparative Studies on Genocide Research                 | 400 | 3.III | 1575  | 893,250                  |
| Post Genocide effects and Recovery Pgme Studies Research Fellow                | 400 | 3.III | 1575  | 893,250                  |
| Genocide Denier and Directed Effects Research Fellow                           | 400 | 3.III | 1575  | 893,250                  |
| Advisor to ES                                                                  | 400 | 3.II  | 1369  | 784,008                  |
| Director of Memory and Prevention of Genocide Unit                             | 400 | 3.II  | 1369  | 784,008                  |
| Director of Genocide Survivors Advocacy Unit                                   | 400 | 3.II  | 1369  | 784,008                  |
| Director of Planning and Monitoring Unit                                       | 400 | 3.II  | 1369  | 784,008                  |
| Director of Finance & Administration                                           | 400 | 3.II  | 1369  | 784,008                  |
| Genocide Proofs & Testimonies Conservation Specialist                          | 400 | 3.II  | 1369  | 784,008                  |
| HRM Specialist                                                                 | 400 | 3.II  | 1369  | 784,008                  |
| Human Resources Officer                                                        | 400 | 4.II  | 1141  | 647,110                  |
| Public Relations and Communication Officer                                     | 400 | 4.II  | 1141  | 647,110                  |
| Publication & Dissemination Officer                                            | 400 | 5.II  | 951   | 539,353                  |
| Audio Visual Production Officer                                                | 400 | 5.II  | 951   | 539,353                  |
| Media Officer                                                                  | 400 | 5.II  | 951   | 539,353                  |
| Memory & Genocide Commemoration Officer                                        | 400 | 5.II  | 951   | 539,353                  |
| Education & Genocide Prevention Programs Officer                               | 400 | 5.II  | 951   | 539,353                  |
| Maintenance of Genocide Memorials Officer                                      | 400 | 5.II  | 951   | 539,353                  |
| Genocide Memorials Manager                                                     | 400 | 5.II  | 951   | 539,353                  |
| CNLG District Coordinator                                                      | 400 | 5.II  | 951   | 539,353                  |
| Genocide Survivors Advocacy Officer                                            | 400 | 5.II  | 951   | 539,353                  |
| Counselling & Health of Genocide Survivors Officer                             | 400 | 5.II  | 951   | 539,353                  |
| Advocacy for Compensation Officer                                              | 400 | 5.II  | 951   | 539,353                  |
| Resources Mobilization and Partnership Officer                                 | 400 | 5.II  | 951   | 539,353                  |
| Planning Officer                                                               | 400 | 5.II  | 951   | 539,353                  |
| Monitoring & Evaluation Officer                                                | 400 | 5.II  | 951   | 539,353                  |
| Database and Application Officer                                               | 400 | 5.II  | 951   | 539,353                  |
| Network and System Administrator                                               | 400 | 5.II  | 951   | 539,353                  |
| Accountant                                                                     | 400 | 5.II  | 951   | 539,353                  |
| Budget Officer                                                                 | 400 | 5.II  | 951   | 539,353                  |
| Statistician                                                                   | 400 | 5.II  | 951   | 539,353                  |
| Internal Auditor                                                               | 400 | 5.II  | 951   | 539,353                  |
| Procurement Officer                                                            | 400 | 5.II  | 951   | 539,353                  |
| Logistics Officer                                                              | 400 | 5.II  | 951   | 539,353                  |
| Administrative Assistant to Executive Secretary                                | 400 | 5.II  | 951   | 539,353                  |
| Customer Care Officer                                                          | 400 | 6.II  | 793   | 449,744                  |
| GACACA Documentation and Digitization Officer                                  | 400 | 6.II  | 793   | 449,744                  |
| Administrative Assistant to DG                                                 | 400 | 7.II  | 660   | 374,314                  |
| Head of Central Secretariat                                                    | 400 | 7.II  | 660   | 374,314                  |
| Secretary in Central Secretariat                                               | 400 | 8.II  | 508   | 288,109                  |
| Secretary to DAF Unit                                                          | 400 | 8.II  | 508   | 288,109                  |
| Driver                                                                         | 400 | 10.II | 300   | 170,143                  |



Bibonywe kugira ngo bishyirwe ku migereka y' Iteka rya Minisitiri w'Intebe n°57/03 ryo ku wa 27/02/2015 rigena Imbonerahamwe y'Imyanya y'Imirimo, Imishahara n'ibindi bigenerwa Abakozi muri Komisiyo y'Igihugu yo Kurwanya Jenocide

Kigali, ku wa 27/02/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika :**

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

Seen to be annexed to Prime Minister's order n°57/03 of 27/02/2015 determining the Organizational Structure, Salaries and fringe benefits for employees of the National Commission to Fight against Genocide

Kigali, on 27/02/2015

(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° 57/03 du 27/02/2015 déterminant la Structure Organisationnelle, Salaires et avantages accordés au personnel de la Commission Nationale de Lutte contre le Génocide

Kigali, le 27/02/2015

(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

ITEKA RYA MINISITIRI W'INTEBE N° 58/03  
RYO KU WA 27/02/2015 RIGENA  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MU KIGO  
NGORORAMUCO GITEZA IMBERE  
IMYUGA (RVSDC)

PRIME MINISTER'S ORDER N°58/03  
OF 27/02/2015 DETERMINING  
ORGANISATIONAL STRUCTURE,  
SALARIES AND FRINGE BENEFITS  
FOR EMPLOYEES OF  
REHABILITATION AND VOCATIONAL  
SKILLS DEVELOPMENT CENTER  
(RVSDC)

ARRETE DU PREMIER MINISTRE  
N°58/03 DU 27/02/2015 PORTANT  
STRUCTURE ORGANISATIONNELLE,  
SALAIRES ET AVANTAGES  
ACCORDES AU PERSONNEL DU  
CENTRE DE REHABILITATION ET DE  
FORMATION ARTISANALE (RVSDC)

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**PRIME MINISTER'S ORDER N° 58/03 OF 27/02/2015 DETERMINING THE ORGANISATIONAL STRUCTURE, THE SALARIES AND THE FRINGE BENEFITS FOR EMPLOYEES OF REHABILITATION AND VOCATIONAL SKILLS DEVELOPMENT CENTER (RVSDC)**

**ARRETE DU PREMIER MINISTRE N°58/03 DU 27/02/2015 PORTANT STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU CENTRE DE REHABILITATION ET DE FORMATION ARTISANALE (RVSDC)**

**Minisitiri w'Intebe;**

**The Prime Minister;**

**Le Premier Ministre;**

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

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 118, 119, 121 and 201;

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

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

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

Ashingiye ku Iteka rya Perezida n°10/01 ryo ku wa 23/04/2010 rishyiraho Ikigo Ngororamuco Giteza Imbere Imyuga (RVSDC) kandi rigena imitunganyirize n'imikorere byacyo, cyane cyane mu ngingo zaryo, iya 4 n'ya 5;

Pursuant to the Presidential Order n° 10/01 of 23/04/2010 establishing a rehabilitation and Vocational Skills Development Center (RVSDC) and determining its organisation and functioning, especially in Articles 4 and 5;

Vu l'Arrêté Présidentiel n° 10/01 du 23/04/2010 portant création, organisation et fonctionnement d'un Centre de Réhabilitation et de Formation Artisanale (RVSDC) spécialement en ses articles 4 et 5 ;

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

Having reviewed 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 to date;

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 et complété à ce jour;

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

On proposal by the Minister of Public Service and Labour;

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

Inama y'Abaminisitiri yateranye ku wa 29/07/2014 imaze kubisuzuma no kubyemeza.

After consideration and approval by the Cabinet, in its session of 29/07/2014;

Après examen et adoption par le Conseil des Ministres en sa séance du 29/07/2014;

**ATEGETSE:**

**HEREBY ORDERS:**

**ARRETE :**

**Ingingo ya mbere: Icyo iri teka rigamije**

**Article One: Purpose of this Order**

**Article premier: Objet du présent arrêté**

Iri teka rigena imbonerahamwe y'imyanya y'Imirimo, imishahara n'ibindi bigenerwa abakozi muri RVSDC.

This Order determines the organizational structure, salaries and fringe benefits for employees of RVSDC.

Le présent arrêté détermine la structure organisationnelle, les salaires et les avantages accordés au personnel de RVSDC.

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

**Article 2: Organizational structure and job profiles**

**Article 2: Structure organisationnelle et profils d'emploi**

Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo muri RVSDC biri ku migereka ya I na II y'iri teka.

The organizational structure and job profiles of RVSDC are in annex I and II of this Order respectively.

La structure organisationnelle et profils d'emplois de RVSDC sont respectivement aux annexes I et II du présent arrêté.

**Ingingo 3: Igenwa ry'umushahara**

**Article 3: Determination of the salary**

**Article 3 : Détermination du salaire**

Imishahara y'abakozi muri RVSDC igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara mu butegetsi bwa Leta.

Salaries for employees of RVSDC shall be determined basing on job classification and in accordance with general principles on salary calculation in public service.

Les salaires accordés au personnel de RVSDC sont déterminés suivant la classification des emplois et conformément aux principes généraux de fixation des salaires dans la fonction publique.

Urwego, umubare fatizo, agaciro k'umubare fatizo n'umushahara mbumbe bigendana na buri mwanya w'umurimo muri RVSDC biri ku mugereka wa III w'iri teka.

The level, index value and gross salary corresponding to each job position in the RVSDC are in annex III to this Order.

Le niveau, l'indice, la valeur indiciaire et le salaire brut correspondant à chaque emploi de RVSDC sont à l'annexe III du présent arrêté.

**Ingingo 4: Ibigize umushahara mbumbe**

**Article 4: Composition of gross salary**

**Article 4: Composition du salaire brut**

Umushahara mbumbe ukubiyemo iby' ingenzi bikurikira:

The monthly gross salary shall mainly be composed of the following:

Le salaire brut mensuel comprend principalement :

|                                                   |                                             |                                                       |
|---------------------------------------------------|---------------------------------------------|-------------------------------------------------------|
| 1 ° umushahara fatizo;                            | 1 ° basic salary;                           | 1 ° le salaire de base;                               |
| 2 ° indamunite y'icumbi;                          | 2 ° housing allowance;                      | 2 ° l'indemnité de logement ;                         |
| 3 ° indamunite y'urugendo;                        | 3 ° transport allowance;                    | 3 ° l'indemnité de transport ;                        |
| 4 ° inkunga ya Leta mu bwiteganyirize bw'umukozi; | 4 ° State contribution for social security; | 4 ° la contribution de l'Etat à la sécurité sociale ; |
| 5 ° inkunga ya Leta yo kuvuza umukozi.            | 5 ° State contribution for medical care.    | 5 ° la contribution de l'Etat aux soins médicaux.     |

Indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo ntigenerwa abakozi bari ku nzego z'imirimo za "H/2.III", boroherezwa ingengo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze kimwe n'abakozi bari ku rwego rwa "3" bagenerwa indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

The transport allowance specified in Paragraph One of this Article shall not be entitled to employees positioned on level "H/2.III", whose transport is facilitated in accordance with Instructions of the Minister in charge of transport. It shall not also be granted to officials positioned on level "3" who shall be entitled to special transport allowance in accordance with Instructions of the Minister in charge public service.

L'indemnité de transport dont question à l'alinéa premier du présent article n'est pas allouée aux agents de l'Etat aux postes de niveau "H/2.III", pour lesquels le transport est facilité selon les Instructions du Ministre ayant le transport dans ses attributions, ainsi qu'à ceux au poste de niveau "3" qui bénéficient de l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

**Ingingo ya 5:**  
**Umuhuzabikorwa**

**Ibindi bigenerwa**

Umuhuzabikorwa agenerwa ibindi bimufasha gutunganya imirimo mu buryo bukurikira:

- 1 ° amafaranga y'itumanaho rya telefoni yo mu biro angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw) n'irya telefone igendanwa angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw) buri kwezi;

**Article 5: Fringe benefits for Coordinator**

The Coordinator shall be entitled to the following fringe benefits :

- 1 ° seventy thousand Rwandan francs (70,000 Rwf) per month for office land line and seventy thousand Rwandan francs (70,000 Rwf) per month for mobile phone;

**Article 5: Avantages alloués au Coordinateur**

Le Coordinateur bénéficie des avantages suivants :

- 1 ° les frais de communication par téléphone de bureau équivalant à soixante-dix mille francs rwandais (70.000 Frw) et de téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 Frw) par mois;

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

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

2 ° l’Etat lui facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Ingingo ya 6: Ibindi bigenerwa Abayobozi b’Amashami n’abandi bakozi bari ku rwego rw’imirimo rwa “3”**

**Article 6: Fringe benefits for Directors of Units and officials on “3” job level**

**Article 6: Avantages alloués aux directeurs d’Unités et cadres aux postes de niveau “3”**

Abayobozi b’Amashami n’Abakozi bari ku rwego rw’imirimo rwa “3” bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

Directors of Units and officials on “3” job level shall each be entitled to the following fringe benefits :

Les directeurs d’Unités et cadres aux postes de niveau “3” bénéficient chacun d’autres avantages suivants :

1 ° amafaranga y’itumanaho rya telefoni igendanwa angana n’ibihumbi mirongo itatu y’u Rwanda (30.000 Frw) buri kwezi;

1 ° a mobile phone communication allowance of thirty thousand Rwandan francs (Rwf 30,000) per month;

1 ° les frais de communication pour téléphone portable équivalant à trente mille francs rwandais (30.000 Frw) par mois ;

2 ° indamunite yihariye y’urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

2 ° a special transport allowance in accordance with the Instructions of the Minister in charge of public service.

2 ° l’indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Abayobozi b’Amashami bari ku rwego rw’imirimo rwa “3” bafite itsinda ry’abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe, bagenerwa kandi amafaranga ibihumbi ijana y’u Rwanda (100.000 Rwf) buri kwezi ya telefoni yo mu biro.

Directors of Units on level “3” 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 communication allowance of one hundred thousand Rwandan francs (100,000 Rwf) per month.

Les Directeurs d’Unités aux postes de niveau “3” ayant des agents de l’Etat placés sous leur responsabilité suivant la structure organisationnelle approuvée, bénéficient en plus chacun des frais de communication pour téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) par mois.

**Ingingo ya 7: Indamunite z’urugendo rw’imodoka**

**Article 7: Mileage allowances**

**Article 7 : Indemnités kilométriques**

Iyo Umuyobozi Mukuru uri ku rwego rwa “H/2” agiye mu butumwa imbere mu Gihugu akoresheje

When a senior Official on level “2” goes on official mission inside the Country by using

Lors qu’un haut cadre au poste de niveau “H/2” va en mission officielle à l’intérieur du

imodoka ye, Leta imugenera indamunite by'urugendo hakurikijwe ibiteganywa n'amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

**Ingingo ya 8: Abashinzwe kubahiriza iri teka**

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri y'Urubyiruko, Ikoranabuhanga mu Itumanaho n'Isakazabumenyi, Minisitiri w'Ibikorwa Remezo na Minisitiri w'Imari n'Igenamigambi basabwe kubahiriza iri teka.

**Ingingo ya 9: Ivanwaho ry'ingingo zinyuranyije n'iri teka**

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

**Ingingo ya 10: Igihe iteka ritangira gukurikizwa**

Iri teka ritangira gukurikizwa ku munsu ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera ku wa 29/07/2014.

Kigali ku wa 27/02/2015

his/her vehicle, the State shall pay him/her mileage allowances in accordance with Instructions of the Minister in charge of transport.

**Article 8: Authorities responsible for the implementation of this Order**

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

**Article 9: Repealing provision**

All prior provisions contrary to this Order are hereby repealed.

**Article 10: Commencement**

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes effect as of 29/07/2014.

Kigali on 27/02/2015

pays en utilisant son véhicule, l'Etat lui octroie une indemnité kilométrique conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Article 8: Autorités chargées de l'exécution du présent arrêté**

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

**Article 9: Disposition abrogatoire**

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

**Article 10: Entrée en vigueur**

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il sort ses effets à partir du 29/07/2014.

Kigali le 27/02/2015



(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

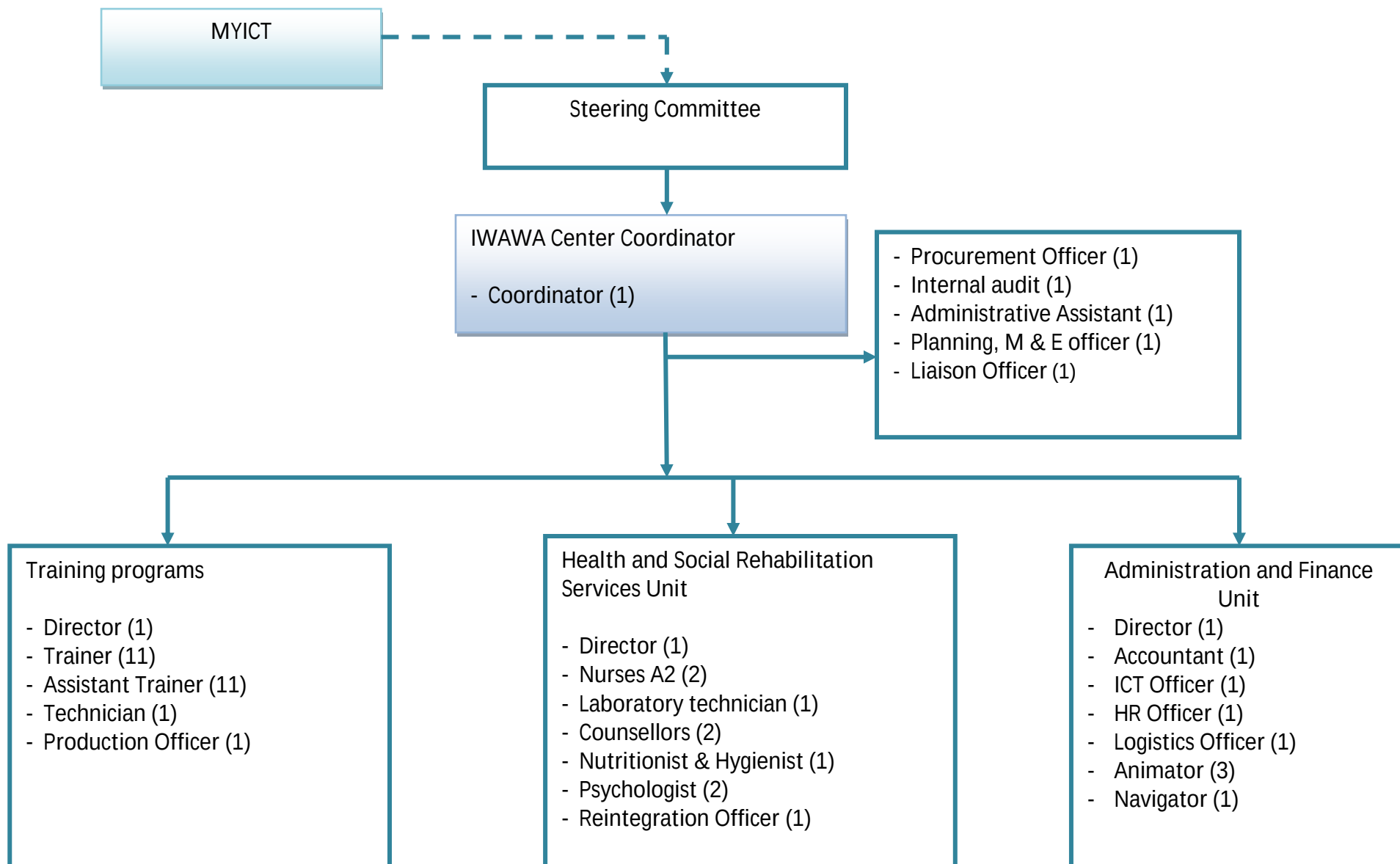
(sé)  
**BUSINGYE Johnston**  
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I W'ITEKA RYA  
MINISITIRI W'INTEBE N°58/03 RYO KU  
WA 27/02/2015 RIGENA  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MU KIGO  
NGORORAMUCO GITEZA IMBERE  
IMYUGA (RVSDC)

ANNEX I TO PRIME MINISTER'S  
ORDER N°58/03 OF 27/02/2015  
DETERMINING THE  
ORGANISATIONAL STRUCTURE, THE  
SALARIES AND THE FRINGE  
BENEFITS FOR EMPLOYEES OF  
REHABILITATION AND VOCATIONAL  
SKILLS DEVELOPMENT CENTER  
(RVSDC)

ANNEXE I D'ARRETE DU PREMIER  
MINISTRE N°58/03 DU 27/02/2015 PORTANT  
STRUCTURE ORGANISATIONNELLE,  
SALAIRES ET AVANTAGES ACCORDES AU  
PERSONNEL DU CENTRE DE  
REHABILITATION ET DE FORMATION  
ARTISANALE (RVSDC)

RVSDC ORGANIZATIONAL CHART



UMUGEREKA WA II W'ITEKA RYA  
MINISITIRI W'INTEBE N°58/03 RYO  
KU WA 27/02/2015 RIGENA  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MU KIGO  
NGORORAMUCO GITEZA IMBERE  
IMYUGA  
(RVSDC)

ANNEX II TO PRIME MINISTER'S ORDER  
N°58/03 OF 27/02/2015 DETERMINING  
ORGANISATIONAL STRUCTURE, THE  
SALARIES AND THE FRINGE BENEFITS  
FOR EMPLOYEES OF REHABILITATION  
AND VOCATIONAL SKILLS  
DEVELOPMENT CENTER  
(RVSDC)

ANNEXE II D'ARRETE DU PREMIER  
MINISTRE N°58/03 DU 27/02/2015  
PORTANT STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AUTRES AVANTAGES ACCORDES AU  
PERSONNEL DU CENTRE DE  
REHABILITATION ET DE FORMATION  
ARTISANALE  
(RVSDC)

**RVSDC JOB PROFILE**

| Administrative Unit       | Job Title                | Title of Job positions linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Proposed Jobs |
|---------------------------|--------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Office of the Coordinator | Coordinator              | Coordinator of IWAWA Centre              | <p>A0 in Psychology, Sociology, Mental health, Clinical Psychology and Education with 5 years of working Experience or Master in Psychology, Sociology, Mental health, Clinical Psychology and Education with 3 years of working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Psychological skills</li> <li>- Knowledge of Handling Psychological disorders;</li> <li>- Social skills</li> <li>- High analytical and problem solving skills;</li> <li>- Management Skills</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul> | 1             |
|                           | Administrative Assistant | Administrative Assistant to Coordinator  | <p>A1 in Secretarial Studies, Office Management with 2 years of working experience or A0 in Management, Public Administration, Administrative Sciences, Sociology, Social Work, Law</p> <p><u>Key technical skills and knowledge acquired</u></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Word Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                               | 1             |

| Administrative Unit | Job Title        | Title of Job positions linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Proposed Jobs |
|---------------------|------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Internal Auditor | Internal Auditor                         | <p>A0 in Accounting, Public Finance or Management with specialization in Finance/Accounting.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Detailed knowledge of financial and audit standards;</li> <li>- HR and Financial regulations, procedures;</li> <li>- Knowledge of Financial software;</li> <li>- Planning skills;</li> <li>- Excellent communication, organisation and interpersonal skills;</li> <li>- Computer skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Excellent problem solving skills and clear logical sens;</li> <li>- Fluent in Kinyarwanda, English and/or French</li> </ul> | 1             |
|                     | Procurement      | Procurement Officer                      | <p>A0 in Procurement, Management, Accounting, Law, Public Finance, Economics</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High Analytical Skills;</li> <li>- Negotiation Skills;</li> <li>- Knowledge of basic business and purchasing practices;</li> <li>- Excellent Communication Skills;</li> <li>- Knowledge of state contracting laws, regulations and procedures;</li> <li>- Knowledge of grades, qualities, supply and price trends of commodities;</li> <li>- Time Management Skills;</li> <li>- Decision making Skills;</li> <li>- Computer Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .</li> </ul>                                                            | 1             |

| Administrative Unit | Job Title        | Title of Job positions linked to the Job     | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|---------------------|------------------|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Planning and M&E | Planning and Monitoring & Evaluation officer | <p>A0 in Economics, Project Management, Management, Development Studies, Business Administration</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of Rwanda's Public service and Labour Sector Policies and Strategies;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit                            | Job Title        | Title of Job positions linked to the Job                   | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|------------------------------------------------|------------------|------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                                                | Liaison Officer  | Liaison Officer                                            | <p>A0 in Public Administration, Administrative Sciences, Management, Sociology, Public Policy, Strategic Management</p> <p><u>Key technical skills and knowledge acquired</u></p> <ul style="list-style-type: none"> <li>-Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>-Time management skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                               | 1             |
|                                                | S/Total          |                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 6             |
| Health and Social Rehabilitation Services Unit | Director of Unit | Director of Health and Social Rehabilitation Services Unit | <p>A0 in Psychology, Sociology, Mental Health, Clinical Psychology and Education with 3 years of working Experience or Master in Psychology, Sociology, Mental Health, Clinical Psychology and Education with 1 year of working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Psychological skills</li> <li>- Knowledge of Handling Psychological disorders;</li> <li>- Social skills</li> <li>-High analytical and problem solving skills;</li> <li>- Management Skills</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul> | 1             |



| Administrative Unit | Job Title             | Title of Job positions linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|---------------------|-----------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Nurse                 | Nurse                                    | <p>A2 in Nursing</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- knowledge in Nursing</li> <li>- Hospitality skills;</li> <li>- communication skills,</li> <li>- Interpersonal and writing skills,</li> <li>- Organizational Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Teamworking Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 2             |
|                     | Laboratory Technician | Laboratory Technician                    | <p>A2 in Chemistry and Biology</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge in Laboratory work</li> <li>- strong computer skills</li> <li>- Knowledge of practical problem solving</li> <li>- Knowledge of laboratory records maintainance</li> <li>- Knowledge to work safely with potentially hazardous materials</li> <li>- Good organisational, planning, and numerical skills</li> <li>- Communication skills</li> </ul>                       | 1             |

| Administrative Unit | Job Title            | Title of Job positions linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Proposed Jobs |
|---------------------|----------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Counselling          | Counsellor                               | <p>A0 in Psychology, Mental health, Clinical Psychology, Education and Sociology</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Psychological skills</li> <li>- Knowledge of Handling Psychological disorders;</li> <li>- Social skills</li> <li>-High analytical and problem solving skills;</li> <li>- Management Skills</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul> | 2             |
|                     | Nutrition and Hygien | Nutritionist and Hygienist               | <p>A0 in Public Health, Nutritionist, Hygieny</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>-Knowledge of sanitation and hygiene</li> <li>- Good management skills</li> <li>- communication skills</li> <li>- capacity building skills</li> <li>- Team working skills</li> <li>- Reporting skills</li> </ul>                                                                                                                                                                                                                  | 1             |

| Administrative Unit | Job Title     | Title of Job positions linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|---------------------|---------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Psychology    | Psychologist                             | <p>A0 in Psychology, Mental Health, Clinical Psychology, Education and Sociology</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Psychological skills</li> <li>- Knowledge of Handling Psychological disorders;</li> <li>- Social skills</li> <li>- High analytical and problem solving skills;</li> <li>- Management Skills</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul>   | 2             |
|                     | Reintegration | Reintegration officer                    | <p>A0 in Political Sciences, Public Administration, Administrative Sciences, Sociology, Development Studies, International relations</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Management skills</li> <li>- Interpersonal Skills;</li> <li>- Effective Communication Skills;</li> <li>- Administrative Skills;</li> <li>- Interpersonal Skills;</li> <li>- Time Management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | S/Total       |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 10            |

| Administrative Unit    | Job Title         | Title of Job positions linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Proposed Jobs |
|------------------------|-------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Training Programs Unit | Director of Unit  | Director of Training Programs Unit       | <p>A0 in Education, Construction, Psychopedagogy with 3 years of working Experience or Master or equivalent in Education, Construction, Psychopedagogy with 1 year of working Experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Training skills</li> <li>- Social skills</li> <li>-High analytical and problem solving skills;</li> <li>- Management Skills</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul> | 1             |
|                        | Trainer           | Trainer                                  | <p>A0 in Carpentry, Construction, Agriculture, Sewing and Animal Production</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Management skills</li> <li>- Social skills</li> <li>-High analytical and problem solving skills;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul>                                                                                                                                         | 11            |
|                        | Assistant Trainer | Assistant Trainer                        | <p>A1 in Carpentry, Construction, Agriculture, Sewing and Animal Production</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Management skills</li> <li>- Social skills</li> <li>-High analytical and problem solving skills;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul>                                                                                                                                         | 11            |

| Administrative Unit | Job Title  | Title of Job positions linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed Jobs |
|---------------------|------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Technician | Technician                               | <p>A1 in Plumbing and Electricity</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Interpersonal Skills;</li> <li>- Time Management Skills;</li> <li>- Team working Skills;</li> </ul>                                                                                                                                                                                                                                                                        | 1             |
|                     | Production | Production Officer                       | <p>A0 in Economics, Business Administration and Project management</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Management skills</li> <li>- Interpersonal Skills;</li> <li>- Effective Communication Skills;</li> <li>- Administrative Skills;</li> <li>- Interpersonal Skills;</li> <li>- Time Management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | S/Total    |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 25            |

| Administrative Unit        | Job Title        | Title of Job positions linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Proposed Jobs |
|----------------------------|------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Administration and Finance | Director of Unit | Director of Administration and Finance   | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA); Or A0 Public Finance, Finance, Accounting or Management with specialization in Finance/Accounting with 3 years of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's financial management standards and procedures;</li> <li>- Knowledge of Accounting principles and practices and financial data reporting.</li> <li>- Knowledge of Rwanda Public Financial Law;</li> <li>- Leadership and management skills;</li> <li>- Planning and organisational, Budgeting skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Time management Skills</li> <li>- Interviewing Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Proble solving;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title  | Title of Job positions linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Proposed Jobs |
|---------------------|------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Accounting | Accountant                               | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Knowledge to analyse complex financial information &amp; Produce reports;</li> <li>- Deep understanding of financial accounts;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- High Analytical Skills;</li> <li>- Interpersonal skills;</li> <li>- Time management Skills;</li> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title | Title of Job positions linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Proposed Jobs |
|---------------------|-----------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | ICT       | ICT Officer                              | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, 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><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's ICT policies and strategies;</li> <li>- Highly proficient with Microsoft Windows operating systems</li> <li>- Proficient in Microsoft Office products</li> <li>- Proficient in basic networking protocols and standards</li> <li>- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;</li> <li>- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |



| Administrative Unit | Job Title      | Title of Job positions linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Proposed Jobs |
|---------------------|----------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Human Resource | HR Officer                               | <p>A0 in Human Resource Management, Management, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources;</li> <li>- Knowledge in the Development of Human Resources Policies and procedures</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title   | Title of Job positions linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Proposed Jobs |
|---------------------|-------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Logistics   | Logistics Officer                        | <p>A0 in Store Management, Management, Finance, Accounting, Economics, Administrative Sciences, Public Administration</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Management of Material Resources;</li> <li>- Knowledge of supply chain management;</li> <li>- Organizational Skills;</li> <li>- Computer Skills;</li> <li>- Communication Skills;</li> <li>- Report writing &amp; Presentation Skills;</li> <li>- Analytical Skills;</li> <li>- Interpersonal Skills;</li> <li>- Time management Skills;</li> <li>- Negotiation Skills;</li> <li>- Team working Skills</li> <li>- Problem Solving Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |
|                     | Animator    | Animator                                 | <p>A2 in Humanities or A1 in social sciences, sociology, and Education</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of handling Psychological disorders</li> <li>- Knowledge in Conflict Management;</li> <li>- Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                | 3             |
|                     | Navigator   | Navigator                                | <p>A2 in any field, knowledge in swimming and boat navigation is a must</p> <p><u>Key Technical skills and Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive Knowledge of Swimming</li> <li>- Boat navigation skills</li> <li>- Interpersonal skills</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 1             |
|                     | S/Total     |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 9             |
|                     | Grand Total |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 50            |

UMUGEREKA WA III W'ITEKA RYA  
MINISITIRI W'INTEBE N°58/03 RYO KU  
WA 27/02/2015 RIGENA  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MU KIGO  
NGORORAMUCO GITEZA IMBERE  
IMYUGA (RVSDC)

ANNEX III TO PRIME MINISTER'S  
ORDER N°58/03 OF 27/02/2015  
DETERMINING THE ORGANISATIONAL  
STRUCTURE, THE SALARIES AND THE  
FRINGE BENEFITS FOR EMPLOYEES  
OF REHABILITATION AND  
VOCATIONAL SKILLS DEVELOPMENT  
CENTER (RVSDC)

ANNEXE III D'ARRETE DU PREMIER  
MINISTRE N°58/03 DU 27/02/2015  
DETERMINANT LA STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AVANTAGES ACCORDES AU  
PERSONNEL DU CENTRE DE  
REHABILITATION ET DE FORMATION  
ARTISANALE (RVSDC)

RVSDC SALARY STRUCTURE

| POST                                                       | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|------------------------------------------------------------|-----|-------|-------|-----------------------------|
| Coordinator                                                | 330 | 2.III | 1890  | 892,962                     |
| Director of Administration, Finance and<br>Production Unit | 330 | 3.II  | 1369  | 646,807                     |
| Director of Health & Social Services Unit                  | 330 | 3.II  | 1369  | 646,807                     |
| Director of Training Unit                                  | 330 | 3.II  | 1369  | 646,807                     |
| HR Management Specialist                                   | 330 | 3.II  | 1369  | 646,807                     |
| Human Resources Officer                                    | 300 | 4.II  | 1141  | 485,333                     |
| Accountant                                                 | 300 | 5.II  | 951   | 404,515                     |
| Counselling Officer                                        | 300 | 5.II  | 951   | 404,515                     |
| ICT Officer                                                | 300 | 5.II  | 951   | 404,515                     |
| Internal Auditor                                           | 300 | 5.II  | 951   | 404,515                     |
| Logistics Officer                                          | 300 | 5.II  | 951   | 404,515                     |
| Nutritionist & Hygienist                                   | 300 | 5.II  | 951   | 404,515                     |
| Planning, M&E Officer                                      | 300 | 5.II  | 951   | 404,515                     |
| Procurement Officer                                        | 300 | 5.II  | 951   | 404,515                     |
| Production Manager                                         | 300 | 5.II  | 951   | 404,515                     |
| Psychologist                                               | 300 | 5.II  | 951   | 404,515                     |
| Reintegration Officer                                      | 300 | 5.II  | 951   | 404,515                     |
| Trainer                                                    | 350 | 5.II  | 951   | 471,934                     |
| Animator                                                   | 300 | 6.II  | 793   | 337,308                     |
| Assistant Trainer                                          | 350 | 6.II  | 793   | 393,526                     |
| Liaison Officer                                            | 300 | 6.II  | 793   | 337,308                     |
| Administrative Assistant                                   | 300 | 7.II  | 660   | 280,736                     |
| Laboratory Technician                                      | 300 | 8.II  | 508   | 216,081                     |
| Navigators                                                 | 300 | 8.II  | 508   | 216,081                     |
| Nurse A2                                                   | 300 | 8.II  | 508   | 216,081                     |
| Technician                                                 | 300 | 8.II  | 508   | 216,081                     |

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°58/03 ryo ku wa 27/02/2015 rigena Imbonerahamwe y'Imyanya y'Imirimo, Imishahara n'ibindi bigenerwa abakozi mu Kigo Ngororamuco Giteza Imbere Imyuga**

Kigali, ku wa 27/02/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'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°58/03 of 27/02/2015 determining Organizational Structure, Salaries and Fringe Benefits for employees of Rehabilitation and Vocational Skills Development Center**

Kigali, on 27/02/2015

(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° 58/03 du 27/02/2015 portant structure organisationnelle, salaires et avantages accordés au personnel du Centre de Réhabilitation et de Formation Artisanale**

Kigali, le 27/02/2015

(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

ITEKA RYA MINISITIRI W'INTEBE  
N°59/03 RYO KU WA 27/02/2015 RIGENA  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MU NAMA  
Y'IGIHUGU Y'URUBYIRUKO (NYC)

PRIME MINISTER'S ORDER N°59/03  
OF 27/02/2015 DETERMINING  
ORGANISATIONAL STRUCTURE,  
SALARIES AND FRINGE BENEFITS  
FOR EMPLOYEES OF NATIONAL  
YOUTH COUNCIL (NYC)

ARRETE DU PREMIER MINISTRE  
N°59/03 DU 27/02/2015 PORTANT  
STRUCTURE ORGANISATIONNELLE,  
SALAIRES ET AVANTAGES  
ACCORDES AU PERSONNEL DU  
CONSEIL NATIONAL DE LA  
JEUNESSE (NYC)

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**PRIME MINISTER'S ORDER N°59/03 OF 27/02/2015 DETERMINING ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF NATIONAL YOUTH COUNCIL (NYC)**

**ARRETE DU PREMIER MINISTRE N°59/03 DU 27/02/2015 PORTANT STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU DU CONSEIL NATIONAL DE LA JEUNESSE (NYC)**

**Minisitiri w'Intebe;**

**The Prime Minister;**

**Le Premier Ministre;**

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

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 118, 119, 121 and 201;

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

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

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

Asubiye ku Iteka rya Minisitiri w'Intebe n°176/03 ryo ku wa 23/11/2011 rigena imbonerahamwe n'incamake y'imyanya y'imirimo by'Inama y'Igihugu y'Urubyiruko (NYC) ;

Having reviewed the Prime Minister's Order n° 176/03 of 23/11/2011 determining the organisational structure and summary of job positions of the National Youth Council (NYC) ;

Revu l'Arrêté du Premier Ministre n° 176/03 du 23/11/2011 déterminant la structure organisationnelle et la synthèse des emplois du Conseil National de la Jeunesse (NYC) ;

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

Having reviewed 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 to date;

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 et complété à ce jour;

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

On proposal by the Minister of Public Service and Labour;

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

Inama y'Abaminisitiri yateranye ku wa 29/07/2014 imaze kubisuzuma no kubyemeza.

After consideration and approval by the Cabinet, in its session of 29/07/2014;

Après examen et adoption par le Conseil des Ministres en sa séance du 29/07/2014;



**ATEGETSE:**

**HEREBY ORDERS:**

**ARRETE :**

**Ingingo ya mbere: Icyo iri iteka rigamije**

Iri teka rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi mu Nama y'Igihugu y'Urubyiruko (NYC).

**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 muri NYC biri ku migereka ya I na II y'iri teka.

**Ingingo 3: Igenwa ry'Umushahara**

Imishahara y'abakozi muri NYC 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 muri NYC biri ku mugereka wa III w'iri teka.

**Ingingo 4: Ibigize umushahara mbumbe**

Umushahara mbumbe wa buri kwezi ukubiyemo iby' ingenzi bikurikira:

1 ° umushahara fatizo;

**Article One: Purpose of this Order**

This Order determines the organizational structure, salaries and fringe benefits for employees of National Youth Council (NYC).

**Article 2: Organizational structure and job profiles**

The organizational structure and job profiles of NYC are respectively in annex I and II of this Order.

**Article 3: Determination of the salary**

Salaries for employees of NYC shall be determined basing on job classification and in accordance with general principles on salary calculation in public service.

The level, index value and gross salary corresponding to each job position in the NYC are in annex III to this Order.

**Article 4: Composition of gross salary**

The monthly gross salary shall mainly be composed of the following:

1 ° basic salary;

**Article premier: Objet du présent arrêté**

Le présent arrêté détermine la structure organisationnelle, les salaires et les avantages accordés au personnel du Conseil National de la Jeunesse (NYC).

**Article 2: Structure organisationnelle et profils d'emplois**

La structure organisationnelle et profils d'emplois de NYC sont respectivement à l'annexes I et II du présent arrêté.

**Article 3: Détermination du salaire**

Les salaires accordés au personnel de NYC 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 dans le NYC sont à l'annexe III du présent arrêté.

**Article 4: Composition du salaire brut**

Le salaire brut mensuel comprend principalement :

1 ° le salaire de base;

|                                                   |                                             |                                                       |
|---------------------------------------------------|---------------------------------------------|-------------------------------------------------------|
| 2 ° indamunite y'icumbi;                          | 2 ° housing allowance;                      | 2 ° l'indemnité de logement ;                         |
| 3 ° indamunite y'urugendo;                        | 3 ° transport allowance;                    | 3 ° l'indemnité de transport ;                        |
| 4 ° inkunga ya Leta mu bwiteganyirize bw'umukozi; | 4 ° State contribution for social security; | 4 ° la contribution de l'Etat à la sécurité sociale ; |
| 5 ° inkunga ya Leta yo kuvuza umukozi.            | 5 ° State contribution for medical care.    | 5 ° la contribution de l'Etat aux soins médicaux.     |

Indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo ntigenerwa abakozi bari ku nzego z'imirimo za "G/1.IV", boroherewe 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.

The transport allowance specified in Paragraph One of this Article shall not be granted to employees positioned on levels "G/1.IV", whose transport is facilitated in accordance with Instructions of the Minister in charge of transport. It shall not also be entitled to public servants positioned on level "3" who shall be entitled to special transport allowance in accordance with Instructions of the Minister in charge public service.

L'indemnité de transport visée à l'alinéa premier du présent article n'est pas allouée aux agents de l'Etat aux postes de niveau "G/1.IV", pour lesquels le transport est facilité selon les instructions du Ministre ayant le transport dans ses attributions, ainsi qu'à ceux aux poste de niveau "3" qui bénéficient de l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

**Ingingo ya 5: Ibindi bigenerwa Umunyamabanga Nshingwabikorwa muri NYC**

**Article 5: Fringe benefits for Executive Secretary of NYC**

**Article 5: Avantages alloués au Secrétaire Exécutif de NYC**

Umunyamabanga Nshingwabikorwa muri NYC agenerwa ibindi bimufasha gutunganya imirimo bikurikira:

The Executive Secretary of NYC shall be entitled to the following fringe benefits:

Le Secrétaire Exécutif de NYC bénéficie des avantages suivants:

|                                                                                                                                                                                            |                                                                                                                                                                                                                 |                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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; | 1 ° an office telephone communication allowance of one hundred thousand Rwandan francs (100,000 Rwf) and a mobile phone communication allowance of one hundred thousand Rwandan francs (100,000 Rwf) per month; | 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 ° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200.000 frw) buri kwezi anyura kuri konti y'urwego bireba;

3 ° Leta imworohera ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

2 ° an office guest's entertainment allowance of two hundred thousand Rwandan francs (200,000 Rwf) per month and transferred to the NYC 's bank account;

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

2 ° les frais de représentation au service équivalant à deux cent mille francs rwandais (200.000 Frw) chaque mois et domiciliés au compte bancaire de NYC;

3 ° l'Etat lui facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Ingingo ya 6: Ibindi bigenerwa abayobozi b'Amashami n'abakozi bari ku rwego rw'imirimo rwa "3"**

Abayobozi b'Amashami n'abandi bakozi bari ku rwego rw'imirimo rwa "3" bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

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" bafite itsinda ry'abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe bagenerwa kandi amafaranga ibihumbi ijana y'u Rwanda (100.000 frw) buri kwezi ya telefoni yo mu biro.

**Article 6: Fringe benefits for Directors of Units and Officials on "3" job level**

Directors of Units and officials on "3" job level shall each be entitled to the following fringe benefits :

1 ° a mobile phone communication allowance of thirty thousand Rwandan francs (30,000 Rwf) per month;

2 ° a special transport allowance as determined by instructions of the Minister in charge of public service.

Directors of Units on level "3" 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 communication allowance of one hundred thousand Rwandan francs (100,000 Rwf) per month.

**Article 6: Avantages alloués aux directeurs d'Unités et cadres aux postes de niveau "3"**

Les Directeurs d'Unités et cadres aux postes de niveau "3" bénéficient chacun des avantages suivants:

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" ayant des agents de l'Etat placés sous leur responsabilité suivant la structure organisationnelle approuvée, bénéficient en plus chacun des frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) par mois.

**Ingingo ya 7: Indamunite z'urugendo rw'imodoka**      **Article 7: Mileage allowances**

Iyo Umuyobozi Mukuru uri ku rwego rwa G/1.IV agiye mu butumwa imbere mu Gihugu akoresheje imodoka ye, Leta imugenera indamunite y'urugendo hakurikijwe ibiteganywa n'amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

When a senior official on level G/1.IV, goes on official mission inside the Country by using his/her vehicles, the State shall pay him/her mileage allowance in accordance with the Instructions of the Minister in charge of transport.

**Article 7 : Indemnités kilométriques**

Lorsqu'un haut cadre au poste de niveau G/1.IV va en mission officielle à l'intérieur du pays en utilisant son véhicule, l'Etat lui octroie une indemnité kilométrique conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Ingingo ya 8: Abashinzwe kubahiriza iri teka**

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri y'Urubyiruko Ikoranabuhanga mu Itumanaho n'Isakazabumenyi, Minisitiri w'Ibikorwa Remezo na Minisitiri w'Imari n'Igenamigambi basabwe kubahiriza iri teka.

**Article 8: Authorities responsible for the implementation of this Order**

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

**Article 8: Autorités chargées de l'exécution du présent arrêté**

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

**Ingingo ya 9: Ivanwaho ry'ingingo zinyuranyije n'iri teka**

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

**Article 9: Repealing provision**

All prior provisions contrary to this Order are hereby repealed.

**Article 9: Disposition abrogatoire**

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

**Ingingo ya 10: Igihe iteka ritangira gukurikizwa**

Iri teka ritangira gukurikizwa ku muni ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera ku wa 29/07/2014.

**Article 10: Commencement**

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes effect as of 29/07/2014.

**Article 10: Entrée en vigueur**

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il sort ses effets à partir du 29/07/2014.

Kigali, ku wa 27/02/2015

Kigali, on 27/02/2015

Kigali, le 27/02/2015

(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

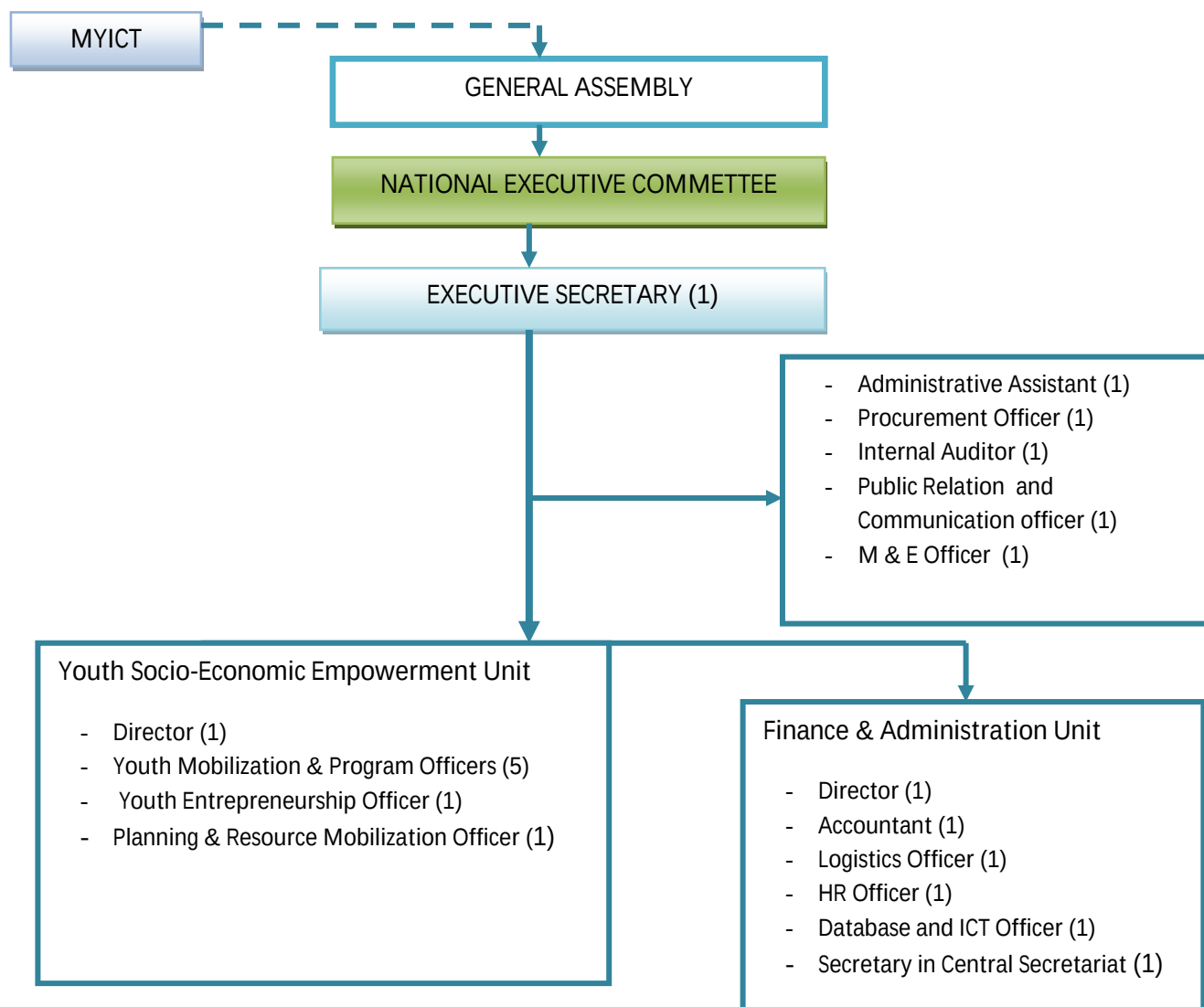
(sé)  
**BUSINGYE Johnston**  
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I W'ITEKA RYA  
MINISITIRI W'INTEBE N<sup>o</sup>59/03 RYO KU  
WA 27/02/2015 RIGENA IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI MU NAMA  
Y'IGIHUGU Y'URUBYIRUKO (NYC)

ANNEX I TO THE PRIME MINISTER'S  
ORDER N<sup>o</sup>59/03 OF 27/02/2015  
DETERMINING ORGANISATIONAL  
STRUCTURE, SALARIES AND FRINGE  
BENEFITS FOR EMPLOYEES OF NATIONAL  
YOUTH COUNCIL (NYC)

ANNEXE I A L'ARRETE DU PREMIER  
MINISTRE N<sup>o</sup>59/03 DU 27/02/2015  
PORTANT STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AVANTAGES ACCORDES AU PERSONNEL  
DU CONSEIL NATIONAL DE LA JEUNESSE  
(NYC)

NYC ORGANIZATIONAL CHART



**UMUGEREKA WA II W'ITEKA RYA  
MINISITIRI W'INTEBE N<sup>0</sup>59/03 RYO KU  
WA 27/02/2015 RIGENA IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI MU NAMA  
Y'IGIHUGU Y'URUBYIRUKO (NYC)**

**ANNEX II TO THE PRIME MINISTER'S  
ORDER N<sup>0</sup>59/03 OF 27/02/2015  
DETERMINING ORGANISATIONAL  
STRUCTURE, SALARIES AND FRINGE  
BENEFITS FOR EMPLOYEES OF NATIONAL  
YOUTH COUNCIL (NYC)**

**ANNEXE II A L'ARRETE DU PREMIER  
MINISTRE N<sup>0</sup>59/03 DU 27/02/2015  
PORTANT STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AVANTAGES ACCORDES AU PERSONNEL  
DU CONSEIL NATIONAL DE LA JEUNESSE  
(NYC)**



NYC - JOB PROFILES

| Administrative Unit           | Title of the job         | Title of job positions linked to the job          | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Proposed Jobs |
|-------------------------------|--------------------------|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Office of Executive Secretary | Executive Secretary      | Executive Secretary of the National Youth Council | Master or Equivalent in Sociology, Management, Education Sciences, Psychology, Political Sciences, Development Studies, Economics, Labour Economics, Business Administration, with 3 year working experience; or A0 Sociology, Management, Education Sciences, Psychology, Political Sciences, Development Studies, Economics, Labour Economics, Business Administration,; Or other relevant field with 5 year working experience, or 2 years in a senior position                                                                                                                                         | 1             |
|                               | Administrative Assistant | Administrative Assistant                          | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Title of the job | Title of job positions linked to the job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Proposed Jobs |
|---------------------|------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Procurement      | Procurement Officer                      | <p>A0 in Procurement, Management, Accounting, Law, Public Finance, Economics</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High Analytical Skills;</li> <li>- Negotiation Skills;</li> <li>- Knowledge of basic business and purchasing practices;</li> <li>- Excellent Communication Skills;</li> <li>- Knowledge of state contracting laws, regulations and procedures;</li> <li>- Knowledge of grades, qualities, supply and price trends of commodities;</li> <li>- Time Management Skills;</li> <li>- Decesion making Skills;</li> <li>- Computer Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .</li> </ul> | 1             |

| Administrative Unit | Title of the job | Title of job positions linked to the job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|---------------------|------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Internal Auditor | Internal Auditor                         | <p>A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Detailed knowledge of financial and Audit Standards, HR &amp; Financial regulations, Procedures and Financial software;</li> <li>- Planning Skill;</li> <li>- High Analytical skills;</li> <li>- Report writing and presentation skills.</li> <li>- Time management skills;</li> <li>- Excellent problem-solving skills and clear logical thinking;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit | Title of the job                           | Title of job positions linked to the job   | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Proposed Jobs |
|---------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Public Relations and Communication Officer | Public Relations and Communication Officer | <p>A0 in Communication, International Relations, Journalism, Marketing, Linguistics and Literature.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organisational and time-management skills</li> <li>- Teamworking skills</li> <li>- Effective public relations and public speaking skills</li> <li>- Interviewing skills</li> <li>- Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Title of the job                | Title of job positions linked to the job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|---------------------|---------------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Monitoring & Evaluation Officer | Monitoring & Evaluation Officer          | <p>A0 in Economics, Project Management, Management, Development Studies, Business Administration</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of Rwanda's Public service and Labour Sector Policies and Strategies;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | S/Total                         |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 6             |

| Administrative Unit                   | Title of the job | Title of job positions linked to the job          | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Proposed Jobs |
|---------------------------------------|------------------|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Youth socio-Economic Empowerment Unit | Director of Unit | Director of Youth socio-Economic Empowerment Unit | <p>A0 in Economics, Development Studies, Rural Development, Socio Economics, Business Administration, Project Management with 3 years of working experience; Or Master's Degree or Equivalent in Economics, Development Studies, Rural Development, Socio Economics, Business Administration, Project Management with 1 year of working experience.</p> <p><u>Key technical skills and knowledge:</u></p> <ul style="list-style-type: none"> <li>-Leadership and management skills;</li> <li>-Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>-organisational skills;</li> <li>- Communication skills;</li> <li>-knowledge in monitoring and evaluation systems;</li> <li>-Computer skills;</li> <li>-Time management skills;</li> <li>-Team working skills;</li> <li>-Judgement and decision making skills;</li> <li>-Complex problem solving;</li> <li>-High analytical skills ; Project Design&amp; Management</li> <li>-Fluent in kinyarwanda, English and / French; knowledge of both is an advantage</li> </ul> | 1             |

| Administrative Unit | Title of the job                        | Title of job positions linked to the job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Proposed Jobs |
|---------------------|-----------------------------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Youth Mobilization and Programs Officer | Youth Mobilization and Programs Officers | <p>A0 in Development Studies, Economics, Project Management, Rural Development, Public Administration, Management, Sociology, Education Science, Business Administration.</p> <p><u>Key technical skills and knowledge:</u> -</p> <p>Communication Skills;</p> <ul style="list-style-type: none"> <li>- Time Management Skills;</li> <li>-Team working skills</li> <li>-Judgement and decision making skills</li> <li>- Analytical and problem solving skills;</li> <li>- Very effective organizational skills;</li> <li>- Computer skills; Project Design &amp; Management</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 5             |

| Administrative Unit | Title of the job               | Title of job positions linked to the job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Proposed Jobs |
|---------------------|--------------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Youth Entrepreneurship Officer | Youth Entrepreneurship Officer           | <p>A0 in Economics, Development Studies, Rural Development, Socio Economics, Business Administration, Project Management.</p> <p><u>Key technical skills and knowledge:</u></p> <ul style="list-style-type: none"> <li>- Communication skills;</li> <li>-Judgment &amp; Decision Making Skills;</li> <li>-organisational skills;</li> <li>-Computer skills;</li> <li>-Time management skills;</li> <li>-Team working skills;</li> <li>-complex problem solving;</li> <li>-High analytical skills;</li> <li>-Fluent in kinyarwanda, English and / French, knowledge of all is an advantage</li> </ul> | 1             |



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| Administrative Unit | Title of the job                   | Title of job positions linked to the job   | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed Jobs |
|---------------------|------------------------------------|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Planning and Resource Mobilisation | Planning and Resource Mobilisation Officer | <p>A0 in Economics, Planning, Management, Rural Development, Development Studies, Project Management, Business Administration</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of planning concepts systems and tools;</li> <li>- Knowledge of Research and policies development;</li> <li>- Knowledge of strategic planning;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Complex Problem Solving;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French;</li> </ul> <p>knowledge of all is an advantage</p> | 1             |
|                     | S/Total                            |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 8             |

| Administrative Unit           | Title of the job | Title of job positions linked to the job  | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Proposed Jobs |
|-------------------------------|------------------|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Administration & Finance Unit | Director of Unit | Director of Administration & Finance Unit | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA); Or A0 Public Finance, Finance, Accounting or Management with specialization in Finance/Accounting with 3 years of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's financial management standards and procedures;</li> <li>- Knowledge of Accounting principles and practices and financial data reporting.</li> <li>- Knowledge of Rwanda Public Financial Law;</li> <li>- Leadership and management skills;</li> <li>- Planning and organisational, Budgeting skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Time management Skills</li> <li>- Interviewing Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Proble solving;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Title of the job | Title of job positions linked to the job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Proposed Jobs |
|---------------------|------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Accounting       | Accountant                               | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Knowledge to analyse complex financial information &amp; Produce reports;</li> <li>- Deep understanding of financial accounts;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- High Analytical Skills;</li> <li>- Interpersonal skills;</li> <li>- Time management Skills;</li> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Title of the job | Title of job positions linked to the job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Proposed Jobs |
|---------------------|------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Logistics        | Logistics Officer                        | <p>A0 in Store Management, Accounting, Finance, Management, Economics, Administrative Sciences, Public Administration</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Management of Material Resources;</li> <li>- Knowledge of supply chain management;</li> <li>- Organizational Skills;</li> <li>- Computer Skills;</li> <li>- Communication Skills;</li> <li>- Report writing &amp; Presentation Skills;</li> <li>- Analytical Skills;</li> <li>- Interpersonal Skills;</li> <li>- Time management Skills;</li> <li>- Negotiation Skills;</li> <li>- Team working Skills</li> <li>- Problem Solving Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

| Administrative Unit | Title of the job | Title of job positions linked to the job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed Jobs |
|---------------------|------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Human Resources  | Human Resources Officer                  | <p>A0 in Human Resource Management, Management, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources;</li> <li>- Knowledge in the Development of Human Resources Policies and procedures;</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Title of the job         | Title of job positions linked to the job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Proposed Jobs |
|---------------------|--------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Database and ICT Officer | Database and ICT Officer                 | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, 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, MCSD, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's ICT policies and strategies;</li> <li>- Highly proficient with Microsoft Windows operating systems</li> <li>- Proficient in Microsoft Office products</li> <li>- Proficient in basic networking protocols and standards</li> <li>- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;</li> <li>- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills;</li> </ul> | 1             |

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| Administrative Unit | Title of the job | Title of job positions linked to the job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|------------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Secretariat      | 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 &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Analytical &amp; Problem solving Skills;</li> <li>- Decision Making Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | S/Total          |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 6             |
|                     | GrandTotal       |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 20            |

**UMUGEREKA WA III W'ITEKA RYA  
MINISITIRI W'INTEBE N<sup>0</sup>59/03 RYO KU  
WA 27/02/2015 RIGENA IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI MU NAMA  
Y'IGIHUGU Y'URUBYIRUKO (NYC)**

**ANNEX III TO THE PRIME MINISTER'S  
ORDER N<sup>0</sup>59/03 OF 27/02/2015  
DETERMINING ORGANISATIONAL  
STRUCTURE, SALARIES AND FRINGE  
BENEFITS FOR EMPLOYEES OF  
NATIONAL YOUTH COUNCIL (NYC)**

**ANNEXE III A L'ARRETE DU PREMIER  
MINISTRE N<sup>0</sup>59/03 DU 27/02/2015 PORTANT  
STRUCTURE ORGANISATIONNELLE,  
SALAIRES ET AVANTAGES ACCORDES AU  
PERSONNEL DU CONSEIL NATIONAL DE  
LA JEUNESSE (NYC)**



**NYC SALARY STRUCTURE**

| POST                                                 | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|------------------------------------------------------|-----|-------|-------|-----------------------------|
| Executive Secretary of National Youth Council        | 400 | G     | 2608  | 1,330,080                   |
| Director of Youth Social - Economic Empowerment Unit | 400 | 3.II  | 1369  | 784,008                     |
| Director of Finance & Administration Unit            | 400 | 3.II  | 1369  | 784,008                     |
| Human Resources Officer                              | 400 | 4.II  | 1141  | 647,110                     |
| Public Relation and Communication Officer            | 400 | 4.II  | 1141  | 647,110                     |
| Database and ICT Officer                             | 400 | 5.II  | 951   | 539,353                     |
| Youth Mobilization & Programme Officers              | 400 | 5.II  | 951   | 539,353                     |
| Youth Entrepreneurship Officer                       | 400 | 5.II  | 951   | 539,353                     |
| Monitoring and Evaluation Officer                    | 400 | 5.II  | 951   | 539,353                     |
| Planning & Resource Mobilisation Officer             | 400 | 5.II  | 951   | 539,353                     |
| Logistics Officer                                    | 400 | 5.II  | 951   | 539,353                     |
| Internal Auditor                                     | 400 | 5.II  | 951   | 539,353                     |
| Accountant                                           | 400 | 5.II  | 951   | 539,353                     |
| Procurement Officer                                  | 400 | 5.II  | 951   | 539,353                     |
| Administrative Assistant                             | 400 | 7.II  | 660   | 374,314                     |
| Head Central Secretariat                             | 400 | 7.II  | 660   | 374,314                     |

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 59/03 ryo ku wa 27/02/2015 rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi mu Nama y'Igihugu y'Urubyiruko**

Kigali, ku wa 27/02/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'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°59/03 of 27/02/2015 determining organizational structure, salaries and fringe benefits for employees of National Youth Council**

Kigali, on 27/02/2015

(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°59/03 du 27/02/2015 portant structure organisationnelle, salaires et avantages accordés au personnel du Conseil National de la Jeunesse**

Kigali, le 27/02/2015

(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

ITEKA RYA MINISTER W'INTEBE  
N°61/03 RYO KU WA 27/02/2015  
RISHYIRAHU IMISHAHARA N'IBINDI  
BIGENERWA ABAYOBOZI BUNGIRIJE  
B'UMUJYI WA KIGALI, N'ABAGIZE  
KOMITE NYOBOZI Y'AKARERE

PRIME MINISTER'S ORDER N°61/03 OF  
27/02/2015 DETERMINING SALARIES  
AND FRINGE BENEFITS FOR VICE  
MAYORS OF THE CITY OF KIGALI  
AND MEMBERS OF EXECUTIVE  
COMMITTEE OF THE DISTRICT

ARRETE DU PREMIER MINISTRE  
N°61/03 DU 27/02/2015 DETERMINANT  
LES SALAIRES ET AVANTAGES  
ALLOUES AUX VICE-MAIRES DE LA  
VILLE DE KIGALI ET AUX MEMBRES  
DU COMITE EXECUTIF DE DISTRICT

ISHAKIRO

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**ITEKA RYA MINISTER W'INTEBE  
N°61/03 RYO KU WA 27/02/2015  
RISHYIRAHU IMISHAHARA N'IBINDI  
BIGENERWA ABAYOBOZI BUNGIRIJE  
B'UMUJYI WA KIGALI, N'ABAGIZE  
KOMITE NYOBOZI Y'AKARERE**

**PRIME MINISTER'S ORDER N°61/03 OF  
27/02/2015 DETERMINING SALARIES  
AND FRINGE BENEFITS FOR VICE  
MAYORS OF THE CITY OF KIGALI  
AND MEMBERS OF EXECUTIVE  
COMMITTEE OF THE DISTRICT**

**ARRETE DU PREMIER MINISTRE  
N°61/03 DU 27/02/2015 DETERMINANT  
LES SALAIRES ET AVANTAGES  
ALLOUES AUX VICE-MAIRES DE LA  
VILLE DE KIGALI ET AUX MEMBRES  
DU COMITE EXECUTIF DE DISTRICT**

**Minister 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° 87/2013 ryo ku wa 11/09/2013 rigena imitunganyirize n'imikorere y'inzego z'imitegekere y'Igihugu zegerejwe abaturage, cyane cyane mu ngingo yaryo ya 68;

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;

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

Inama y'Abaminisitiri yateranye ku wa 29/07/2014 imaze kubisuzuma no kubyemeza;

**The Prime Minister,**

Pursuant to the Constitution of 04 June 2003 of the Republic of Rwanda as amended to date, especially in Articles 37, 118, 119, 121 and 201;

Pursuant to Law n° 87/2013 of 11/09/2013 determining the organization and functioning of decentralized administrative entities, especially in Article 68;

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

On proposal by the Minister Public Service and Labour;

After consideration and approval by the Cabinet, in its session of 29/07/2014;

**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° 87/2013 du 11/09/2013 portant organisation et fonctionnement des entités administratives décentralisées, spécialement en son article 68;

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

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

Après examen et adoption par le Conseil des Ministres en sa séance du 29/07/2014 ;

**ATEGETSE:**

**Ingingo ya mbere: Icyo iri teka rigamiye**

Iri teka rishyiraho imishahara n'ibindi bigenerwa Abayobozi Bungirije b'Umujyi wa Kigali n'abagize Komite Nyobozi y'Akarere.

**Ingingo ya 2: Igenwa ry'umushahara**

Umushahara ugenwa hashingiwe ku rutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu gutegura imishahara mu Butegetsi bwa Leta.

Urwego, umubare fatizo, agaciro k'umubare fatizo n'imishahara mbumbe by'Abayobozi Bungirije b'Umujyi wa Kigali n'abagize Komite Nyobozi y'Akarere biri ku mugereka w'iri teka.

**Ingingo ya 3: Ibigize umushahara mbumbe**

Umushahara mbumbe wa buri kwezi ku Bayobozi Bungirije b'Umujyi wa Kigali n'abagize Komite Nyobozi y'Akarere ukubiyemo iby'ingenzi bikurikira:

- 1° umushahara fatizo;
- 2° indamunite z'icumbi;
- 3° inkunga ya Leta mu bwiteganyirize bw'umukozi;

**HEREBY ORDERS:**

**Article One: Purpose of this Order**

This Order determines salaries and fringe benefits for Vice Mayors of the City of Kigali and members of Executive Committee of the District.

**Article 2: Determination of the salary**

Salaries shall be determined basing on job classification and in accordance with general principles on salary fixation in Public Service.

The level, index, index value and gross salary corresponding to the job positions of Vice Mayors of the City of Kigali and members of Executive Committee of District are annexed to this Order.

**Article 3: Composition of the gross salary**

The monthly gross salary for each Vice Mayor of the City of Kigali and each member of Executive Committee of District shall mainly be composed of the following:

- 1° basic salary;
- 2° housing allowances;
- 3° Government contribution for social security;

**ARRETE :**

**Article premier: Objet du présent arrêté**

Le présent arrêté détermine les salaires et autres avantages alloués aux Vice-Maires de la Ville de Kigali et aux membres du Comité Exécutif de District.

**Article 2 : Détermination du salaire**

Les salaires sont déterminés suivant la classification générale 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 aux postes d'emplois des Vice-Maires de la Ville de Kigali et membres du Comité Exécutif de District sont en annexe du présent arrêté.

**Article 3: Composition du salaire brut**

Le salaire brut mensuel pour chaque Vice-Maire de la Ville de Kigali et chaque membre du Comité Exécutif de District comprend principalement :

- 1° le salaire de base;
- 2° l'indemnité de logement ;
- 3° la contribution de l'Etat à la sécurité sociale;

4° inkunga ya Leta yo kuvuza umukozi.

**Ingingo ya 4: Ibindi bigenerwa Abayobozi Bungirije b'Umujyi wa Kigali n'abagize Komite Nyobozi y'Akarere**

Ibindi bifasha Abayobozi Bungirije b'Umujyi wa Kigali n'abagize Komite Nyobozi y'Akarere gutunganya imirimo bigenwa n'amabwiriza y'Inama Njyanama hakurikijwe amategeko n'ubushobozi bw'Umujyi wa Kigali cyangwa ubw'Akarere.

**Ingingo ya 5: Abashinzwe kubahiriza iri teka**

Minisitiri w'Ubutegetsi bw'Igihugu, Minisitiri w'Abakozi ba Leta n'Umurimo na Minisitiri w'Imari n'Igenamigambi bashinzwe kubahiriza iri teka.

**Ingingo ya 6: Ivanwaho ry'ingingo zinyuranyije n'iri teka**

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

**Ingingo ya 7: Igihe iteka ritangira gukurikizwa**

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

4° Government contribution for medical care.

**Article 4: Fringe benefits for Vice Mayors of the City of Kigali and members of Executive Committee of District**

Fringe benefits for Vice Mayors of the City of Kigali and members of Executive Committee of District shall be determined by instructions of the Council of the City of Kigali or District Council in accordance with laws and within available means.

**Article 5: Authorities responsible for the implementation of this Order**

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

**Article 6: Repealing provision**

All prior provisions contrary to this Order are hereby repealed.

**Article 7: Commencement**

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

4° la contribution de l'Etat aux soins médicaux.

**Article 4: Avantages alloués aux Vice-Maires de la Ville de Kigali et membres du Comité Exécutif de District**

Les avantages alloués aux Vice-Maires de la Ville de Kigali et membres du Comité Exécutif de District sont fixés par les instructions du Conseil de la Ville de Kigali ou de District conformément aux lois et dans les limites des moyens de la Ville de Kigali ou du District.

**Article 5: Autorités chargées de l'exécution du présent arrêté**

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

**Article 6: Disposition abrogatoire**

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

**Article 7: Entrée en vigueur**

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

Kigali, ku wa **27/02/2015**

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya  
Repubulika:**

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

Kigali, on **27/02/2015**

(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

Kigali, le **27/02/2015**

(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 W'ITEKA RYA MINISITIRI  
W'INTEBE N°61/03 RYO KU WA  
27/02/2015 RISHYIRAHU IMISHAHARA  
N'IBINDI BIGENERWA ABAYOBOZI  
BUNGIRIJE B'UMUJYI WA KIGALI,  
N'ABAGIZE KOMITE NYOBOZI  
Y'AKARERE**

**ANNEX TO PRIME MINISTER'S ORDER  
N°61/03 OF 27/02/2015 DETERMINING  
SALARIES AND FRINGE BENEFITS FOR  
VICE MAYORS OF THE CITY OF KIGALI  
AND MEMBERS OF EXECUTIVE  
COMMITTEE OF THE DISTRICT**

**ANNEXE A L'ARRETE DU PREMIER  
MINISTRE N°61/03 DU 27/02/2015  
DETERMINANT LES SALAIRES ET  
AVANTAGES ALLOUES AUX VICE-  
MAIRES DE LA VILLE DE KIGALI ET  
AUX MEMBRES DU COMITE EXECUTIF  
DE DISTRICT**



**Official Gazette No. Special Bis of 28/02/2015**

**VICE MAYORS OF THE CITY OF KIGALI AND MEMBERS OF EXECUTIVE COMMITTEE OF THE DISTRICT**

**SALARY STRUCTURE**

| INSTITUTION    | POST                                         | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|----------------|----------------------------------------------|-----|-------|-------|-----------------------------|
| City of Kigali | Vice-Mayor                                   | 500 | E     | 3,156 | 2,011,950                   |
| District       | Mayor                                        | 400 | G     | 2,608 | 1,330,080                   |
| District       | Vice-Mayor in charge of Economic Development | 400 | H     | 2,173 | 1,108,230                   |
| District       | Vice-Mayor in charge of Social Affairs       | 400 | H     | 2,173 | 1,108,230                   |

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°61/03 ryo ku wa 27/02/2015 rishyiraho imishahara n'ibindi bigenerwa Abayobozi Bungirije b'Umujyi wa Kigali, n'abagize Komite Nyobozi y'Akarere**

Kigali, ku wa 27/02/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika :**

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

**Seen to be annexed to Prime Minister's Order n°61/03 of 27/02/2015 determining salaries and fringe benefits for Vice Mayors of the City of Kigali and members of Executive Committee of the District**

Kigali, on 27/02/2015

(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° 61/03 du 27/02/2015 déterminant les salaires et avantages alloués aux Vice-Maires de la Ville de Kigali et aux membres du Comité Exécutif de District**

Kigali, le 27/02/2015

(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

ITEKA RYA MINISITIRI W'INTEBE N° 62/03 RYO KU WA 27/02/2015 RIGENA IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MU KIGEGA CYA LETA CYO GUSHYIGIKIRA NO GUTERA INKUNGA ABATISHOBYE BAROKOTSE JENOSIDE YAKOREWE ABATUTSI YAKOZWE HAGATI Y'ITARIKI YA MBERE UKWAKIRA 1990 N'IYA 31 UKUBOZA 1994

PRIME MINISTER'S ORDER N°62/03 OF 27/02/2015 DETERMINING ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF FUND FOR SUPPORT AND ASSISTANCE TO THE NEEDIEST SURVIVORS OF THE GENOCIDE AGAINST THE TUTSI COMMITTED BETWEEN 01 OCTOBER 1990 AND 31 DECEMBER 1994

ARRETE DU PREMIER MINISTRE N°62/03 DU 27/02/2015 PORTANT STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU FONDS DE SOUTIEN ET D'ASSISTANCE AUX RESCAPES LES PLUS NECESSITEUX DU GENOCIDE PERPETRE CONTRE LES TUTSI ENTRE LE 01 OCTOBRE 1990 ET LE 31 DECEMBRE 1994

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**PRIME MINISTER'S ORDER N°62/03 OF 27/02/2015 DETERMINING ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF FUND FOR SUPPORT AND ASSISTANCE TO THE NEEDIEST SURVIVORS OF THE GENOCIDE AGAINST THE TUTSI COMMITTED BETWEEN 01 OCTOBER 1990 AND 31 DECEMBER 1994**

**ARRETE DU PREMIER MINISTRE N°62/03 DU 27/02/2015 PORTANT STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU FONDS DE SOUTIEN ET D'ASSISTANCE AUX RESCAPES LES PLUS NECESSEUX DU GENOCIDE PERPETRE CONTRE LES TUTSI ENTRE LE 01 OCTOBRE 1990 ET LE 31 DECEMBRE 1994**

**Minisitiri w'Intebe;**

**The Prime Minister;**

**Le Premier Ministre;**

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

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 118, 119, 121 and 201;

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

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

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

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

Having reviewed 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 to date;

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 et complété à ce jour;

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

On proposal by the Minister of Public Service and Labour;

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

Inama y'Abaminisitiri yateranye ku wa 29/07/2014 imaze kubisuzuma no kubyemeza.

After consideration and approval by the Cabinet in its session of 29/07/2014.

Après examen et adoption par le Conseil des Ministres en sa séance du 29/07/2014.

**ATEGETSE:**

**HEREBY ORDERS:**

**ARRETE :**

**Ingingo ya mbere: Icyo iri teka rigamiye**

Iri teka rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi bo mu Kigega cya Leta cyo Gushyigikira no Gutera Inkunga Abatishoboye barokotse Jenocide yakorewe Abatutsi yakozwe hagati y'itariki ya mbere Ukwakira 1990 n'ya 31 Ukuboza 1994, FARG MU magambo ahinnye y'Igifaransa.

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

Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo muri FARG biri ku mugereka wa I n'uwa II y'iri teka.

**Ingingo 3: Igenwa ry'Umushahara**

Imishahara y'abakozi muri FARG 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 muri FARG biri ku mugereka wa III w'iri teka.

**Ingingo 4: Ibigize Umushahara mbumbe**

Umushahara mbumbe wa buri kwezi ku bayobozi bakuru n'abakozi muri FARG ukubiyemo iby'ingenzi bikurikira:

1 ° umushahara fatizo;

**Article One: Purpose of this Order**

This Order determines the organizational structure, salaries and fringe benefits for employees of Fund for Support and Assistance to the neediest Survivors of the Genocide against the Tutsi committed between 01 October 1990 and 31 December 1994, abbreviated as FARG in French.

**Article 2: Organizational structure and job profiles**

The Organizational structure and job profiles of FARG are respectively on annex I and II of this Order.

**Article 3: Determination of the salary**

Salaries for employees of FARG shall be determined basing on job classification and in accordance with general principles on salary calculation in public service.

The level, index value and gross salary corresponding to each job position in FARG are on annex III to this Order.

**Article 4: Composition of Gross salary**

The monthly gross salary of the authorities and employees of FARG shall mainly be composed of the following:

1 ° basic salary;

**Article premier: Objet du présent arrêté**

Le présent arrêté porte la structure organisationnelle, les salaires et avantages accordés au personnel du Fonds de Soutien et d'Assistance aux Rescapes les plus nécessaires du Génocide perpétré contre les Tutsi entre le 01 octobre 1990 et le 31 décembre 1994, FARG en sigle.

**Article 2: Structure organisationnelle et profils d'emplois**

La Structure organisationnelle et profils d'emplois du FARG sont respectivement en annexe I et II du présent arrêté.

**Article 3 : Détermination du salaire**

Les salaires accordés aux agents du FARG 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 du FARG sont à l'annexe III du présent arrêté.

**Article 4: Composition du Salaire brut**

Le salaire brut mensuel des dirigeants et agents du FARG comprend principalement :

1 ° le salaire de base;

|                                                   |                                             |                                                       |
|---------------------------------------------------|---------------------------------------------|-------------------------------------------------------|
| 2 ° indamunite y'icumbi;                          | 2 ° housing allowance;                      | 2 ° l'indemnité de logement ;                         |
| 3 ° indamunite y'urugendo;                        | 3 ° transport allowance;                    | 3 ° l'indemnité de transport ;                        |
| 4 ° inkunga ya Leta mu bwiteganyirize bw'umukozi; | 4 ° State contribution for social security; | 4 ° la contribution de l'Etat à la sécurité sociale ; |
| 5 ° inkunga ya Leta yo kuvuza umukozi.            | 5 ° State contribution for medical care.    | 5 ° la contribution de l'Etat aux soins médicaux.     |

Indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo ntigenerwa abakozi bari ku rwego rw'imirimo rwa "F", 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.

The transport allowance specified in Paragraph One of this Article shall not be granted to public servants positioned on level "F" whose transport shall be 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 shall be entitled to special transport allowance in accordance with Instructions of the Minister in charge of public service.

L'indemnité de transport dont question à l'alinéa premier du présent article n'est pas allouée aux agents de l'Etat aux postes de niveau "F" pour lesquels le transport est facilité selon les instructions du Ministre ayant le transport dans ses attributions ainsi que ceux aux postes de niveau "3" qui bénéficient d'une indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

**Ingingo 5: Ibindi bigenerwa Umuyobozi Mukuru muri FARG**

**Article 5: Fringe benefits for Director General of FARG**

**Article 5: Avantages alloués au Directeur General de FARG**

Umuyobozi Mukuru wa FARG agenerwa ibindi bimufasha gutunganya imirimo bikurikira:

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

Le Directeur General de FARG bénéficie des avantages suivants :

|                                                                                                                                                                                             |                                                                                                                                                                                                                 |                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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; | 1 ° an office telephone communication allowance of one hundred thousand Rwandan francs (100,000 Rwf) and a mobile phone communication allowance of one hundred thousand Rwandan francs (100,000 Rwf) per month; | 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 ° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200.000 Frw) buri kwezi anyura kuri konti                                                           | 2 ° office guest's entertainment allowance of two hundred thousand Rwandan francs (200,000 Rwf) per month payable at the                                                                                        | 2 ° les frais de représentation au service équivalant à deux cent mille francs rwandais (200.000 Frw) chaque mois payable au compte bancaire de                                                       |

y'urwego;

institution's bank account ;

l'institution;

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

3 ° the Government shall facilitate his/her transport in accordance with the Instructions of the Minister in charge of 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 Abayobozi b'Amashami, bari ku rwego rw'imirimo rwa "3"**

**Article 6: Fringe benefits for Directors of Units on "3" job level**

**Article 6: Avantages alloués aux Directeurs d'Unités aux postes de niveau "3"**

Abayobozi b'Amashami bari ku rwego rwa "3" kandi bafite itsinda ry'abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe y'Urwego, bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

The Directors of Units on "3" job level with a pool of public servants under their responsibility in accordance with the approved organizational structure shall each be entitled to the following fringe benefits:

Les Directeurs d'Unités aux postes de niveau "3" qui ont des agents de l'Etat placés sous leur responsabilité suivant la structure organisationnelle approuvée, bénéficient chacun des avantages suivants:

1 ° amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo itatu y'u Rwanda (30.000 Frw) buri kwezi n'amafaranga ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi ya telefoni yo mu biro;

1 ° a mobile phone communication allowance of thirty thousand Rwandan francs (30, 000 Rwf) per month and an office landline communication allowance of one hundred thousand Rwandan francs (100,000 Rwf) per month;

1 ° les frais de communication par téléphone portable équivalant à trente mille francs rwandais (30.000 Frw) par mois et des frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) par mois ;

2 ° indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

2 ° a special transport allowance as determined by the instructions of Minister in charge of public service.

2 ° l'indemnité spéciale de transport conformément aux Instructions du Ministre ayant la fonction publique dans ses attributions.

**Ingingo ya 7: Indamunite y'urugendo rw'imodoka**

**Article 7: Mileage allowance**

**Article 7: Indemnité kilométrique**

Iyo Umuyobozi Mukuru uri ku rwego rwa "F" agiye mu butumwa imbere mu Gihugu akoresheje imodoka ye, Leta imugenera indamunite y'urugendo hakurikijwe ibiteganywa n'amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

When a Senior Official on level "F" goes on official mission inside the Country using his/her vehicle, the State shall pay him/her mileage allowance specified in the Instructions of the Minister in charge of transport.

Lorsque le haut cadre au poste de niveaux "F" va en mission officielle à l'intérieur du pays en utilisant son véhicule, l'Etat lui octroie une indemnité kilométrique conformément aux instructions du Ministre ayant le transport dans ses attributions.



**Ingingo ya 8: Abashinzwe kubahiriza iri teka**

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri w'Ubutegetsi bw'Igihugu, Minisitiri w'Ibikorwa Remezo na Minisitiri w'Imari n'Igenamigambi basabwe kubahiriza iri teka.

**Ingingo ya 9: Ivanwaho ry'ingingo zinyuranyije n'iri teka**

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

**Ingingo ya 10: Igihe iteka ritangira gukurikizwa**

Iri teka ritangira gukurikizwa ku munsu ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera ku wa 29/07/2014.

Kigali, ku wa 27/02/2015

**Article 8: Authorities responsible for the implementation of this Order**

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

**Article 9: Repealing provision**

All prior provisions contrary to this Order are hereby repealed.

**Article 10: Commencement**

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes effect as of 29/07/2014.

Kigali, on 27/02/2015

**Article 8: Autorités chargées de l'exécution du présent arrêté**

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

**Article 9: Disposition abrogatoire**

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

**Article 10: Entrée en vigueur**

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il sort ses effets à partir du 29/07/2014.

Kigali, le 27/02/2015

(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

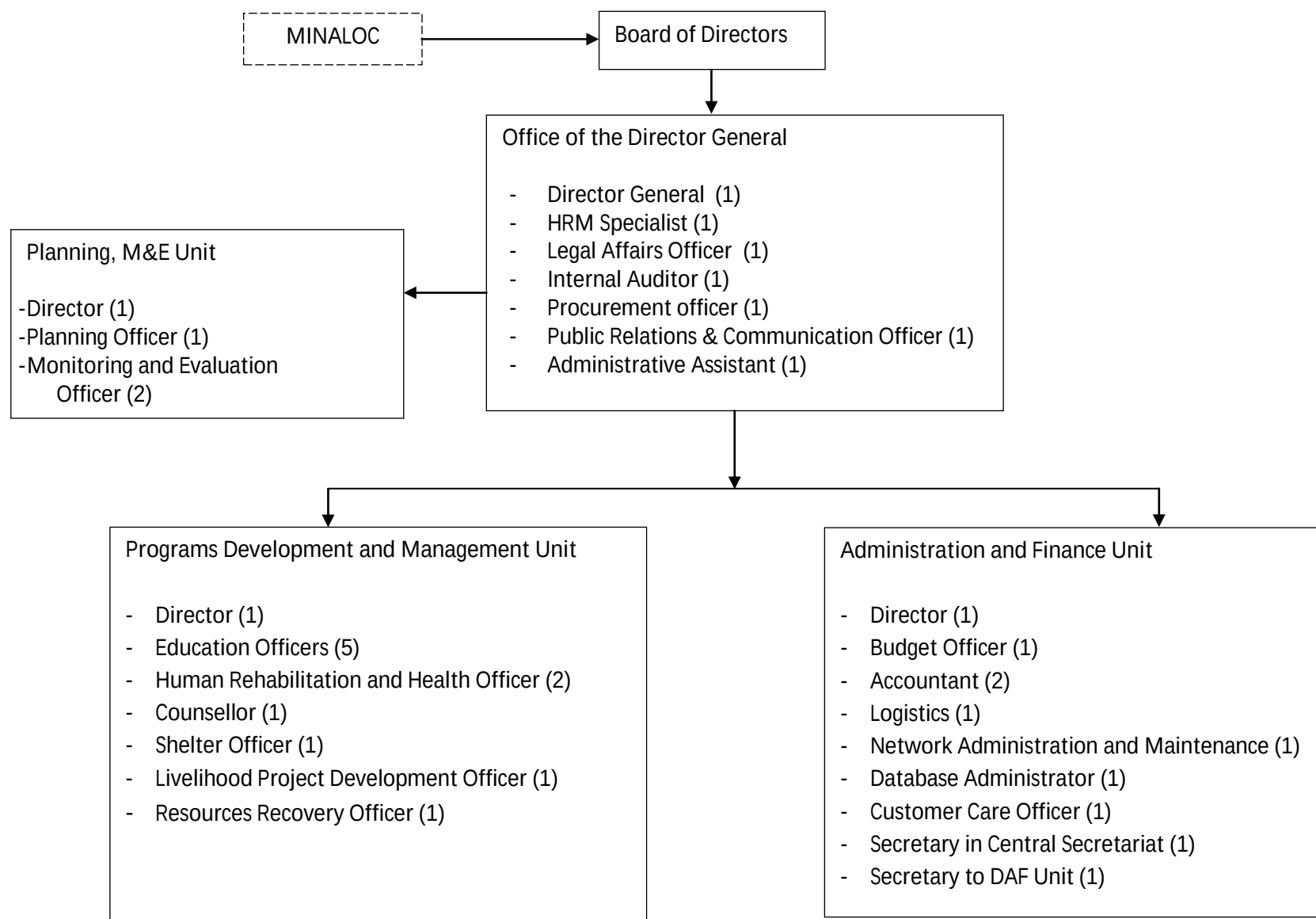
(sé)  
**BUSINGYE Johnston**  
Ministre de la Justice/Garde des Sceaux

**UMUGEREKA WA I W'ITEKA RYA MINISITIRI  
W'INTEBE N°62/03 RYO KU WA 27/02/2015  
RIGENA IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MU KIGEGA CYA  
LETA CYO GUSHYIGIKIRA NO GUTERA  
INKUNGA ABATISHOBOYE BAROKOTSE  
JENOSIDE YAKOREWE ABATUTSI YAKOZWE  
HAGATI Y'ITARIKI YA MBERE UKWAKIRA  
1990 N'IYA 31 UKUBOZA 1994**

**ANNEXE I TO THE PRIME MINISTER'S  
ORDER N°62/03 OF 27/02/2015  
DETERMINING ORGANISATIONAL  
STRUCTURE, SALARIES AND FRINGE  
BENEFITS FOR EMPLOYEES OF FUND  
FOR SUPPORT AND ASSISTANCE TO THE  
NEEDIEST SURVIVORS OF THE  
GENOCIDE AGAINST THE TUTSI  
COMMITTED BETWEEN 01 OCTOBER  
1990 AND 31 DECEMBER 1994**

**ANNEXE I DE L'ARRETE DU PREMIER  
MINISTRE N°62/03 DU 27/02/2015  
PORTANT STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AVANTAGES ACCORDES AU PERSONNEL  
DU FONDS DE SOUTIEN ET D'ASSISTANCE  
AUX RESCAPES LES PLUS NECESSITEUX  
DU GENOCIDE PERPETRE CONTRE LES  
TUTSI ENTRE LE 01 OCTOBRE 1990 ET LE  
31 DECEMBRE 1994**

*Official Gazette No. Special Bis of 28/02/2015*  
**FARG - ORGANIZATIONAL STRUCTURE**



**UMUGEREKA WA II W'ITEKA RYA  
MINISITIRI W'INTEBE N°62/03 RYO KU WA  
27/02/2015 RIGENA IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI MU KIGEGA  
CYA LETA CYO GUSHYIGIKIRA NO GUTERA  
INKUNGA ABATISHOBOYE BAROKOTSE  
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ORGANISATIONNELLE, SALAIRES ET  
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AUX RESCAPES LES PLUS NECESSITEUX  
DU GENOCIDE PERPETRE CONTRE LES  
TUTSI ENTRE LE 01 OCTOBRE 1990 ET LE  
31 DECEMBRE 1994**

**FARG JOB PROFILES**

| Administrative Unit            | Job Title        | Title of job position linked with the job | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Number of proposed Job Positions |
|--------------------------------|------------------|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Office of the Director General | Director General | Director General                          | <p>A0 in HR Management, Management, Public Administration, Administrative Sciences, Finance, Economics, Accounting, Law, Development Studies, Education Sciences, with 7 years of working experience or 2 years in senior position Or Master's Degree or Equivalent in HR Management, Management, Public Administration, Administrative Sciences, Finance, Economics, Accounting, Law, Development Studies, Education Sciences with 5 years of working experience.</p> <p><u>Knowledge and technical skills required:</u></p> <ul style="list-style-type: none"> <li>-Leadership skills;</li> <li>- Knowledge in Conflict Management;</li> <li>- Knowledge of Human Resources Concepts, Practices, Policies and Procedures;</li> <li>- Problem Solving Skills;</li> <li>- Computer Skills;</li> <li>- Judgement and Decision Making Skills;</li> <li>- Time Management Skills;</li> <li>- Interview Skills;</li> <li>- High Analytical Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/or French ;knowledge of all is an advantage</li> </ul> | 1                                |

| Administrative Unit | Job Title      | Title of job position linked with the job | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Number of proposed Job Positions |
|---------------------|----------------|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
|                     | HRM Specialist | HRM Specialist                            | <p>A0 in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Human Resource Management with 3 years of working experience or Master's Degree in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Specialization in Human Resource Management</p> <p><u>Knowledge and technical skills required:</u></p> <ul style="list-style-type: none"> <li>- Deep knowledge of Rwandan Public Service and Labor Law;</li> <li>- Knowledge in Conflict Management;</li> <li>- Knowledge of Human Resources Concepts, Practices, Policies and Procedures;</li> <li>- Problem Solving Skills;</li> <li>- Computer Skills;</li> <li>- Judgement and Decision Making Skills;</li> <li>- Time Management Skills;</li> <li>- Interview Skills;</li> <li>- High Analytical Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/or French ; knowledge of all is an advantage</li> </ul> | 1                                |
|                     | Legal Affairs  | Legal Affairs Officer                     | <p>A0 in law</p> <p><u>Knowledge and technical skills required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Substantive Law and Legal Procedures;</li> <li>- Report writing and presentation skills;</li> <li>- Analytical and problem solving;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French.</li> </ul> <p>knowledge of all is an advantage</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 1                                |

| Administrative Unit | Job Title        | Title of job position linked with the job | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Number of proposed Job Positions |
|---------------------|------------------|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
|                     | Internal Auditor | Internal Auditor                          | <p>A0 in Accounting, Public Finance or Management with specialization in Finance/Accounting.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Detailed knowledge of financial and audit standards, HR and Financial regulations, procedures;</li> <li>- Knowledge of Financial software;</li> <li>- Planning skills;</li> <li>- Excellent communication, organisation and interpersonal skills;</li> <li>- Computer skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Excellent problem solving skills and clear logical sens;</li> <li>- Fluent in Kinyarwanda, English and/or French;</li> </ul> <p>knowledge of all is an advantage</p> | 1                                |



| Administrative Unit | Job Title                          | Title of job position linked with the job | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Number of proposed Job Positions |
|---------------------|------------------------------------|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
|                     | Procurement                        | Procurement Officer                       | <p>A0 in Procurement, Management, Public Finance, Accounting, Economics, Law.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High analytical skills;</li> <li>- Knowledge of basic business and purchasing practices;</li> <li>- Knowledge of state contracting law, regulations and procedures;</li> <li>- Knowledge of grade, qualities, suppliers and prices trends of commodities;</li> <li>- Knowledge in contract drafting and negotiation;</li> <li>- Category management skills;</li> <li>- Time management skills;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French, knowledge of all is an advantage</li> </ul> | 1                                |
|                     | Public Relations and Communication | Public Relations & Communication Officer  | <p>A0 in Journalism, Communication, International Relations, Marketing, Linguistics and Literature</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing;</li> <li>- Excellent interpersonal skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer skills;</li> <li>- Creativity and initiative;</li> <li>- Good organisational and time-management skills;</li> <li>- Teamworking skills;</li> <li>- Effective public relations and public speaking skills;</li> <li>- Interviewing skills;</li> <li>- Fluent in Kinyarwanda, English and French;</li> <li>- knowledge of all is an advantage</li> </ul>                                                   | 1                                |

| Administrative Unit                      | Job Title                | Title of job position linked with the job            | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Number of proposed Job Positions |
|------------------------------------------|--------------------------|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
|                                          | Administrative Assistant | Administrative Assistant to the Director General     | A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Social work, Sociology, Law<br><u>Key technical skills and knowledge required:</u><br><ul style="list-style-type: none"> <li>- Knowledge in Office management;</li> <li>- Knowledge of customer care satisfaction;</li> <li>- Excellent communication, organisation and interpersonal skills;</li> <li>- Computer knowledge (Word processing, Power Point and Internet);</li> <li>- Time management skills;</li> <li>- Analytical and problem solving;</li> <li>- Fluent in Kinyarwanda, English and French</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                | 1                                |
| Sub total                                |                          |                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 7                                |
| Planning, Monitoring and Evaluation Unit | Director of Unit         | Director of Planning, Monitoring and Evaluation Unit | A0 in Management, Economics, Development Studies, Project Management, with 3 years of working experience or Master's Degree or Equivalent in Management, Economics, Development Studies, Project Management, with 1 year of working experience.<br><u>Key Technical Skills &amp; Knowledge required:</u><br><ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1                                |

| Administrative Unit | Job Title        | Title of job position linked with the job | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Number of proposed Job Positions |
|---------------------|------------------|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
|                     | Planning Officer | Planning Officer                          | <p>A0 in Management, Economics, Development Studies, Project Management, Business Administration.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Deep understanding of financial accounts;</li> <li>- High Analytical Skills</li> <li>- Interpersonal skills;</li> <li>- Time management Skills</li> <li>- Complex Problem solving;</li> <li>-Flexibility Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1                                |

| Administrative Unit | Job Title     | Title of job position linked with the job | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Number of proposed Job Positions |
|---------------------|---------------|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
|                     | M & E Officer | M & E Officer                             | <p>A0 in Management, Economics, Development Studies, Project Management.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Knowledge of Research and development policies and strategies;</li> <li>- Knowledge to conduct monitoring exercises;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Complex Problem Solving;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 2                                |
|                     |               |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 4                                |

| Administrative Unit                      | Job Title        | Title of job position linked with the job            | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Number of proposed Job Positions |
|------------------------------------------|------------------|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Programs Development and Management Unit | Director of Unit | Director of Programs Development and Management Unit | <p>A0 in Management, Economics, Development Studies, Rural Development, Project management , Planning, with 3 years of working expeience; Or Master's Degree or Equivalent in Management, Economics, Development Studies, Rural Development, Project management , Planning, with 1 year of working expeience.</p> <p><u>Key technical skills and knowledge:</u></p> <ul style="list-style-type: none"> <li>-Leadership and management skills;</li> <li>-Knowledge of results based management, logical flamework approach, strategic planning processes and tools;</li> <li>-organisational skills;</li> <li>- Communication skills;</li> <li>-knowledge in monitoring and evaluation systems;</li> <li>-Computer skills;</li> <li>-Time management skills;</li> <li>-Team working skills;</li> <li>-Judgement and decision making skills;</li> <li>-Complex problem solving;</li> <li>-High analytical skills ; Project Design&amp; Management</li> <li>-Fluent in kinyarwanda, English and / French, knowledge of both is an advantage</li> </ul> | 1                                |

| Administrative Unit | Job Title                               | Title of job position linked with the job | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Number of proposed Job Positions |
|---------------------|-----------------------------------------|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
|                     | Education Officer                       | Education Officer                         | <p>A0 in Education Sciences, Sociology, Social Work</p> <p><u>Key technical skills and knowledge:</u></p> <ul style="list-style-type: none"> <li>-Communication Skills;</li> <li>- Time Management Skills;</li> <li>-Team working skills</li> <li>-Judgement and decision making skills</li> <li>- Analytical and problem solving skills;</li> <li>- Very effective organizational skills;</li> <li>- Computer skills;</li> <li>- Project Design &amp; Management</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>         | 5                                |
|                     | Human Rehabilitation and Health Officer | Human Rehabilitation and Health Officers  | <p>A0 in Clinical Psychology, Public Health, Psychology, Mental Health.</p> <p><u>Key technical skills and knowledge:</u></p> <ul style="list-style-type: none"> <li>-Communication Skills;</li> <li>- Time Management Skills;</li> <li>- Hospitality skills;</li> <li>-Team working skills</li> <li>-Judgement and decision making skills</li> <li>- Analytical and problem solving skills;</li> <li>- Very effective organizational skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 2                                |

| Administrative Unit | Job Title       | Title of job position linked with the job | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Number of proposed Job Positions |
|---------------------|-----------------|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
|                     | Counselor       | Counselor                                 | <p>A0 in Clinical Psychology, Psychology, Mental Health</p> <p><u>Key technical skills and knowledge:</u></p> <ul style="list-style-type: none"> <li>-Communication Skills;</li> <li>- Time Management Skills;</li> <li>- Hospitality skills;</li> <li>-Team working skills</li> <li>-Judgement and decision making skills</li> <li>- Analytical and problem solving skills;</li> <li>- Very effective organizational skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                     | 1                                |
|                     | Shelter Officer | Shelter Officer                           | <p>A0 in Construction Management, Civil Engineering, Real Estate &amp; Construction Management, Building &amp; Construction, Civil Infrastructure Engineering.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High Analytical skills;</li> <li>- planning and organizational skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Interpersonal skills;</li> <li>-Effective communication skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1                                |

| Administrative Unit | Job Title                              | Title of job position linked with the job | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Number of proposed Job Positions |
|---------------------|----------------------------------------|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
|                     | Livelihood Project Development Officer | Livelihood Project Development Officer    | <p>A0 in Management, Economics, Finance, Development Studies, Rural Development, Project management.</p> <p><u>Key technical skills and knowledge:</u></p> <ul style="list-style-type: none"> <li>-Knowledge of results based management,</li> <li>- logical framework approach;</li> <li>- strategic planning processes and tools;</li> <li>- organisational skills;</li> <li>- Communication skills;</li> <li>-knowledge in monitoring and evaluation systems;</li> <li>-Computer skills;</li> <li>-Time management skills;</li> <li>-Team working skills;</li> <li>-Judgement and decision making skills;</li> <li>-Complex problem solving;</li> <li>-High analytical skills ;</li> <li>- Project Design&amp; Management</li> <li>-Fluent in kinyarwanda, English and / French, knowledge of both is an advantage</li> </ul> | 1                                |



| Administrative Unit | Job Title                  | Title of job position linked with the job | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Number of proposed Job Positions |
|---------------------|----------------------------|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
|                     | Resources Recovery Officer | Resources Recovery Officer                | <p>A0 in Public Finance, Accounting, Economics, Management specializing in Finance/ Accounting.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Knowledge to analyse complex financial information &amp; Produce reports</li> <li>- Deep understanding of financial accounts;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- High Analytical Skills</li> <li>- Interpersonal skills;</li> <li>- Time management Skills</li> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and French ;</li> </ul> <p>knowledge of all is an advantage</p> | 1                                |
| Sub total           |                            |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 12                               |

| Administrative Unit           | Job Title        | Title of job position linked with the job   | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Number of proposed Job Positions |
|-------------------------------|------------------|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Finance & Administration Unit | Director of Unit | Director of Finance and Administration Unit | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or Bachelor's degree in Accounting, Public Finance, Finance, or Mnagement with specialisation in Finance with at least 3 years working experience.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Leadership and management skills;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software(SMART IFMIS);</li> <li>- Knowledge of human resources concepts, practices, policies, and procedures;</li> <li>- Knowledge of organizational structure, workflow, and operating procedures;</li> <li>-Knowledge in Monitoring &amp; System Evaluation;</li> <li>- Time management Skills- Interviewing Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Problem solving;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1                                |

| Administrative Unit | Job Title      | Title of job position linked with the job | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Number of proposed Job Positions |
|---------------------|----------------|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
|                     | Budget Officer | Budget Officer                            | <p>A0 in Finance, Accounting, Management and Economics</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Planning and organisational skills</li> <li>- Communication skills, Strong IT skills</li> <li>- Time management skills</li> <li>- Team working skills</li> <li>- Judgement and decision making</li> <li>- Skills interpersonal skills</li> <li>- Complex problem solving</li> <li>- Deep understanding of financial accounts</li> <li>- Flexibility skills</li> <li>- Knowledge of cost analysis technics</li> <li>- Fluent in kinyarwanda, English and French; knowledge of all is an advantage</li> </ul> | 1                                |

| Administrative Unit | Job Title  | Title of job position linked with the job | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Number of proposed Job Positions |
|---------------------|------------|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
|                     | Accountant | Accountant                                | <p>A0 in Accounting, Finance, Management with specialization in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Knowledge to analyse complex financial information &amp; Produce reports</li> <li>- Deep understanding of financial accounts;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- High Analytical Skills</li> <li>- Interpersonal skills;</li> <li>- Time management Skills</li> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and French ;knowledge of all is an advantage</li> </ul> | 2                                |

| Administrative Unit | Job Title | Title of job position linked with the job | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Number of proposed Job Positions |
|---------------------|-----------|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
|                     | Logistics | Logistics Officer                         | <p>A0 in Store Management, Management, Finance, Accounting, Economics, Administrative Sciences, Public Administration</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Management of Material Resources;</li> <li>- Knowledge of supply chain management;</li> <li>- Organizational Skills;</li> <li>- Computer Skills;</li> <li>- Communication Skills;</li> <li>- Report writing &amp; Presentation Skills;</li> <li>- Analytical Skills;</li> <li>- Interpersonal Skills;</li> <li>- Time management Skills;</li> <li>- Negotiation Skills;</li> <li>- Team working Skills</li> <li>- Problem Solving Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1                                |

| Administrative Unit | Job Title                        | Title of job position linked with the job | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Number of proposed Job Positions |
|---------------------|----------------------------------|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
|                     | Network and System Administrator | Network and System Administrator Officer  | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, 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, MCSD, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Research and development ICT policies and strategies;</li> <li>- Highly proficient with Microsoft Windows operating systems</li> <li>- Proficient in Microsoft Office products</li> <li>- Proficient in basic networking protocols and standards</li> <li>- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;</li> <li>- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills a</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1                                |

| Administrative Unit | Job Title                      | Title of job position linked with the job | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Number of proposed Job Positions |
|---------------------|--------------------------------|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
|                     | Database Administrator Officer | Database Administration Officer           | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, 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><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Research and development ICT policies and strategies;</li> <li>- Highly proficient with Microsoft Windows operating systems</li> <li>- Proficient in Microsoft Office products</li> <li>- Proficient in basic networking protocols and standards</li> <li>- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;</li> <li>- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills a</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1                                |

| Administrative Unit | Job Title             | Title of job position linked with the job | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Number of proposed Job Positions |
|---------------------|-----------------------|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
|                     | Customer Care Officer | Customer Care Officer                     | <p>A0 in Communication, Public Relations, International Relations, Journalism, Marketing, Linguistics and Literature, Sociology.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing;</li> <li>- Excellent interpersonal skills;</li> <li>- Knowledge in Hospitality Management;</li> <li>- Report writing and presentation skills;</li> <li>- Computer skills;</li> <li>- Creativity and initiative;</li> <li>- Good organisational and time-management skills;</li> <li>- Teamworking skills;</li> <li>- Effective public relations and public speaking skills;</li> <li>- Interviewing skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage</li> </ul> | 1                                |



| Administrative Unit | Job Title           | Title of job position linked with the job | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Number of proposed Job Positions |
|---------------------|---------------------|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
|                     | Central Secretariat | Secretary in 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</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Analytical &amp; Problem solving Skills;</li> <li>- Decision Making Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1                                |

| Administrative Unit | Job Title | Title of job position linked with the job | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Number of proposed Job Positions |
|---------------------|-----------|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
|                     | Secretary | Secretary to DAF Unit                     | <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 &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Analytical &amp; Problem solving Skills;</li> <li>- Decision Making Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1                                |
| Sub total           |           |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 10                               |
| FARG - TOTAL        |           |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 33                               |

**UMUGEREKA WA III W'ITEKA RYA  
MINISITIRI W'INTEBE N°62/03 RYO KU WA  
27/02/2015 RIGENA IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI MU KIGEGA  
CYA LETA CYO GUSHYIGIKIRA NO GUTERA  
INKUNGA ABATISHOBOYE BAROKOTSE  
JENOSIDE YAKOREWE ABATUTSI YAKOZWE  
HAGATI Y'ITARIKI YA MBERE UKWAKIRA  
1990 N'IYA 31 UKUBOZA 1994**

**ANNEXE III TO THE PRIME MINISTER'S  
ORDER N°62/03 OF 27/02/2015  
DETERMINING ORGANISATIONAL  
STRUCTURE, SALARIES AND FRINGE  
BENEFITS FOR EMPLOYEES OF FUND  
FOR SUPPORT AND ASSISTANCE TO THE  
NEEDIEST SURVIVORS OF THE  
GENOCIDE AGAINST THE TUTSI  
COMMITTED BETWEEN 01 OCTOBER  
1990 AND 31 DECEMBER 1994**

**ANNEXE III DE L'ARRETE DU PREMIER  
MINISTRE N°62/03 DU 27/02/2015  
PORTANT STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AVANTAGES ACCORDES AU PERSONNEL  
DU FONDS DE SOUTIEN ET D'ASSISTANCE  
AUX RESCAPES LES PLUS NECESSITEUX  
DU GENOCIDE PERPETRE CONTRE LES  
TUTSI ENTRE LE 01 OCTOBRE 1990 ET LE  
31 DECEMBRE 1994**

FARG SALARY STRUCTURE

| POST                                                  | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|-------------------------------------------------------|-----|-------|-------|-----------------------------|
| Director General                                      | 441 | F     | 2869  | 1,613,167                   |
| Director of Administration and Finance Unit           | 400 | 3.II  | 1369  | 784,008                     |
| Director of Planning, Monitoring & Evaluation Unit    | 400 | 3.II  | 1369  | 784,008                     |
| Director of Programms Development and Management Unit | 400 | 3.II  | 1369  | 784,008                     |
| HRM Specialist                                        | 400 | 3.II  | 1369  | 784,008                     |
| Legal Advisor                                         | 400 | 4.III | 1313  | 744,659                     |
| Public Relations and Communication Officer            | 400 | 4.II  | 1141  | 647,110                     |
| Planning Officer                                      | 400 | 5.II  | 951   | 539,353                     |
| M&E Officers                                          | 400 | 5.II  | 951   | 539,353                     |
| Education Officers                                    | 400 | 5.II  | 951   | 539,353                     |
| Human Rehabilitation and Health Officer               | 400 | 5.II  | 951   | 539,353                     |
| Shelter Officer                                       | 400 | 5.II  | 951   | 539,353                     |
| Counsellor                                            | 400 | 5.II  | 951   | 539,353                     |
| Livelihood Project Development Officer                | 400 | 5.II  | 951   | 539,353                     |
| Resources Recovery Officer                            | 400 | 5.II  | 951   | 539,353                     |
| Database Administrator                                | 400 | 5.II  | 951   | 539,353                     |
| Logistics Officer                                     | 400 | 5.II  | 951   | 539,353                     |
| Network Administrator and Maintenance                 | 400 | 5.II  | 951   | 539,353                     |
| Internal Auditor                                      | 400 | 5.II  | 951   | 539,353                     |
| Procurement Officer                                   | 400 | 5.II  | 951   | 539,353                     |
| Accountant                                            | 400 | 5.II  | 951   | 539,353                     |
| Budget Officer                                        | 400 | 5.II  | 951   | 539,353                     |
| Administrative Assistant to ES                        | 400 | 5.II  | 951   | 539,353                     |
| Customer Care Officer                                 | 400 | 6.II  | 793   | 449,744                     |
| Secretary to DAF Unit                                 | 400 | 8.II  | 508   | 288,109                     |
| Secretary in Central Secretariat                      | 400 | 8.II  | 508   | 288,109                     |

**Bibonywe kugira ngo bishyirwe ku mugereka w' Iteka rya Minisitiri w'Intebe n°62/03 ryo ku wa 27/02/2015 rigena Imbonerahamwe y'Imyanya y'Imirimo, Imishahara n'ibindi bigenerwa abakozi mu Kigega cya Leta cyo Gushyigikira no Gutera Inkunga Abatishoboye barokotse Jenocide yakorewe Abatutsi yakozwe hagati y'itariki ya mbere Ukwakira 1990 n'ya 31 Ukuboza 1994**

Kigali, ku wa 27/02/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'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°62/03 of 27/02/2015 determining Organizational Structure, Salaries and Fringe benefits for Employees of the Fund for Support and Assistance to the Neediest Survivors of the Genocide against the Tutsi committed between 01 October 1990 and 31 December 1994**

Kigali, on 27/02/2015

(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°62/03 du 27/02/2015 portant Structure Organisationnelle, Salaires et avantages accordés au personnel du Fonds de Soutien et d'Assistance aux Rescapés les plus nécessiteux du Génocide perpétré contre les Tutsi entre le 01 octobre 1990 et le 31 décembre 1994**

Kigali, le 27/02/2015

(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

ITEKA RYA MINISITIRI W'INTEBE N°63/03 RYO KU WA 27/02/2015 RIGENA IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MU KIGO GISHINZWE GUTEZA IMBERE IBIKORWA BY'ITERAMBERE MU NZEGO Z'IBANZE

PRIME MINISTER'S ORDER N°63/03 OF 27/02/2015 DETERMINING ORGANIZATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF LOCAL ADMINISTRATIVE ENTITIES DEVELOPMENT AGENCY

ARRETE DU PREMIER MINISTRE N°63/03 DU 27/02/2015 PORTANT STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DE L'AGENCE DE DEVELOPPEMENT DES ENTITES ADMINISTRATIVES LOCALES

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**ITEKA RYA MINISITIRI W'INTEBE N°63/03  
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Y'IMIRIMO,IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MU KIGO GISHINZWE  
GUTEZA IMBERE IBIKORWA  
BY'ITERAMBERE MU NZEGO Z'IBANZE**

**PRIME MINISTER'S ORDER N°63/03 OF  
27/02/2015 DETERMINING  
ORGANIZATIONAL STRUCTURE,  
SALARIESAND FRINGE BENEFITS FOR  
EMPLOYEES OF LOCAL ADMINISTRATIVE  
ENTITIES DEVELOPMENT AGENCY**

**ARRETE DU PREMIER MINISTRE N°63/03  
DU 27/02/2015 DETERMINANT LA  
STRUCTURE ORGANISATIONNELLE,  
SALAIRES ET AUTRES AVANTAGES  
ACCORDES AU PERSONNEL DE DE  
L'AGENCE DE DEVELOPPEMENT DES  
ENTITES ADMINISTRATIVES LOCALES**

**Minisitiri w'Intebe;**

**The Prime Minister;**

**Le Premier Ministre;**

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

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 118, 119, 121 and 201;

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

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

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

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

Having reviewed 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 to date;

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 et complété à ce jour;

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

On proposal by the Minister of Public Service and Labour;

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

Inama y'Abaminisitiri yateranye ku wa 29/07/2014 imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet in its session of 29/07/2014;

Après examen et adoption par le Conseil des Ministres en sa séance du 29/07/2014;

**ATEGETSE:**

**HEREBY ORDERS:**

**ARRETE:**



**Ingingo ya mbere: Icyo iri teka rigamije**

Iri teka rishyiraho Imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi mu Kigo gishinzwe guteza imbere ibikorwa by'iterambere mu nzego z'ibanze (LODA).

**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 gishinzwe guteza imbere ibikorwa by'iterambere mu nzego z'ibanze (LODA) biri ku mugereka wa I n'uwa II y'iri teka.

**Ingingo ya 3: Igenwa ry'umushahara**

Imishahara y'Abakozi b'Ikigo gishinzwe guteza imbere ibikorwa by'iterambere mu nzego z'ibanze (LODA) 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 Gishinzwe guteza imbere ibikorwa by'iterambere mu nzego z'ibanze (LODA) biri ku mugereka wa III w'iri teka.

**Ingingo ya 4: Ibigize umushahara mbumbe**

Umushahara mbumbe wa buri kwezi ku mukozi ukubiyemo iby'ingenzi bikurikira:

1 ° umushahara fatizo;

**Article One: Purpose of this Order**

This Order determines organizational structure, salaries and fringe benefits for employees of Local Administrative Entities Development Agency (LODA).

**Article 2: Organizational structure and job profiles**

The organizational structure and job profiles for Local Administrative Entities Development Agency (LODA) are respectively on annex I and II of this Order.

**Article 3: Determination of the salary**

Salaries for employees of Local Administrative Entities Development Agency (LODA) 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 Local Administrative Entities Development Agency are on annex III of this Order.

**Article 4: Composition of the gross salary**

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

1. basic salary;

**Article premier: Objet du présent arrêté**

Le présent arrêté détermine la structure organisationnelle, salaires et avantages accordés au personnel de l'Agence de Développement des Entités Administratives Locales (LODA).

**Article 2: Structure organisationnelle et profils d'emplois**

La structure organisationnelle et les profils d'emplois de l'Agence de Développement des Entités Administratives Locales (LODA) sont respectivement aux annexes I et II du présent arrêté.

**Article 3: Détermination du salaire**

Les salaires accordés au personnel de l'Agence de Développement des Entités Administratives Locales (LODA) 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 dans l'Agence de Développement des Entités Administratives Locales (LODA) sont en annexe III du présent arrêté.

**Article 4: Composition du salaire brut**

Le salaire brut mensuel pour chaque agent comprend principalement :

1 ° le salaire de base;

- |                                                   |                                            |                                                       |
|---------------------------------------------------|--------------------------------------------|-------------------------------------------------------|
| 2 ° indamunite y'icumbi;                          | 2. housing allowance;                      | 2 ° l'indemnité de logement ;                         |
| 3 ° indamunite y'urugendo;                        | 3. transport allowance;                    | 3 ° l'indemnité de transport ;                        |
| 4 ° inkunga ya Leta mu bwiteganyirize bw'umukozi; | 4. state contribution for social security; | 4 ° la contribution de l'Etat à la sécurité sociale ; |
| 5 ° inkunga ya Leta yo kuvuza umukozi.            | 5. State contribution for medical care.    | 5 ° la contribution de l'Etat aux soins médicaux.     |

Indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo ntigenerwa Abayobozi bari ku nzego z'imirimbo za "F" 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.

The transport allowance specified in Paragraph One of this Article shall not be granted to officials positioned on levels "F" 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 of public service.

L'indemnité de transport dont question à l'alinéa premier du présent Article n'est pas allouée aux Agents de l'Etat aux postes de niveau "F" 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.

**Ingingo ya 5: Ibindi bigenerwa Umuyobozi Mukuru wa LODA**

**Article 5: Fringe benefits for the Director General of LODA**

**Article 5: Avantages alloués au Directeur Général de LODA**

Umuyobozi Mukuru wa LODA agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

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

Le Directeur Généralde LODA bénéficie des avantages suivants :

- |                                                                                                                                                                                         |                                                                                                                                                                        |                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 (100.000 Frw) buri kwezi; | 1 ° one hundred thousand Rwandan francs (100,000 Rwf) each month for office landline and one hundred thousand Rwandan francs (100,000 Rwf) per month for mobile phone; | 1 ° les frais de téléphone de bureau équivalent à cent mille francs rwandais (100.000 Frw) par mois et ceux de téléphone portable équivalent à cent mille francs rwandais (100.000 Frw) par mois; |
| 2 ° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200.000 frw) buri kwezi anyura kuri konti y'urwego bireba;                                      | 2 ° office guest's entertainment allowance of two hundred thousand Rwandan francs (200,000 Rwf) per month and transferred to the institution's account;                | 2 ° les frais de représentation au service équivalent à deux cent mille francs rwandais (200.000 Frw) chaque mois et domiciliés au compte de l'institution                                        |

concernée;

3 ° Leta imworohera 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 in charge of 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 Divison Managers bari ku rwego rwa “2.III”**

**Article 6: Fringe benefits for Division Managers on “2.III” job level**

**Article 6: Avantages alloués aux chefs des divisions aux postes de niveau “2.III”**

*Divison Managers* bari ku rwego rwa “2.III” bagenerwa buri wese ibindi bibafasha gutunganya imirimo ku buryo bukurikira:

Division Managers on “2.III” job level shall each be entitled to fringe benefits as follows:

Les chefs des divisions aux postes de niveau “2.III” bénéficient chacun des avantages comme suit:

1 ° buri *Divison Manager* 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;

1 ° each Division Manager 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;

1 ° chaque chef de division bénéficie des frais de communication par téléphone de bureau équivalent à soixante-dix mille francs Rwandais (70.000 Frw) et de téléphone portable équivalent à soixante-dix mille francs rwandais (70.000Frw) par mois;

2 ° buri *Divison Manager* yororoherezwa kandi mu bijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

2 ° each Head of Division shall also be entitled to transport facilitation in accordance with the Instructions of the Minister in charge of transport.

2 ° chaque chef de division bénéficie aussi d'une facilitation de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Ingingo ya 7: Ibindi bigenerwa Abayobozi b'Amashami n'Abakozi ba Leta bari ku rwego rw'imirimo rwa “3”**

**Article 7: Fringe benefits for Directors of Units and officials on “3” job level**

**Article 7: Autres avantages alloués aux Directeurs d'Unités et Cadres aux postes de niveau “3”**

Abayobozi b'Amashami n'Abakozi ba Leta bari ku rwego rw'imirimo rwa “3” bagenerwa buri wese ibindi bibafasha gutunganya imirimo ku buryo bukurikira:

Directors of Units and officials on “3” job classification level shall each be entitled to fringe benefits as follows:

Les Directeurs d'Unités et les cadres aux postes de niveau “3” bénéficient chacun d'autres avantages comme suit:

1 ° amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo itatu y'u Rwanda

1 ° a mobile phone communication allowance of thirty thousand Rwandan francs (Rwf

1 ° les frais de communication par téléphone portable équivalent à trente mille francs

|                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (30.000 Frw) buri kwezi;                                                                                                                                                                                                                                    | 30,000) per month;                                                                                                                                                                                                                                                      | rwandais (30.000 Frw) par mois.                                                                                                                                                                                                                                                                             |
| 2 ° indamunite yihariye y’urugendo hakurikijwe amabwiriza ya Minisitiri ufite Abakozi ba Leta mu nshingano ze.                                                                                                                                              | 2 ° special transport allowance as determined by instructions of the Minister in charge of public service.                                                                                                                                                              | 2 ° l’indemnité spéciale de transport conformément aux Instructions du Ministre ayant la fonction publique dans ses attributions.                                                                                                                                                                           |
| Abayobozi b’Amashami bari ku rwego rw’imirimo rwa “3” bafite itsinda ry’Abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe y’Urwego bakorera, bagenerwa kandi amafaranga ibihumbi ijana y’u Rwanda (100.000 Frw) buri kwezi ya telefoni yo mu biro. | Directors of Units on level “3” 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. | Les Directeurs d’Unités aux postes de niveau “3” 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. |
| <b><u>Ingingo ya 8: Indamunite y’urugendo rw’imodoka</u></b>                                                                                                                                                                                                | <b><u>Article 8: Mileage allowance</u></b>                                                                                                                                                                                                                              | <b><u>Article 8: Indemnité kilométrique</u></b>                                                                                                                                                                                                                                                             |
| Iyo Abayobozi Bakuru bari kurwego rwa “F” na “H/2” bagiyeye 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.             | When Senior Officials on levels “F” and “H/2” go on official mission inside the country by using their vehicles, the State shall pay them mileage allowances specified in the relevant Ministerial Instructions issued by the Minister in charge of transport.          | Lors que les hauts cadres aux postes de niveaux “F” 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.                          |
| <b><u>Ingingo ya 9: Abashinzwe kubahiriza iri teka</u></b>                                                                                                                                                                                                  | <b><u>Article 9: Authorities responsible for the implementation of this Order</u></b>                                                                                                                                                                                   | <b><u>Article 9: Autorités chargées de l’exécution du présent arrêté</u></b>                                                                                                                                                                                                                                |
| Minisitiri w’Abakozi ba Leta n’Umurimo, Minisitiri w’Ubutegetsi bw’Igihugu, Minisitiri w’Ibikorwa Remezo na Minisitiri w’Imari n’Igenamigambi bashinzwe kubahiriza iri teka.                                                                                | The Minister of Public Service and Labour, the Minister of Local Government, the Minister of Infrastructure and the Minister of Finance and Economic Planning are entrusted with the implementation of this Order.                                                      | Le Ministre de la Fonction Publique et du Travail, le Ministre de l’Administration Locale, le Ministre des Infrastructures et le Ministre des Finances et de la Planification Economique sont chargés de l’exécution du présent arrêté.                                                                     |
| <b><u>Ingingo ya 10: Ivanwaho ry’ingingo zinyuranyije n’iri teka</u></b>                                                                                                                                                                                    | <b><u>Article 10: Repealing provision</u></b>                                                                                                                                                                                                                           | <b><u>Article 10: Disposition abrogatoire</u></b>                                                                                                                                                                                                                                                           |
| Ingingo zose z’amateka abanziriza iri kandi zinyuranyije                                                                                                                                                                                                    | All prior provisions contrary to this Order are hereby                                                                                                                                                                                                                  | Toutes les dispositions antérieures contraires au                                                                                                                                                                                                                                                           |

na ryo zivanyweho.

**Ingingoya 11: Igihe iteka ritangira gukurikizwa**

Iri teka ritangira gukurikizwa ku munsu ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera ku wa 29/07/2014.

Kigali, ku wa 27/02/2015

(sé)

**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)

**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya  
Repubulika:**

(sé)

**BUSINGYE Johnston**  
Minisitiri w'Ubutabera/Intumwa Nkuruya Leta

repealed.

**Article 11: Commencement**

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes effect as of 29/07/2014.

Kigali, on 27/02/2015

(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

présent arrêté sont abrogées.

**Article 11: Entrée en vigueur**

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il produit ses effets à partir du 29/07/2014.

Kigali, le 27/02/2015

(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)

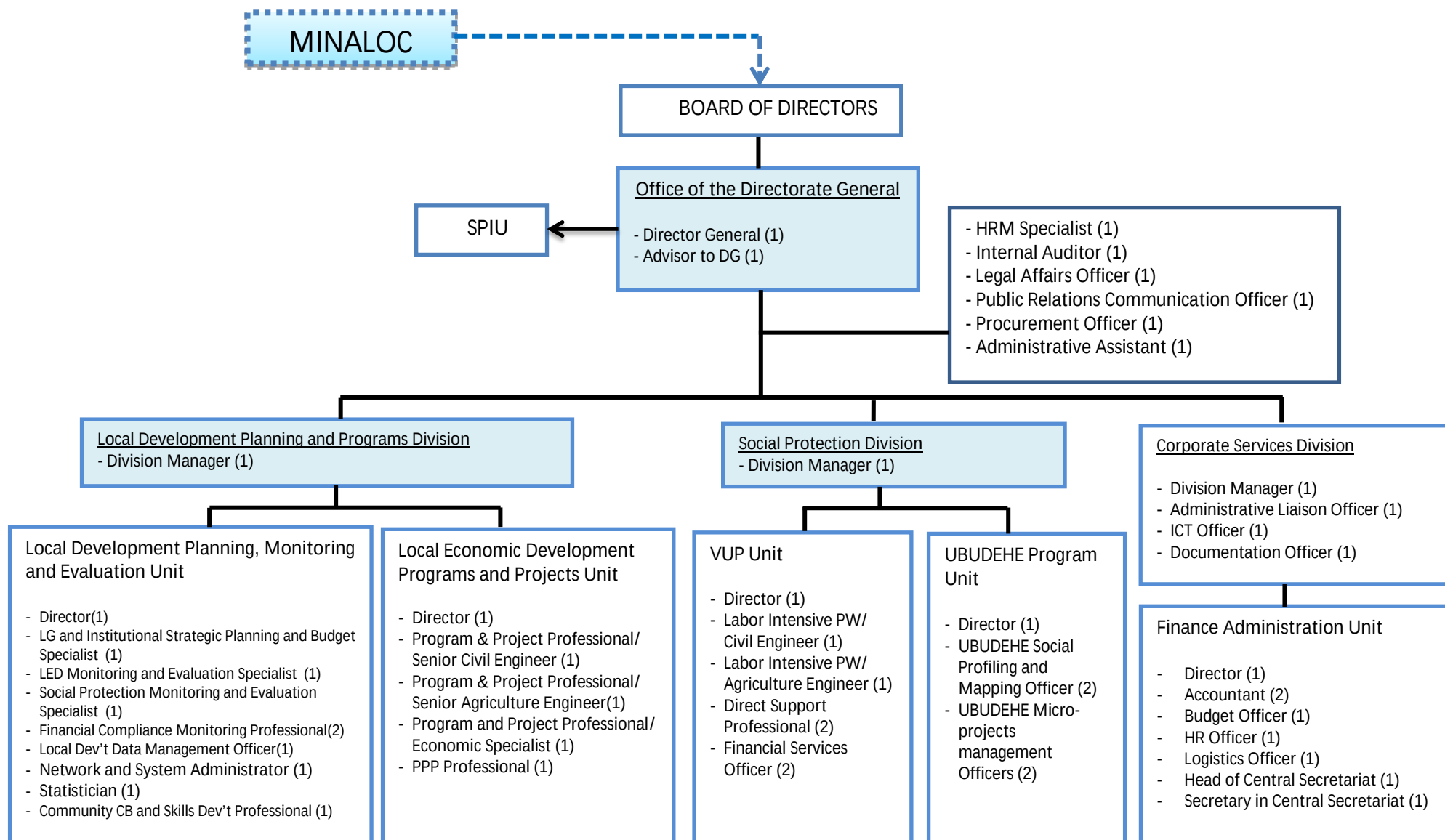
**BUSINGYE Johnston**  
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I W'ITEKA RYA MINISITIRI  
W'INTEBE N°63/03 RYO KU WA 27/02/2015  
RIGENA IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MU KIGO GISHINZWE  
GUTEZA IMBERE IBIKORWA  
BY'ITERAMBERE MU NZEGO Z'IBANZE

ANNEX I TO PRIME MINISTER'S ORDER  
N°63/03 OF 27/02/2015 .DETERMINING  
ORGANISATIONAL STRUCTURE, SALARIES  
AND FRINGE BENEFITS FOR EMPLOYEES  
OF LOCAL ADMINISTRATIVE ENTITIES  
DEVELOPMENT AGENCY

ANNEXE I DE L'ARRETE DU PREMIER  
MINISTRE N°63/03 DU 27/02/2015 PORTANT  
STRUCTURE ORGANISATIONNELLE,  
SALAIRES ET AVANTAGES ACCORDES AU  
PERSONNEL DE L'AGENCE DE  
DEVELOPPEMENT DES ENTITES  
ADMINISTRATIVES LOCALES

# LODA – ORGANIZATIONAL CHART



UMUGEREKA WA II W' ITEKA RYA  
MINISITIRI W'INTEBE N°63/03 RYO KU WA  
27/02/2015 RIGENA IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI MU KIGO  
GISHINZWE GUTEZA IMBERE IBIKORWA  
BY'ITERAMBERE MU NZEGO Z'IBANZE

ANNEX II TO PRIME MINISTER'S ORDER  
N°63/03 OF 27/02/2015 DETERMINING  
ORGANISATIONAL STRUCTURE, SALARIES  
AND FRINGE BENEFITS FOR EMPLOYEES  
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ANNEXE II DE L'ARRETE DU PREMIER  
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STRUCTURE ORGANISATIONNELLE,  
SALAIRES ET AVANTAGES ACCORDES AU  
PERSONNEL DE L'AGENCE DE  
DEVELOPPEMENT DES ENTITES  
ADMINISTRATIVES LOCALES



| LODA - JOB PROFILES            |                  |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |               |
|--------------------------------|------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Administrative Unit            | Job Title        | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
| Office of the Director General | Director General | Director General                         | <p>A0 in Economics, Development Studies, Public Administration, Administrative Sciences, Management, Business Administration, Regional Planning with 7 years of working experience or 2 years of working experience; or Master's Degree or Equivalent in Economics, Development Studies, Public Administration, Administrative Sciences, Management, Business Administration, Regional Planning with 5 years of working experience.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Decentralisation system;</li> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Computer Skills;</li> <li>- Leadership Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

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| Administrative Unit | Job Title | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|---------------------|-----------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Advisor   | Advisor                                  | <p>A0 in Public Administration, Administrative Sciences, Political Sciences, Law, Public Policy, Management with 3 years of working experience Or Master or Equivalent in Public Administration, Political Sciences, Administrative Sciences, Law, Public Policy, Management with 1 year of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the decentralisation system</li> <li>- Good knowledge of government policy-making processes;</li> <li>- Analytical, problem-solving and critical thinking skills.</li> <li>- Strong Leadership Skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
| S/Total             |           |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 2             |

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| Administrative Unit | Job Title                             | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|---------------------|---------------------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Human Resources Management Specialist | Human Resources Management Specialist    | <p>A0 in Human Resource Management, Management with Specialization in Human Resource, Business Administration in Human Resource Management with 3 years of working experience or Master's Degree in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Specialization in Human Resource Management</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-Deep knowledge of Rwandan public service and labor law;</li> <li>- Knowledge in Conflict Management;</li> <li>- knowledge of the regulations applying to payroll procedures;</li> <li>- Knowledge of human resources concepts, practices,policies, and procedures;</li> <li>- Problem Solving Skills;</li> <li>- Computer Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Interview Skills;</li> <li>- High analytical Skills;</li> <li>- Teamworking Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Internal Audit                        | Internal Auditor                         | <p>A0 in Accounting, Public Finance or Management with specialization in Finance/Accounting.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Detailed knowledge of financial and Audit Standards, HR &amp; Financial Regulations, Procedures ;</li> <li>- Financial software;</li> <li>- Planning Skill;</li> <li>- High Analytical skills;</li> <li>- Report writing and presentation skills.</li> <li>- Time management skills;</li> <li>- Excellent problem-solving skills and clear logical thinking;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                      | 1             |

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| Administrative Unit | Job Title                                   | Title of Job positions linked to the Job    | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Proposed Jobs |
|---------------------|---------------------------------------------|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Legal Affairs Officer                       | Legal Affairs Officer                       | <p>A0 in Law</p> <p><u>Key Technical skills and Knowledge required :</u></p> <ul style="list-style-type: none"> <li>- Deep knowledge of Rwanda Decentralisation system</li> <li>- High analytical and problem solving skills;</li> <li>- Legal research and analysis in complex areas of law;</li> <li>- Knowledge of Substantive Law and Legal Procedures;</li> <li>- Decision making skills;</li> <li>- Experience in contract drafting and negotiation;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul>                                  | 1             |
|                     | Public Relations and Communications Officer | Public Relations and Communications Officer | <p>A0 in Journalism, Communication, International Relations, Marketing, Linguistics and Literature</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>-Excellent interpersonal skills</li> <li>-Report writing and presentation skills</li> <li>-Computer skills</li> <li>-Creativity and initiative</li> <li>-Good organisational and time-management skills</li> <li>-Team working skills</li> <li>-Effective public relations and public speaking skills</li> <li>- Interviewing skills</li> <li>-Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage</li> </ul> | 1             |

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| Administrative Unit | Job Title                | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|--------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Procurement              | Procurement Officer                      | <p>A0 in Procurement, Management, Public Finance, Economics, Law, Accounting</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High Analytical Skills;</li> <li>- Negotiation Skills;</li> <li>- Knowledge of basic business and purchasing practices;</li> <li>- Excellent Communication Skills;</li> <li>- Knowledge of state contracting laws, regulations and procedures;</li> <li>- Knowledge of grades, qualities, supply and price trends of commodities;</li> <li>- Time Management Skills;</li> <li>- Decision making Skills;</li> <li>- Computer Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .</li> </ul> | 1             |
|                     | Administrative Assistant | Administrative Assistant                 | <p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management , Administrative Sciences, Social work, Sociology, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Word Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage</li> </ul>                                                                                               | 1             |
| S/Total             |                          |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 6             |

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| Administrative Unit                              | Job Title        | Title of Job positions linked to the Job                              | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Proposed Jobs |
|--------------------------------------------------|------------------|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Local Development Planning and Programs Division | Division Manager | Division Manager for Local Development Planning and Programs Division | <p>A0 in Economics, Development Studies, Management, Regional Planning with 5 years of working experience; or 2 years in a senior position; Or Master or Equivalent in Economics, Development Studies, Management, Regional Planning with 3 years of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Decentralisation system;</li> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Computer Skills;</li> <li>- Leadership Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
| S/Total                                          |                  |                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 1             |

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| Administrative Unit                                        | Job Title        | Title of Job positions linked to the Job                               | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Proposed Jobs |
|------------------------------------------------------------|------------------|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Local Development Planning, Monitoring and Evaluation Unit | Director of Unit | Director of Local Development Planning, Monitoring and Evaluation Unit | <p>A0 in Economics, Development Studies, Management, Rural Development, Regional Planning with 3 years of working experience in the area of Planning and Monitoring ; Or Master or Equivalent in Economics, Development Studies, Management, Rural Development, Regional Planning with 1 year of working experience in the area of Planning and Monitoring</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Decentralisation system;</li> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Computer Skills;</li> <li>- Leadership Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

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| Administrative Unit | Job Title                                                     | Title of Job positions linked to the Job                      | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Proposed Jobs |
|---------------------|---------------------------------------------------------------|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | LG and Institutional Strategic Planning and Budget Specialist | LG and Institutional Strategic Planning and Budget Specialist | <p>A0 in Economics, Development Studies, Management, Regional Planning, Business Studies with 3 years of working experience in the area of Planning and Monitoring; Or Master or Equivalent in Economics, Development Studies, Management, Regional Planning, Business Studies</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Decentralisation system;</li> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Computer Skills;</li> <li>- Leadership Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |



| Administrative Unit | Job Title                                | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Proposed Jobs |
|---------------------|------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | LED Monitoring and Evaluation Specialist | LED Monitoring and Evaluation Specialist | <p>A0 in Economics, Development Studies, Management, Rural Development, Regional Planning with 3 years of working experience in the area of Monitoring; Or Master or Equivalent in Economics, Development Studies, Rural Development, Management, Regional Planning</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Decentralisation system;</li> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Computer Skills;</li> <li>- Leadership Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

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| Administrative Unit | Job Title                                              | Title of Job positions linked to the Job               | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Proposed Jobs |
|---------------------|--------------------------------------------------------|--------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Social Protection Monitoring and Evaluation Specialist | Social Protection Monitoring and Evaluation Specialist | <p>A0 in Economics, Development Studies, Management, Rural Development, Regional Planning with 3 years of working experience in the area of Monitoring; Or Master or Equivalent in Economics, Development Studies, Management, Rural Development, Regional Planning</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Decentralisation system;</li> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Computer Skills;</li> <li>- Leadership Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title                                    | Title of Job positions linked to the Job     | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Proposed Jobs |
|---------------------|----------------------------------------------|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Financial Compliance Monitoring Professional | Financial Compliance Monitoring Professional | <p>A0 Economics, Management, Business Administration, Accounting, Finance; Or Master or Equivalent in the same fields</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's financial management standards and procedures;</li> <li>- Knowledge of Financial Analysis and Accounting principles and practices</li> <li>- Knowledge of Rwanda Public Financial Law;</li> <li>- Leadership and management skills;</li> <li>- Strong Planning and organisational, Budgeting skills;</li> <li>- Communication skills;</li> <li>- Auditor Skills;</li> <li>- Strong IT skills, particularly in Financial software (SMART IFMIS);</li> <li>- Time management Skills</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Problem solving;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>             | 2             |
|                     | Local Dev't Data Management Officer          | Local Dev't Data Management Officer          | <p>A0 in in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or ICT related field</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of all database vendor versions;</li> <li>- Proficient in designing, writing, editing, and debugging programs and databases;</li> <li>- Preferably having working knowledge of JSP, JavaScript, Web services, XML, ASP, JSP, PHP, UNIX, Linux, Redhat Linux;</li> <li>- Good interpersonal communication skills and ability to work with others under pressure and solve problems;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical Skills</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .</li> </ul> | 1             |

| Administrative Unit | Job Title                        | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Proposed Jobs |
|---------------------|----------------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Network and System Administrator | Network and System Administrator         | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering, Information Management or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management, 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 &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's ICT Policies and Strategies;</li> <li>- Proficient in web application security and database security;</li> <li>- Knowledge of all database vendor versions;</li> <li>- Proficient in designing, writing, editing, and debugging programs and databases;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

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| Administrative Unit | Job Title                                  | Title of Job positions linked to the Job   | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Proposed Jobs |
|---------------------|--------------------------------------------|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Community CB and Skills Dev't Professional | Community CB and Skills Dev't Professional | <p>A0 in HR Management, Public Administration, Management, Economics, Sociology, Rural Development, Development Studies, Administrative Sciences, Public Policy Or Master's Degree in the same fields.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the decentralisation system</li> <li>- Knowledge and experience in capacity building strategies</li> <li>- Creative, proactive, customer focussed, solutions led and outcome driven;</li> <li>- High Analytical &amp; Complex Problem Solving Skills;</li> <li>- Interpersonal Skills;</li> <li>- Effective communication skills;</li> <li>- Able to work well with both internal and external clients.</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Strong attention to detail organizational skills.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies- Time Management Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .</li> </ul> | 1             |
|                     | Statistician                               | Statistician                               | <p>A0 in Statistics, Applied Mathematics and Economics</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep understanding of Research Methodologies and Statistics Concepts;</li> <li>- Knowledge of Rwanda's Cooperatives Policies and Strategies;</li> <li>- Knowledge of various statistical software packages;</li> <li>- Knowledge to Prepares and publishes statistical and technical reports and research papers;</li> <li>- Knowledge of the theory, systems and application of statistical research methodology;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                          | 1             |

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| Administrative Unit                                   | Job Title        | Title of Job positions linked to the Job                          | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|-------------------------------------------------------|------------------|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>S/Total</b>                                        |                  |                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>10</b>     |
| Local Economic Development Programs and Projects Unit | Director of Unit | Director of Local Economic Development Programs and Projects Unit | <p>A0 in Economics, Development Studies, Management, Rural Development, Regional Planning with 3 years of working experience; Or Master or Equivalent in Economics, Development Studies, Management, Rural Development, Regional Planning with 1 year of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Decentralisation system;</li> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Computer Skills;</li> <li>- Leadership Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | <b>1</b>      |

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| Administrative Unit | Job Title                                             | Title of Job positions linked to the Job              | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Proposed Jobs |
|---------------------|-------------------------------------------------------|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Program & Project Professional/ Senior Civil Engineer | Program & Project Professional/ Senior Civil Engineer | <p>A0 in Civil Engineering with 3 years of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Decentralisation system;</li> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Computer Skills;</li> <li>- Leadership Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title                                                   | Title of Job positions linked to the Job                    | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|-------------------------------------------------------------|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Program & Project Professional/ Senior Agriculture Engineer | Program & Project Professional/ Senior Agriculture Engineer | <p>A0 in Agronomy with 3 years of working experience; Or Master or Equivalent in Agronomy</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Decentralisation system</li> <li>- Creative, proactive, customer focussed, solutions led and outcome driven Skills;</li> <li>-Analytical, problem-solving and critical thinking skills.</li> <li>-Strong Leadership and Organisational Skills</li> <li>-Technical understanding of system being analyzed and how it affects the various business units.</li> <li>-Good at handling and meeting deadlines.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>-Able to work well with both internal and external clients.</li> <li>-Good presentation skills, and ability to communicate with various audiences, including end users and managers.</li> <li>-Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Effective communication skills and negotiation skills;</li> <li>- Time Management Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .</li> </ul> | 1             |



| Administrative Unit | Job Title                                             | Title of Job positions linked to the Job              | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Proposed Jobs |
|---------------------|-------------------------------------------------------|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Program and Project Professional/ Economic Specialist | Program and Project Professional/ Economic Specialist | <p>A0 in Economics, Development Studies, Management, Regional Planning with 3 years of working experience; Or Master or Equivalent in Economics, Development Studies, Management, Regional Planning</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Decentralisation system;</li> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Computer Skills;</li> <li>- Leadership Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title        | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Proposed Jobs |
|---------------------|------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | PPP Professional | PPP Professional                         | <p>A0 in Economics, Development Economics, Development Studies, Business Administration, Finance, Management Or Master or Equivalent in the same fields</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda Decentralisation system;</li> <li>-Analytical, problem-solving and critical thinking skills.</li> <li>-Technical understanding of system being analyzed and how it affects the various business units.</li> <li>-Good at handling and meeting deadlines.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>-Able to work well with both internal and external clients.</li> <li>-Good presentation skills, and ability to communicate with various audiences, including end users and managers.</li> <li>-Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>-Strong attention to detail organizational skills.</li> <li>-Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |
| S/Total             |                  |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 5             |

| Administrative Unit        | Job Title        | Title of Job positions linked to the Job        | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Proposed Jobs |
|----------------------------|------------------|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Social Protection Division | Division Manager | Division Manager for Social Protection Division | <p>A0 in Sociology, Social Work, Development Studies, Administrative Sciences, Community Development, Socio- Economics, Political Sciences, Public Administration, Management, Economics with 5 years of working experience or 2 years in a senior position ; or Master or Equivalent in Sociology, Social Work, Development Studies, Community Development , Socio- Economics, Administrative Sciences, Political Sciences, Public Administration, Management, Economics, with 3 years working experience;</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda Decentralisation system;</li> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Deep knowledge in social development systems et strategies</li> <li>- Creative, proactive, customer focussed, solutions led and outcome driven Skills;</li> <li>-Analytical, problem-solving and critical thinking skills.</li> <li>-Strong Leadership and Organisational Skills</li> <li>-Technical understanding of system being analyzed and how it affects the various business units.</li> <li>-Good at handling and meeting deadlines.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>-Able to work well with both public and private sector clients.</li> <li>-Good presentation skills, and ability to communicate with various audiences, including end users and managers.</li> <li>-Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Effective communication skills and negotiation skills;</li> <li>- Time Management Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is on</li> </ul> | 1             |

| Administrative Unit | Job Title        | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Proposed Jobs |
|---------------------|------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| S/Total             |                  |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>1</b>      |
| VUP Unit            | Director of Unit | Director of VUP Unit                     | <p>A0 in Economics, Socio-Economics, Management, Development Studies, Agro economics, Public Administration, Administrative Sciences, Business Administration, Finance with 3 years of working experience; Or Master or Equivalent in Economics, Socio-Economics, Management, Development Studies, Agro economics, Public Administration, Administrative Sciences, Business Administration, Finance with 1 year working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda Decentralisation system</li> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of Rwanda Labour and Employment Sector Policies and Strategies;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Leadership Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- High analytical &amp; Complex Problem solving Skills;</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Strong attention to detail organizational skills.</li> </ul> | <b>1</b>      |

| Administrative Unit | Job Title                          | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Proposed Jobs |
|---------------------|------------------------------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Labor Intensive PW/ Civil Engineer | Labor Intensive PW/ Civil Engineer       | <p>A0 Civil Engineering</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda Decentralisation system</li> <li>-Analytical, problem-solving and critical thinking skills.</li> <li>-Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Ability to conduct research and draft proposals</li> <li>-Good at handling and meeting deadlines.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>-Able to work well with both internal and external clients.</li> <li>-Good presentation skills, and ability to communicate with various audiences, including end users and managers.</li> <li>-Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>-Strong attention to detail organizational skills.</li> <li>-Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

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| Administrative Unit | Job Title                                   | Title of Job positions linked to the Job    | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Proposed Jobs |
|---------------------|---------------------------------------------|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Labor Intensive PW/<br>Agriculture Engineer | Labor Intensive PW/<br>Agriculture Engineer | <p>A0 In Agronomy, Agribusiness</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Deentralisation policy;</li> <li>-Analytical, problem-solving and critical thinking skills.</li> <li>-Technical understanding of system being analyzed and how it affects the various business units.</li> <li>-Good at handling and meeting deadlines.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Leadership skills;</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven;</li> <li>- Interpersonal Skills;</li> <li>- Effective communication skills;</li> <li>- Time Management Skills;</li> <li>- Decesion making Skills;</li> <li>- Computer Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- High analytical &amp; Complex Problem solving Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

| Administrative Unit | Job Title                   | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Proposed Jobs |
|---------------------|-----------------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Direct Support Professional | Direct Support Professional              | <p>A0 Economics, Labour Economics, Business Administration, Management, Sociology, Social work, Development Studies, Socio-economics; Or Master or Equivalent in the same fields</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-Analytical, problem-solving and critical thinking skills.</li> <li>-Technical understanding of system being analyzed and how it affects the various business units.</li> <li>-Good at handling and meeting deadlines.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Leadership skills;</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven;</li> <li>- Interpersonal Skills;</li> <li>- Effective communication skills;</li> <li>- Time Management Skills;</li> <li>- Decesion making Skills;</li> <li>- Computer Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- High analytical &amp; Complex Problem solving Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 2             |
|                     | Financial Services Officer  | Financial Services Officer               | <p>A0 in Economics, Management, Business Administration, Accounting, Finance;</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's financial management standards and procedures;</li> <li>- Knowledge of Financial Analysis and Accounting principles and practices</li> <li>- Knowledge of Rwanda Public Financial Law;</li> <li>- Leadership and management skills;</li> <li>- Strong Planning and organisational, Budgeting skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software (SMART IFMIS);</li> <li>- Time management Skills</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Proble solving;</li> <li>- fluent in Kinyarwanda, English and/ or French;knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                  | 2             |

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| Administrative Unit  | Job Title        | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Proposed Jobs |
|----------------------|------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| S/Total              |                  |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 7             |
| UBUDEHE Program Unit | Director of Unit | Director of UBUDEHE Program Unit         | <p>A0 in Sociology, Social Work, Development Studies, Community Development, Socio- Economics, Political Sciences, Public Administration, Administrative Sciences, Management, Economics with 3 years of working experience; or Master or Equivalent in Sociology, Social Work, Development Studies, Community Development , Socio- Economics, Political Sciences, Public Administration, Administrative Sciences, Management, Economics, with 1 year working experience;</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda Decentralisation system;</li> <li>- Deep knowledge in social development systems et strategies</li> <li>- Creative, proactive, customer focussed, solutions led and outcome driven Skills;</li> <li>-Analytical, problem-solving and critical thinking skills.</li> <li>-Strong Leadership and Organisational Skills</li> <li>-Technical understanding of system being analyzed and how it affects the various business units.</li> <li>-Good at handling and meeting deadlines.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>-Able to work well with both public and private sector clients.</li> <li>-Good presentation skills, and ability to communicate with various audiences, including end users and managers.</li> <li>-Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Effective communication skills and negotiation skills;</li> <li>- Time Management Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .</li> </ul> | 1             |



**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit | Job Title                                    | Title of Job positions linked to the Job     | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Proposed Jobs |
|---------------------|----------------------------------------------|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | UBUDEHE Social Profiling and Mapping Officer | UBUDEHE Social Profiling and Mapping Officer | <p>A0 in Sociology, Social Work, Development Studies, Administrative Sciences, Community Development, Socio- Economics, Political Sciences, Public Administration, Management, Economics, Statistician or Master or Equivalent in the same fields</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of decentralisation system;</li> <li>- Knowledge in social Development strategies;</li> <li>- Ability to assess and analyse impact;</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven;</li> <li>- Interpersonal Skills;</li> <li>- Effective communication skills;</li> <li>- Time Management Skills;</li> <li>- Decesion making Skills;</li> <li>- Computer Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- High analytical &amp; Complex Problem solving Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 2             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit | Job Title                                  | Title of Job positions linked to the Job   | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|---------------------|--------------------------------------------|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | UBUDEHE Micro-projects management Officers | UBUDEHE Micro-projects management Officers | <p>A0 in Economics, Agribusiness, Entrepreneurship, Management, Commerce, Community Development, Development Studies Or Master or Equivalent in the same fields</p> <p><u>Key Technical Skills &amp; Knowledge required :</u></p> <ul style="list-style-type: none"> <li>-Analytical, problem-solving and critical thinking skills.</li> <li>-Technical understanding of system being analyzed and how it affects the various business units.</li> <li>-Good at handling and meeting deadlines.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>-Able to work well with both internal and external clients.</li> <li>-Good presentation skills, and ability to communicate with various audiences, including end users, managers.</li> <li>-Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>-Strong attention to detail organizational skills.</li> <li>-Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 2             |
| S/Total             |                                            |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 5             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit         | Job Title                      | Title of Job positions linked to the Job         | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Proposed Jobs |
|-----------------------------|--------------------------------|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Corporate Services Division | Division Manager               | Division Manager for Corporate Services Division | <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, Strategic Management, Public Finance, Accounting, Human Resource Management, Development Studies with 3 years of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Human Resources Policy and procedures;</li> <li>- Knowledge of Accounting principles and practices and financial data reporting.</li> <li>- Knowledge of Rwanda Public Servant &amp; Labour laws and Financial Law;</li> <li>- Knowledge of Electronic equipment and computer hardware and software;</li> <li>- Leadership skills;</li> <li>- Coordination, Planning &amp; Organizational Skills;</li> <li>- Interpersonal Skills;</li> <li>- Effective Communication Skills;</li> <li>- Judgment and Decision Making Skills;</li> <li>- Complex Problem Solving;</li> <li>- Negotiation Skills;</li> <li>- Time Management Skills;</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |
|                             | Administrative Liaison Officer | Administrative Liaison Officer                   | <p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management, Administrative Sciences, Social work, Sociology, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit | Job Title             | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|---------------------|-----------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | ICT Officer           | ICT Officer                              | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, 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, MCSD, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's ICT Policies and Strategies;</li> <li>- Proficient in web application security and database security;</li> <li>- Knowledge of all database vendor versions;</li> <li>- Proficient in designing, writing, editing, and debugging programs and databases;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills a</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |
|                     | Documentation Officer | Documentation Officer                    | <p>Bachelor's degree in Library &amp; Information Sciences or A1 in Library &amp; Information Sciences, Office management and Biblioteconomy</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- proficiency in information technology;</li> <li>- Computer literacy;</li> <li>- Bokkeeping Skills;</li> <li>- Knowledge of integrated document management</li> <li>- Knowledge of archive management software</li> <li>- Knowledge of the documentation management system(DMS) would be an advantage.</li> <li>- Organizational Skills;</li> <li>- Interpersonal Skills;</li> <li>- Planning Skills;</li> <li>- Communication Skills;</li> <li>- Report writing &amp; Presentation skills;</li> <li>- fluent in Kinyarwanda, English and/ or French;</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                  | 1             |
| <b>S/Total</b>      |                       |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>4</b>      |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit             | Job Title        | Title of Job positions linked to the Job    | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Proposed Jobs |
|---------------------------------|------------------|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Administration and Finance Unit | Director of Unit | Director of Administration and Finance Unit | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA); Or A0 Public Finance, Finance, Accounting or Management with specialization in Finance/Accounting with 3 years of working experience</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's financial management standards and procedures;</li> <li>- Knowledge of Accounting principles and practices and financial data reporting.</li> <li>- Knowledge of Rwanda Public Financial Law;</li> <li>- Leadership and management skills;</li> <li>- Planning and organisational, Budgeting skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Time management Skills</li> <li>- Interviewing Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Problem solving;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                                 | Accountant       | Accountant                                  | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 Finance, Accounting, Management specialized in Finance/Accounting</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Knowledge to analyse complex financial information &amp; Produce reports</li> <li>- Deep understanding of financial accounts;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- High Analytical Skills</li> <li>- Interpersonal skills;</li> <li>- Time management Skills</li> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                         | 2             |

| Administrative Unit | Job Title         | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|---------------------|-------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Budget Management | Budget Officer                           | <p>A0 in Finance, Accounting, Management and Economics</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software(SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Deep understanding of financial accounts;</li> <li>- High Analytical Skills</li> <li>- Interpersonal skills;</li> <li>- Time management Skills</li> <li>- Complex Problem solving;</li> <li>-Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                             | 1             |
|                     | Human Resources   | Human Resources Officer                  | <p>A0 in Human Resource Management, Management, Public Administration, Administrative Sciences</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources;</li> <li>- Knowledge in the Development of Human Resources Policies and procedures</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

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| Administrative Unit | Job Title           | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|---------------------|---------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Logistics           | Logistics Officer                        | <p>A0 in Store Management, Management, Finance, Accounting, Economics, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Management of Material Resources;</li> <li>- Knowledge of supply chain management;</li> <li>- Organizational Skills;</li> <li>- Computer Skills;</li> <li>- Communication Skills;</li> <li>- Report writing &amp; Presentation Skills;</li> <li>- Analytical Skills;</li> <li>- Interpersonal Skills;</li> <li>- Time management Skills;</li> <li>- Negotiation Skills;</li> <li>- Team working Skills</li> <li>- Problem Solving Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>                                           | 1             |
|                     | Central Secretariat | Head of Central Secretariat              | <p>A1 in Secretarial 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><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Analytical &amp; Problem solving Skills;</li> <li>- Decision Making Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

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| Administrative Unit | Job Title           | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Proposed Jobs |
|---------------------|---------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Central Secretariat | Secretary                                | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
| S/Total             |                     |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 8             |
| Grand / Total       |                     |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 49            |



UMUGEREKA WA III W' ITEKA RYA  
MINISITIRI W'INTEBE N°63/03 RYO KU WA  
27/02/2015 RIGENA IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI MU KIGO  
GISHINZWE GUTEZA IMBERE IBIKORWA  
BY'ITERAMBERE MU NZEGO Z'IBANZE

ANNEX III TO PRIME MINISTER'S ORDER  
N°63/03 OF 27/02/2015 DETERMINING  
ORGANISATIONAL STRUCTURE, SALARIES  
AND FRINGE BENEFITS FOR EMPLOYEES  
OF LOCAL ADMINISTRATIVE ENTITIES  
DEVELOPMENT AGENCY

ANNEXE III DE L'ARRETE DU PREMIER  
MINISTRE N°63/03 DU 27/02/2015 PORTANT  
STRUCTURE ORGANISATIONNELLE,  
SALAIRES ET AVANTAGES ACCORDES AU  
PERSONNEL DE L'AGENCE DE  
DEVELOPPEMENT DES ENTITES  
ADMINISTRATIVES LOCALES

**LODA SALARY STRUCTURE**

| POST                                                                   | I.V | Level | Index | Gross Salary<br>(Rwf/ Month) |
|------------------------------------------------------------------------|-----|-------|-------|------------------------------|
| Director General                                                       | 441 | F     | 2869  | 1,613,167                    |
| Local Development Planning and Programs Division Manager               | 400 | 2.III | 1890  | 1,082,378                    |
| Social Protection Division Manager                                     | 400 | 2.III | 1890  | 1,082,378                    |
| Corporate Services Division Manager                                    | 400 | 2.III | 1890  | 1,082,378                    |
| Advisor to Director General                                            | 400 | 3.II  | 1369  | 784,008                      |
| Director of Ubudehe Program Unit                                       | 400 | 3.II  | 1369  | 784,008                      |
| Director of VUP Unit                                                   | 400 | 3.II  | 1369  | 784,008                      |
| Director of Local Development Planning, Monitoring and Evaluation Unit | 400 | 3.II  | 1369  | 812,757                      |
| Director of Local Economic Development and Projects Unit               | 400 | 3.II  | 1369  | 812,757                      |
| Director of Finance and Administration                                 | 400 | 3.II  | 1369  | 784,008                      |
| HRM Specialist                                                         | 400 | 3.II  | 1369  | 784,008                      |
| LG Institutional Strategic Planning and Budgeting Specialist           | 400 | 3.II  | 1369  | 784,008                      |
| LED Monitoring and Evaluation Specialist                               | 400 | 3.II  | 1369  | 784,008                      |
| Social Protection Monitoring and Evaluation Specialist                 | 400 | 3.II  | 1369  | 784,008                      |
| Program and Projects Specialist (Senior Civil Engineer)                | 400 | 3.II  | 1369  | 784,008                      |
| Program and Projects Specialist (Senior Agriculture Engineer)          | 400 | 3.II  | 1369  | 784,008                      |
| Program and Projects Economic Specialist                               | 400 | 3.II  | 1369  | 784,008                      |
| Legal Affairs                                                          | 400 | 4.III | 1313  | 744,659                      |
| Human Resources Officer                                                | 400 | 4.II  | 1141  | 647,110                      |
| Public Relations and Communication Officer                             | 400 | 4.II  | 1141  | 647,110                      |
| Financial Compliance Monitoring Professional                           | 400 | 5.II  | 951   | 539,353                      |
| Labor Intensive PW/ Civil Engineer                                     | 400 | 4.II  | 1141  | 647,110                      |
| Labor Intensive PW/ Agriculture Engineer                               | 400 | 4.II  | 1141  | 647,110                      |
| Local Development Data Management Officer                              | 400 | 5.II  | 951   | 539,353                      |
| Community CB and skills dev't Officer                                  | 400 | 5.II  | 951   | 539,353                      |
| Public, Private Paternship Officer                                     | 400 | 5.II  | 951   | 539,353                      |
| Director Support Professional                                          | 400 | 5.II  | 951   | 539,353                      |
| Financial Services Officer                                             | 400 | 5.II  | 951   | 539,353                      |
| Ubudehe Social Profiling and Mapping Officer                           | 400 | 5.II  | 951   | 539,353                      |
| Statistician                                                           | 400 | 5.II  | 951   | 539,353                      |
| Ubudehe Micro-projects Management Officers                             | 400 | 5.II  | 951   | 539,353                      |
| Administrative Liaison Officer                                         | 400 | 5.II  | 951   | 539,353                      |
| Network & System Administrator                                         | 400 | 5.II  | 951   | 539,353                      |
| ICT Officer                                                            | 400 | 5.II  | 951   | 539,353                      |
| Budget Officer                                                         | 400 | 5.II  | 951   | 539,353                      |
| Accountant                                                             | 400 | 5.II  | 951   | 539,353                      |
| Internal Auditor                                                       | 400 | 5.II  | 951   | 539,353                      |
| Procurement Officer                                                    | 400 | 5.II  | 951   | 539,353                      |
| Logistics Officer                                                      | 400 | 5.II  | 951   | 539,353                      |
| Documentation Officer                                                  | 400 | 5.II  | 951   | 539,353                      |
| Administrative Assistant to DG                                         | 400 | 5.II  | 951   | 539,353                      |
| Head of Central Secretariat                                            | 400 | 7.II  | 660   | 374,314                      |
| Secretary                                                              | 400 | 8.II  | 508   | 288,109                      |

**Bibonywe kugirango bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 63/03 ryo ku wa 27/02/2015 rigena imbonerahamwe y'imyanya y'Imirimo, imishahara n'ibindi bigenerwa Abakozi mu Kigo gishinzwe guteza imbere ibikorwa by'iterambere mu nzego z'ibanze**

Kigali, kuwa 27/02/2015

**(sé)**  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

**(sé)**  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika :**

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

**Seen to be annexed to Prime Minister's Order n°63/03 of 27/02/2015 establishing the Organizational Structure, Salaries and fringe benefits for employees of Local Administrative Entities Development Agency**

Kigali, on 27/02/2015

**(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 annexés à l'Arrêté du Premier Ministre n° 63/03 du 27/02/2015 portant structure organisationnelle, salaires et avantages accordés au personnel dans l'Agence de Développement des Entités Administratives Locales**

Kigali, le 27/02/2015

**(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

ITEKA RYA MINISITIRI W'INTEBE  
N°64/03 RYO KU WA 27/02/2015 RIGENA  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MU NAMA  
NKURU Y'ITANGAZAMAKURU

PRIME MINISTER'S ORDER N° 64/03 OF  
27/02/2015 DETERMINING  
ORGANISATIONAL STRUCTURE,  
SALARIES AND FRINGE BENEFITS FOR  
EMPLOYEES OF MEDIA HIGH COUNCIL

ARRETE DU PREMIER MINISTRE  
N°64/03 DU 27/02/2015 PORTANT  
STRUCTURE ORGANISATIONNELLE,  
SALAIRES ET AVANTAGES ACCORDES  
AU PERSONNEL DU HAUT CONSEIL  
DES MEDIAS

ISHAKIRO

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**ITEKA RYA MINISITIRI W'INTEBE  
N°64/03 RYO KU WA 27/02/2015 RIGENA  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MU NAMA  
NKURU Y'ITANGAZAMAKURU**

**PRIME MINISTER'S ORDER N°64/03 OF  
27/02/2015 DETERMINING  
ORGANISATIONAL STRUCTURE,  
SALARIES AND FRINGE BENEFITS FOR  
EMPLOYEES OF MEDIA HIGH COUNCIL**

**ARRETE DU PREMIER MINISTRE  
N°64/03 DU 27/02/2015 PORTANT  
STRUCTURE ORGANISATIONNELLE,  
SALAIRES ET AVANTAGES ACCORDES  
AU PERSONNEL DU HAUT CONSEIL  
DES MEDIAS**

**Minisitiri w'Intebe,**

**The Prime Minister,**

**Le Premier Ministre,**

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

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

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

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

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

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

Having reviewed 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 to date;

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 et complété à ce jour;

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

On proposal by the Minister of Public Service and Labour;

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

Inama y'Abaminisitiri yateranye ku wa 29/07/2014 imaze kubisuzuma no kubyemeza.

After consideration and approval by the Cabinet in its session of 29/07/2014.

Après examen et adoption par le Conseil des Ministres en sa séance du 29/07/2014

**ATEGETSE:**

**HEREBY ORDERS:**

**ARRETE :**

**Ingingo ya mbere: Icyo iri teka rigamiye**

Iri teka rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi mu Inama Nkuru y'Itangazamakuru (MHC).

**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 Nama Nkuru y'Itangazamakuru (MHC) biri ku mugereka wa I n'uwa II y'iri teka.

**Ingingo 3: Igenwa ry'umushahara**

Imishahara y'abakozi b'Inama Nkuru y'Itangazamakuru (MHC) 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 Nama Nkuru y'Itangazamakuru (MHC) biri ku mugereka wa III w'iri teka.

**Ingingo 4: Ibigize Umushahara mbumbe**

Umushahara mbumbe wa buri kwezi ku bayobozi bakuru n'abakozib'Inama y'Igihugu Nkuru y'Itangazamakuru (MHC) ukubiyemo iby'ingenzi bikurikira:

**Article One: Purpose of this Order**

This Order determines the organizational structure, salaries and fringe benefits for employees of Media High Council (MHC).

**Article 2: Organizational structure and job profiles**

The organizational structure and job profiles of Media High Council (MHC) are respectively on annex I and II of this Order.

**Article 3: Determination of the salary**

Salaries for employees of Media High Council (MHC) shall be determined basing on job classification and in accordance with general principles on salary calculation in public service.

The level, index value and gross salary corresponding to each job position in Media High Council (MHC) are on annex III to this Order.

**Article 4: Composition of Gross salary**

The monthly gross salary of the authorities and employees of Media High Council (MHC) shall mainly be composed of the following:

**Article premier: Objet du présent arrêté**

Le présent arrêté porte la structure organisationnelle, les salaires et avantages accordés aux agents du Haut Conseil des Medias (MHC).

**Article 2: Structure organisationnelle et profils d'emplois**

La structure organisationnelle et profils d'emplois du Haut Conseil des Medias (MHC) sont respectivement en annexe I et II du présent arrêté.

**Article 3 : Détermination du salaire**

Les salaires accordés aux agents du Haut Conseil des Medias (MHC) 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 du Haut Conseil des Medias sont à l'annexe III du présent arrêté.

**Article 4: Composition du salaire brut**

Le salaire brut mensuel alloué aux dirigeants et aux agents du Haut Conseil des Medias (MHC) comprend principalement :

|                                                   |                                             |                                                       |
|---------------------------------------------------|---------------------------------------------|-------------------------------------------------------|
| 1 ° umushahara fatizo;                            | 1 ° basic salary;                           | 1 ° le salaire de base;                               |
| 2 ° indamunite y'icumbi;                          | 2 ° housing allowance;                      | 2 ° l'indemnité de logement ;                         |
| 3 ° indamunite y'urugendo;                        | 3 ° transport allowance;                    | 3 ° l'indemnité de transport ;                        |
| 4 ° inkunga ya Leta mu bwiteganyirize bw'umukozi; | 4 ° State contribution for social security; | 4 ° la contribution de l'Etat à la sécurité sociale ; |
| 5 ° inkunga ya Leta yo kuvuza umukozi.            | 5 ° State contribution for medical care.    | 5 ° la contribution de l'Etat aux soins médicaux.     |

Indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo ntigenerwa abakozi bari ku rwego rw'imirimo rwa "G/1.IV", 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.

The transport allowance specified in Paragraph One of this Article shall not be granted to public servants positioned on level "G/1.IV" whose transport shall be 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 shall be entitled to special transport allowance in accordance with Instructions of the Minister in charge of public service.

L'indemnité de transport dont question à l'alinéa premier du présent article n'est pas allouée aux agents de l'Etat au poste de niveau "G/1.IV" pour lesquels le transport est facilité selon les instructions du Ministre ayant le transport dans ses attributions, ainsi que ceux au poste de niveau "3" qui bénéficient l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

**Ingingo 5: Ibindi bigenerwa Umunyamabanga Nshingwabikorwa muri MHC**

**Article 5: Fringe benefits for Executive Secretary of MHC**

**Article 5: Avantages alloués au Secrétaire Exécutif de MHC**

Umunyamabanga Nshingwabikorwa muri MHC agenerwa ibindi bimufasha gutunganya imirimo bikurikira:

The Executive Secretary MHC shall be entitled to the following fringe benefits:

Le Secrétaire Exécutif de MHC bénéficie des avantages suivants :

|                                                                                                                                                                                             |                                                                                                                                                                                                          |                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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; | 1 ° an office telephone communication allowance of one hundred thousand Rwandan francs (100,000 Rwf) and a mobile phone communication allowance of one hundred thousand Rwandan francs (100,000 Rwf) per | 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; |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



month;

2 ° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200.000 Frw) buri kwezi anyura kuri konti y'urwego;

2 ° office entertainment allowance of two hundred thousand Rwandan francs (200,000 Rwf) per month payable at the institution's bank account;

2 ° les frais de représentation au service équivalant à deux cent mille francs rwandais (200.000 Frw) chaque mois payable au compte bancaire de l'institution ;

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

3 ° the Government shall facilitate his/her transport in accordance with the Instructions of the Minister in charge of 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 Abayobozi b'Amashami bari ku rwego rw'imirimo rwa "3"**

**Article 6: Fringe benefits for Directors of Units on "3" job level**

**Article 6: Avantages alloués aux Directeurs d'Unités aux postes de niveau "3"**

Abayobozi b'Amashamibari ku rwego rwa "3" kandi bafite itsinda ry'abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe y'urwego, bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

The Directors of Units on "3" job level with a pool of public servants under their responsibility in accordance with the approved organizational structure, shall each be entitled to the following fringe benefits:

Les Directeurs d'Unités aux postes de niveau "3" qui ont des agents de l'Etat placés sous leur responsabilité suivant la structure organisationnelle approuvée, bénéficient chacun des avantages suivants:

1 ° amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo itatu y'u Rwanda (30.000 Frw) buri kwezi n'amafaranga ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi ya telefoni yo mu biro;

1 ° A mobile phone communication allowance of thirty thousand Rwandan francs (30, 000 Rwf) per month and an office landline communication allowance of one hundred thousand Rwandan francs (100,000 Rwf) per month;

1 ° les frais de communication par téléphone portable équivalant à trente mille francs rwandais (30.000 Frw) par mois et des frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) par mois ;

2 ° indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

2 ° a special transport allowance as determined by the Instruction of the Minister in charge of public service.

2 ° une indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

**Ingingo ya 7: Indamunite y'urugendo rw'imodoka**

Iyo Umuyobozi Mukuru uri ku rwego rwa “G/1” agiye mu butumwa imbere mu Gihugu akoresheje imodoka ye, Leta imugenera indamunite y'urugendo hakurikijwe ibiteganywa n'amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

**Ingingo ya 8: Abashinzwe kubahiriza iri teka**

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri w'Ubutegetsi bw'Igihugu, Minisitiri w'Ibikorwa Remezo na Minisitiri w'Imari n'Igenamigambi basabwe kubahiriza iri teka.

**Ingingo ya 9: Ivanwaho ry'ingingo zinyuranyije n'iri teka**

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

**Ingingoya 10: Igihe iteka ritangira gukurikizwa**

Iri teka ritangiragukurikizwa ku munsu ritangirijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera ku wa 29/07/2014.

Kigali ku wa 27/02/2015

**Article 7: Mileage allowance**

When Senior Official on level “G/1” goes on official mission inside the Country by using his/her vehicle, the State shall pay him/her a mileage allowance specified in the Instructions of the Minister in charge of transport.

**Article 8: Authorities responsible for the implementation of this Order**

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

**Article 9: Repealing provision**

All other prior provisions contrary to this Order are hereby repealed.

**Article 10: Commencement**

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes effect as of 29/07/2014.

Kigali, on 27/02/2015

**Article 7: Indemnité kilométrique**

Lorsque le haut cadre au poste de niveau “G/1” va en mission officielle à l'intérieur du pays en utilisant son véhicule ; l'Etat lui octroie une indemnité kilométrique conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Article 8: Autorités chargées de l'exécution du présent arrêté**

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

**Article 9: Disposition abrogatoire**

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

**Article 10: Entrée en vigueur**

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il sort ses effets à partir du 29/07/2014.

Kigali, le 27/02/2015 .

(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)

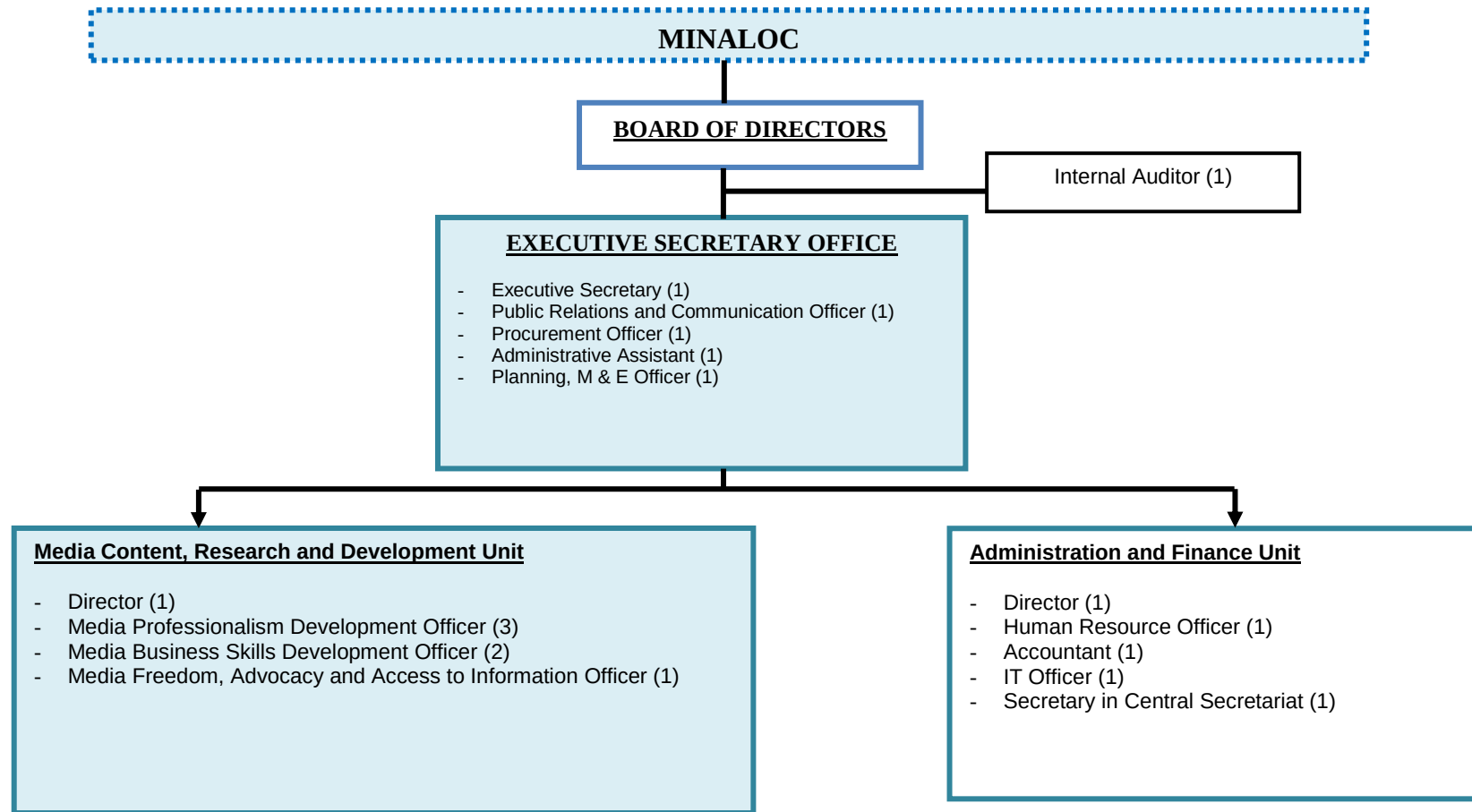
**BUSINGYE Johnston**  
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I W'ITEKA RYA  
MINISITIRI W'INTEBE N°64/03 RYO KU  
WA 27/02/2015 RIGENA  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MU NAMA  
NKURU Y'ITANGAZAMAKURU

ANNEX I TO THE PRIME  
MINISTER'S ORDER N°64/03 OF  
27/02/2015 DETERMINING  
ORGANISATIONAL STRUCTURE,  
SALARIES AND FRINGE BENEFITS  
FOR EMPLOYEES OF MEDIA HIGH  
COUNCIL

ANNEXE I DE L'ARRETE DU PREMIER  
MINISTRE N°64/03 DU 27/02/2015 PORTANT  
STRUCTURE ORGANISATIONNELLE,  
SALAIRES ET AVANTAGES ACCORDES AUX  
AGENTS DU HAUT CONSEIL DES MEDIAS

**MEDIA HIGH COUNCIL – ORGANIZATIONAL CHART**



UMUGEREKA WA II W'ITEKA RYA  
MINISITIRI W'INTEBE N°64/03 RYO KU  
WA 27/02/2015 RIGENA  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MU NAMA  
NKURU Y'ITANGAZAMAKURU

ANNEX II TO THE PRIME MINISTER'S  
ORDER N°64/03 OF 27/02/2015  
DETERMINING ORGANISATIONAL  
STRUCTURE, SALARIES AND FRINGE  
BENEFITS FOR EMPLOYEES OF MEDIA  
HIGH COUNCIL

ANNEXE II DE L'ARRETE DU  
PREMIER MINISTRE N°64/03 DU  
27/02/2015 PORTANT STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AVANTAGES ACCORDES AUX AGENTS  
DU HAUT CONSEIL DES MEDIAS

**Official Gazette No. Special Bis of 28/02/2015**

HIGH MEDIA COUNCIL - JOB PROFILES

| Administrative Unit           | Title of the job    | Title of job positions linked to the job          | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Proposed Jobs |
|-------------------------------|---------------------|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Office of Executive Secretary | Executive Secretary | Executive Secretary of the National Youth Council | <p>A0 in Journalism, Public Relations, Communication, Linguistic and Literature, Public Administration, Administrative Sciences, Media, Political Sciences, Law and Management with 7 years of working experience or 2 years in senior Position or Master's Degree in Journalism, Media, Public Relations, Communication, Linguistic and Literature, Public Administration, Administrative Sciences, Political Sciences, Law and Management with 5 years of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>-Excellent communication skills both orally and in writing;</li> <li>-Excellent interpersonal skills;</li> <li>-Leadership skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer skills;</li> <li>- Creativity and initiative;</li> <li>- Good organisational and time-management skills;</li> <li>- Teamworking skills;</li> <li>- Effective public relations and public speaking skills;</li> <li>- Interviewing skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage</li> </ul> | 1             |
|                               | Internal Auditor    | Internal Auditor                                  | <p>A0 in Accounting, Public Finance or Management with specialization in Finance/Accounting.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Detailed knowledge of financial and audit standards, HR and Financial regulations, procedures;</li> <li>- Knowledge of Financial software;</li> <li>- Planning skills;</li> <li>- Excellent communication, organisation and interpersonal skills;</li> <li>- Computer skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Excellent problem solving skills and clear logical sens;</li> <li>- Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                        | 1             |

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|--|--------------------------------------------|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
|  | Public Relations and Communication Officer | Public Relations and Communication Officer | <p>A0 in Journalism, Communication, International Relations, Marketing, Linguistics and Literature with 3 years of working experience or Master's Degree in Journalism, Communication, Languages, International Relations, Marketing</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing;</li> <li>- Excellent interpersonal skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer skills;</li> <li>- Creativity and initiative;</li> <li>- Good organisational and time-management skills;</li> <li>- Teamworking skills;</li> <li>- Effective public relations and public speaking skills;</li> <li>- Interviewing skills;</li> <li>- Fluent in Kinyarwanda, English and French;</li> </ul> <p>knowledge of all is an advantage</p> | 1 |
|  | Procurement                                | Procurement Officer                        | <p>A0 in Procurement, Management, Public Finance, Economics, Law, Accounting</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High analytical skills;</li> <li>- Knowledge of basic business and purchasing practices;</li> <li>- Knowledge of state contracting law, regulations and procedures;</li> <li>- Knowledge of grade, qualities, suppliers and prices tenders of commodities;</li> <li>- Knowledge in contract drafting and negotiation;</li> <li>- Category management skills;</li> <li>- Time management skills;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French.</li> </ul> <p>knowledge of all is an advantage</p>                                                                      | 1 |
|  | Administrative Assistant                   | Administrative Assistant                   | <p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Social work, Sociology, Law</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge in Office management;</li> <li>- Knowledge of customer care satisfaction;</li> <li>- Excellent communication, organisation and interpersonal skills;</li> <li>- Computer knowledge (Word processing, Power Point and Internet);</li> <li>- Time management skills;</li> <li>- Analytical and problem solving;</li> <li>- Fluent in Kinyarwanda, English and/or French</li> </ul>                                                                                                                                                                                                                          | 1 |



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|----------------------------------------------|-------------------------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
|                                              | Planning, Monitoring & Evaluation Officer | Monitoring & Evaluation Officer                          | <p>A0 in Management, Economics, Development Studies, Project Mngement</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Knowledge of Research and policies development and strategies;</li> <li>- Knowledge to conduct monitoring exercises;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Complex Problem Solving;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                          | 1 |
|                                              | S/Total                                   |                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 6 |
| Media Content, Research and Development Unit | Director of Unit                          | Director of Media Content, Research and Development Unit | <p>A0 in Communication, Media Studies, Journalism, Linguistics and Literature with 3 years of working experience; Or Master's Degree or Equivalent in Communication, Media Studies, Journalism, 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"> <li>- Excellent communication skills both orally and in writing;</li> <li>- Excellent interpersonal skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer skills;</li> <li>- Planning and Coordination skills;</li> <li>- Creativity and initiative;</li> <li>- Good organisational and time-management skills;</li> <li>- Teamworking skills;</li> <li>- Effective public relations and public speaking skills;</li> <li>- Interviewing skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage</li> </ul> | 1 |

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|  |                                           |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |   |
|--|-------------------------------------------|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
|  | Media Professionalism Development Officer | Media Professionalism Development Officers | <p>A0 in Communication, Media Studies, Journalism, Linguistics and Literature .</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing;</li> <li>- Excellent interpersonal skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer skills;</li> <li>- Creativity and initiative;</li> <li>- Good organisational and time-management skills;</li> <li>- Teamworking skills;</li> <li>- Effective public relations and public speaking skills;</li> <li>- Interviewing skills;</li> <li>- Fluent in Kinyarwanda, English and French;</li> </ul> <p>knowledge of all is an advantage</p>                                                                                                         | 3 |
|  | Media Business Skills Development Officer | Media Business Skills Development Officer  | <p>A0 in Communication, Media Studies, Journalism, Linguistics and Literature Business Administration.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Business strategies</li> </ul> <p>Excellent communication skills both orally and in writing;</p> <ul style="list-style-type: none"> <li>- Excellent interpersonal skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer skills;</li> <li>- Creativity and initiative;</li> <li>- Good organisational and time-management skills;</li> <li>- Teamworking skills;</li> <li>- Effective public relations and public speaking skills;</li> <li>- Interviewing skills;</li> <li>- Fluent in Kinyarwanda, English and French;</li> </ul> <p>knowledge of all is an advantage</p> | 2 |

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|-------------------------------|-----------------------------------------------------------|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
|                               | Media Freedom, Advocacy and Access to Information Officer | Media Freedom, Advocacy and Access to Information Officer | <p>AO in Communication, Media Studies, Journalism, Law, International Relations, Administrative Sciences, Public Administration.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>-Excellent communication skills both orally and in writing;</li> <li>- Good Governance skills;</li> <li>- Excellent interpersonal skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer skills;</li> <li>- Creativity and initiative;</li> <li>- Good organisational and time-management skills;</li> <li>- Teamworking skills;</li> <li>- Effective public relations and public speaking skills;</li> <li>- Interviewing skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                | 1 |
|                               | S/Total                                                   |                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 7 |
| Administration & Finance Unit | Director of Unit                                          | Director of Administration & Finance Unit                 | <p>Bachelor's degree in Accounting, Public Finance, Accounting with at least 3 years working experience or Master's degree in Accounting, Public Finance, Accounting with at least 1 year working experience.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Leadership and management skills;</li> <li>- Planning, Coordination and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software(SMART IFMIS);</li> <li>- Knowledge of human resources concepts, practices, policies, and procedures;</li> <li>- Knowledge of organizational structure, workflow, and operating procedures;</li> <li>- Knowledge in Monitoring &amp; System Evaluation;</li> <li>- Time management Skills- Interviewing Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Problem solving;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1 |

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|  |                 |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |   |
|--|-----------------|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
|  | Human Resources | Human Resources Officer | <p>A0 in Human Resource Management, Management , Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources;</li> <li>- Knowledge in the Development of Human Resources Policies and procedures</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>          | 1 |
|  | Accounting      | Accountant              | <p>A0 in Accounting, Finance, Management with specialization in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA, etc).</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software(SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Knowledge to analyse complex financial information &amp; Produce reports;</li> <li>- Deep understanding of financial accounts;</li> <li>- High Analytical Skills</li> <li>- Interpersonal skills;</li> <li>- Time management Skills</li> <li>- Complex Problem solving;</li> <li>-Flexibility Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1 |

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|  |             |                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |
|--|-------------|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
|  | IT Officer  | IT Officer                       | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, 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><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Research and development ICT policies and strategies;</li> <li>- Highly proficient with Microsoft Windows operating systems</li> <li>- Proficient in Microsoft Office products</li> <li>- Proficient in basic networking protocols and standards</li> <li>- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;</li> <li>- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills a</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1  |
|  | Secretariat | 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 &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Analytical &amp; Problem solving Skills;</li> <li>- Decision Making Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French;</li> <li>knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1  |
|  | S/Total     |                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 5  |
|  | GrandTotal  |                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 18 |

**UMUGEREKA WA III W'ITEKA RYA  
MINISITIRI W'INTEBE N°64/03 RYO KU  
WA 27/02/2015 RIGENA  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MU NAMA  
NKURU Y'ITANGAZAMAKURU**

**ANNEX III TO PRIME MINISTER'S ORDER  
N°64/03 OF 27/02/2015 DETERMINING  
ORGANISATIONAL STRUCTURE,  
SALARIES AND FRINGE BENEFITS FOR  
EMPLOYEES OF MEDIA HIGH COUNCIL**

**ANNEXE III DE L'ARRETE DU  
PREMIER MINISTRE N°64/03 DU  
27/02/2015 PORTANT STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AVANTAGES ACCORDES AUX AGENTS  
DU HAUT CONSEIL DES MEDIAS**

**MHC SALARY STRUCTURE**

| POST                                                      | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|-----------------------------------------------------------|-----|-------|-------|-----------------------------|
| Executive Secretary of Media High Council                 | 400 | G     | 2608  | 1,330,080                   |
| Director of Media Content, Research and Development Unit  | 400 | 3.II  | 1369  | 784,008                     |
| Director of Finance & Administration Unit                 | 400 | 3.II  | 1369  | 784,008                     |
| Human Resource Officer                                    | 400 | 4.II  | 1141  | 647,110                     |
| Public Relations and Communication Officer                | 400 | 4.II  | 1141  | 647,110                     |
| Planning, Monitoring & Evaluation Officer                 | 400 | 5.II  | 951   | 539,353                     |
| IT Officer                                                | 400 | 5.II  | 951   | 539,353                     |
| Internal Auditor                                          | 400 | 5.II  | 951   | 539,353                     |
| Accountant                                                | 400 | 5.II  | 951   | 539,353                     |
| Procurement Officer                                       | 400 | 5.II  | 951   | 539,353                     |
| Media Professionalism Development Officers                | 400 | 5.II  | 951   | 539,353                     |
| Media Business Skills Development Officer                 | 400 | 5.II  | 951   | 539,353                     |
| Media Freedom, Advocacy and Access to Information Officer | 400 | 5.II  | 951   | 539,353                     |
| Administrative Assistant to the Executive Secretary       | 400 | 7.II  | 660   | 374,314                     |
| Secretariat in Central Secretariat                        | 400 | 8.II  | 508   | 288,109                     |

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°64/03 ryo ku wa 27/02/2015 rigena Imbonerahamwe y'Imyanya y'Imirimo, Imishahara n'ibindi bigenerwa abakozi mu Nama Nkuru y'Itangazamakuru**

Kigali, ku wa 27/02/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'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°64/03 of 27/02/2015 determining Organisational Structure, Salaries and Fringe benefits for employees of Media High Council**

Kigali, on 27/02/2015

(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°64/03 du 27/02/2015 portant Structure Organisationnelle, Salaires et avantages accordés aux agents du Haut Conseil des Medias**

Kigali, le 27/02/2015

(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



ITEKA RYA MINISITIRI W'INTEBE  
N°65/03 RYO KU WA 27/02/2015 RIGENA  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI BO MU NAMA  
Y'IGIHUGU Y'ABANTU BAFITE  
UBUMUGA

PRIME MINISTER'S ORDER N°65/03 OF  
27/02/2015 DETERMINING  
ORGANISATIONAL STRUCTURE,  
SALARIES AND FRINGE BENEFITS  
FOR EMPLOYEES OF NATIONAL  
COUNCIL OF PERSONS WITH  
DISABILITIES

ARRETE DU PREMIER MINISTRE  
N°65/03 DU 27/02/2015 PORTANT  
STRUCTURE ORGANISATIONNELLE,  
SALAIRES ET AVANTAGES  
ACCORDES AU PERSONNEL DU  
CONSEIL NATIONAL DES PERSONNES  
HANDICAPEES

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**PRIME MINISTER'S ORDER N°65/03 OF 27/02/2015 DETERMINING ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF NATIONAL COUNCIL OF PERSONS WITH DISABILITIES**

**ARRETE DU PREMIER MINISTRE N°65/03 DU 27/02/2015 PORTANT STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AUX PERSONNEL DU CONSEIL NATIONAL DES PERSONNES HANDICAPEES**

**Minisitiri w'Intebe,**

**The Prime Minister,**

**Le Premier Ministre,**

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

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 118, 119, 121 and 201;

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

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

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

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

Asubiye ku Iteka rya Minisitiri w'Intebe n°178/03 ryo kuwa 23/11/2011 rigena imbonerahamwe n'incamake y'imyanya y'imirimo by'Inama y'Igihugu y'Abantu bafite Ubumuga;

Having reviewed the Prime Minister's Order n° 178/03 of 23/11/2011 determining the organizational structure and summary of job positions of the National Council of Persons with Disabilities;

Revu l'Arrêté du Premier Ministre n°178/03 du 23/11/2011 déterminant la structure organisationnelle et la synthèse des emplois du Conseil National des Personnes Handicapées ;

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;

Having reviewed 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 to date;

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 et complété à ce jour;

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

On proposal by the Minister of Public Service and Labour;

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

Inama y'Abaminisitiri yateranye ku wa 29/07/2014 imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet in session of 29/07/2014;

Après examen et adoption par le Conseil des Ministres en sa séance du 29/07/2014 ;

**ATEGETSE:**

**HEREBY ORDERS:**

**ARRETE :**

**Ingingo ya mbere: icyo iri teka rigamije**

**Article One: Purpose of this Order**

**Article premier: Objet du présent arrêté**

Iri teka rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi mu Inama y'Igihugu y'Abantu bafite Ubumuga.

This Order determines the organizational structure, salaries and fringe benefits for employees National Council of Persons with Disabilities.

Le présent arrêté détermine la structure organisationnelle, salaires et avantages accordés aux agents du Conseil National des Personnes Handicapées.

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

**Article 2: Organizational structure and job profiles**

**Article 2: Structure organisationnelle et profils d'emplois**

Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimomu Nama y'Igihugu y'Abantu bafite Ubumuga biri ku mugereka wa I n'uwa II y'iri teka.

The Organizational structure and job profiles of National Council of Persons with Disabilities are respectively on annex I and II of this Order.

La Structure organisationnelle et profils d'emplois du Conseil National des Personnes Handicapées sont respectivement aux annexes I et II du présent arrêté.

**Ingingo ya 3: Igenwa ry'umushahara**

**Article 3: Determination of the salary**

**Article 3: Détermination du salaire**

Imishahara y'Abakozi b'Inama y'Igihugu y'Abantu bafite Ubumugaigenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara mu Butegetsi bwa Leta.

Salaries for employees of National Council of Persons with Disabilities shall be determined basing on job classification and in accordance with general principles on salary calculation in Public Service.

Les salaires accordés aux Agents du Conseil National des Personnes Handicapées sont déterminés suivant la classification des emplois et conformément aux principes généraux de fixation des salaires dans la fonction publique.

Urwego, umubare fatizo, agaciro k'umubare fatizo n'umushahara mbumbe bigendana na buri mwanya w'umurimo mu Nama y'igihugu y'Abantu bafite Ubumuga biri ku mugereka wa III w'iri teka.

The level, index value and the gross salary corresponding to each job position in the National Council of Persons with Disabilities are on annex III to this Order.

Le niveau, l'indice, la valeur indiciaire et le salaire brut correspondant à chaque emploi du Conseil National des Personnes Handicapées sont à l'annexe III du présent arrêté.

**Ingingo ya 4: Ibigize umushahara mbumbe**

Umushahara mbumbe wa buri kwezi ku bayobozi bakuru n’abakozi b’Inama y’Igihugu y’Abantu bafite Ubumuga 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 cya mbere cy’iyi ngingo ntigenerwa Abakozi bari ku nzego z’imirimo za “G/1”, 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 Umunyamabanga Nshingwabikorwa muri NCPD**

Umunyamabanga Nshingwabikorwa muri

**Article 4: Composition of gross salary**

The monthly gross salary of the authorities and employees of National Council of Persons with Disabilities 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 Paragraph One of this Article shall not be granted to public servants positioned on level “G/1” 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 of public service.

**Article 5: Fringe benefits for Executive Secretary of NCPD**

The Executive Secretary NCPD shall be

**Article 4: Composition du salaire brut**

Le salaire brut mensuel des dirigeants et agents du Conseil National des Personnes Handicapées 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 premier du présent article n’est pas allouée aux Agents de l’Etat aux postes de niveau “G/1” pour lesquels le transport est facilité selon les Instructions du Ministre ayant le transport dans ses attributions, ainsi que ceux aux postes 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 Secrétaire Exécutif de NCPD**

Le Secrétaire Exécutif de NCPD bénéficie des

NCPDagenerwa ibindi bimufasha gutunganya imirimo bikurikira:

entitled to the following fringe benefits:

avantages suivants :

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;

1 ° an office telephone communication allowance of one hundred thousand Rwandan francs (Rwf 100,000) and a mobile phone communication allowance of one hundred thousand Rwandan francs (Rwf 100,000) per month;

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

2 ° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200.000 Frw) buri kwezi anyura kuri konti y'urwego bireba.

2 ° office entertainment allowance of two hundred thousand Rwandan francs (Rwf 200,000) per month payable at the concerned institution's bank account ;

2 ° les frais de représentation au service équivalent à deux cent mille francs rwandais (200.000 Frw) chaque mois payable 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 in charge of 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 Abayobozi b'Amashami, bari ku rwego rw'imirimo rwa "3"**

**Article 6: Fringe benefits for Directors of Units on "3" job level**

**Article 6: Avantages alloués aux Directeurs d'Unités aux postes de niveau "3"**

Abayobozi b'Amashamibari ku rwego rwa "3" kandi bafite itsinda ry'Abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe y'Urwego bakorera, bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

The Directors of Units on "3" job level with a pool of public servants under their responsibilities in accordance with the approved organizational structure, shall each be entitled to the following fringe benefits:

Les Directeurs d'Unités aux postes de niveau "3" qui ont des Agents de l'Etat placés sous leurs responsabilités suivant la structure organisationnelle approuvée, bénéficient chacun des avantages suivants :

1 ° amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo itatu y' u Rwanda(30.000 Frw) buri kwezi n'amafarangaibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi ya telefoni yo

1 ° a mobile phone communication allowance of thirty thousand Rwandan francs (Rwf 30, 000) per month and an office landline of one hundred thousand Rwandan francs (Rwf 100,000) per month;

1 ° les frais de communication par téléphone portable équivalent à trente mille francs rwandais (30, 000 Frw) par mois et des frais de communication par téléphone de bureau équivalent à cent mille francs

|                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| mu biro;                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                | rwandais (100.000 Frw) par mois ;                                                                                                                                                                                                                                           |
| 2 ° indamunite yihariye y’urugendo hakurikijwe amabwiriza ya Minisitiri ufite Abakozi ba Leta mu nshingano ze.                                                                                                                         | 2 ° a special transport allowance as determined by the Minister having public service among his/her attributions.                                                                                                                              | 2 ° indemnité spéciale de transport conformément aux Instructions du Ministre ayant la fonction publique dans ses attributions.                                                                                                                                             |
| <b><u>Ingingo ya 7: Indamunite y’urugendo rw’imodoka</u></b>                                                                                                                                                                           | <b><u>Article 7: Mileage allowance</u></b>                                                                                                                                                                                                     | <b><u>Article 7: Indemnité kilométrique</u></b>                                                                                                                                                                                                                             |
| Iyo Umuyobozi Mukuru uri ku rwego rwa “G/1”agiye mu butumwa imbere mu Gihugu bakoresheje imodoka zabo, Leta ibabagenera indamunite y’urugendo hakurikijwe ibiteganywa n’Amabwiriza ya Minisitiri ufite Gutwara Abantu mu nshingano ze. | When Senior Official on levels “G/1”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 in charge of transport. | Lorsque les hauts cadres aux postes de niveaux “G/1” 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. |
| <b><u>Ingingo ya 8: Abashinzwe kubahiriza iri teka</u></b>                                                                                                                                                                             | <b><u>Article 8: Authorities responsible for the implementation of this Order</u></b>                                                                                                                                                          | <b><u>Article 8: Autorités chargées de l’exécution du présent arrêté</u></b>                                                                                                                                                                                                |
| Minisitiri w’Abakozi ba Leta n’Umurimo, Minisitiri w’Ubutegetsi bw’Igihugu, Minisitiri w’Ibikorwa Remezo na Minisitiri w’Imari n’Igenamigambi bashinzwe kubahiriza iri teka.                                                           | The Minister of Public Service and Labour, the Minister of Local Government, Minister of Infrastructure and the Minister of Finance and Economic Planning are entrusted with the implementation of this Order.                                 | Le Ministre de la Fonction Publique et du Travail, Ministre de l’Administration Locale, le Ministre des Infrastructures et le Ministre des Finances et de la Planification Economique sont chargés de l’exécution du présent Arrêté.                                        |
| <b><u>Ingingo ya 9: Ivanwaho ry’ingingo zinyuranyije n’iri teka</u></b>                                                                                                                                                                | <b><u>Article 9: Repealing provision</u></b>                                                                                                                                                                                                   | <b><u>Article 9: Disposition abrogatoire</u></b>                                                                                                                                                                                                                            |
| Ingingo zose z’amateka abanziriza iri kandi zinyuranyije na ryo bivanyweho.                                                                                                                                                            | All prior provisions contrary to this Order are hereby repealed.                                                                                                                                                                               | Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.                                                                                                                                                                                             |

**Ingingo ya 10: Igihe Iteka ritangira** **Article 10: Commencement**  
**gukurikizwa**

Iri teka ritangira gukurikizwa ku muni ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera ku wa 29/07/2014.

Kigali ku wa 27/02/2015

(sé)

**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)

**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika:**

(sé)

**BUSINGYE Johnston**  
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes effect as of 29/07/2014.

Kigali on 27/02/2015

(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

**Article 10: Entrée en vigueur**

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il produit ses effets à partir du 29/07/2014.

Kigali le 27/02/2015

(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

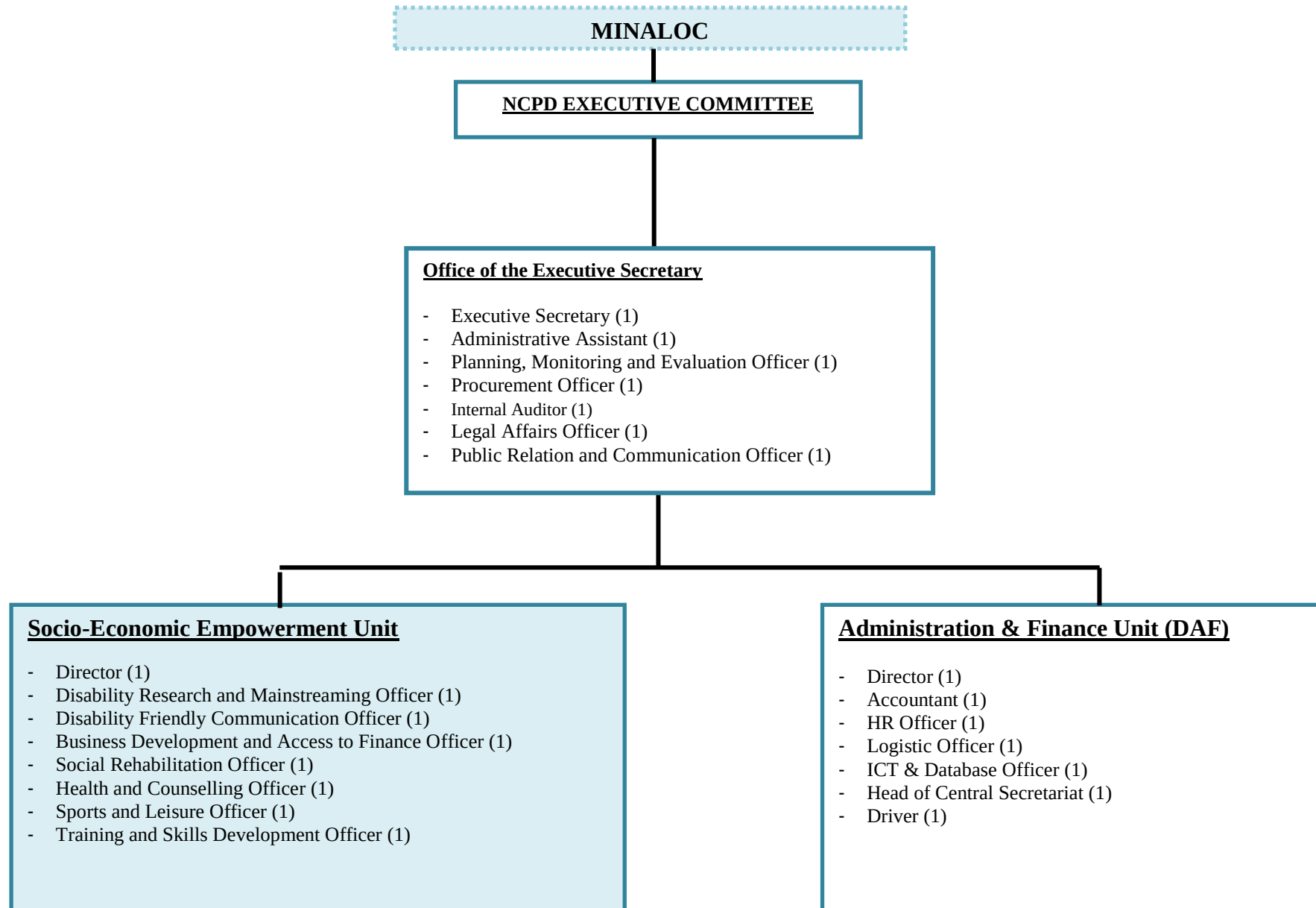


**UMUGEREKA WA I W'ITEKA RYA  
MINISITIRI W'INTEBE N°65/03 RYO KU WA  
27/02/2015 RIGENA IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI MU NAMA  
Y'ABANTU BAFITE UBUMUGA**

**ANNEX I TO PRIME MINISTER'S ORDER  
N°65/03 OF 27/02/2015 DETERMINING  
ORGANISATIONAL STRUCTURE, SALARIES  
AND FRINGE BENEFITS FOR EMPLOYEES OF  
NATIONAL COUNCIL OF PERSONS WITH  
DISABILITIES**

**ANNEXE I DE L'ARRETE DU PREMIER  
MINISTRE N°65/03 DU 27/02/2015  
PORTANT STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AUTRES AVANTAGES ACCORDES AUX  
AGENTS DU CONSEIL NATIONAL DES  
PERSONNES HANDICAPEES**

*Official Gazette No. Special Bis of 28/02/2015*  
**NCPD – ORGANIZATIONAL CHART**



**UMUGEREKA WA II W'ITEKA RYA  
MINISITIRI W'INTEBE N°65/03 RYO KU  
WA27/02/2015 RIGENA IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
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AUTRES AVANTAGES ACCORDES AUX  
AGENTS DU CONSEIL DES PERSONNES  
HANDICAPEES**

**Official Gazette No. Special Bis of 28/02/2015**

**NCPC JOB PROFILES**

| Administrative Unit               | Job Title           | Title of job position linked with the job | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Number of proposed Job Positions |
|-----------------------------------|---------------------|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Office of the Executive Secretary | Executive Secretary | Executive Secretary                       | <p>A0 in Management, Economics, Development Studies, Rural Development, Project management , Planning, with 7 years of working expeience or 2 years in senior position; Or Master's Degree or Equivalent in Management, Economics, Development Studies, Rural Development, Project management , Planning, with 3 years of working expeience.</p> <p><u>Key technical skills and knowledge:</u></p> <ul style="list-style-type: none"> <li>-Leadership and management skills;</li> <li>-Knowledge of results based management,logical flamework approach, strategic planning processes and tools;</li> <li>- Organisational skills;</li> <li>- Communication skills;</li> <li>-knowledge in monitoring and evaluation systems;</li> <li>-Computer skills;</li> <li>-Time management skills;</li> <li>-Team working skills;</li> <li>-Judgement and decision making skills;</li> <li>-Complex problem solving;</li> <li>-High analytical skills ; Project Design&amp; Management</li> <li>-Fluent in kinyarwanda, English and / French,knowledge of both is an advantage</li> </ul> | 1                                |
|                                   | Legal Affairs       | Legal Affairs Officer                     | <p>A0 in Law</p> <p><u>Knowledge and technical skills required :</u></p> <ul style="list-style-type: none"> <li>- High analytical and problem solving skills;</li> <li>- Legal research and analysis in complex areas of law;</li> <li>- Knowledge of Substantive Law and Legal Procedures;</li> <li>- Decision making skills;</li> <li>- Experience in contract drafting and negotiation;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1                                |

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| Administrative Unit | Job Title                | Title of job position linked with the job | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Number of proposed Job Positions |
|---------------------|--------------------------|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
|                     | Internal Auditor         | Internal Auditor                          | <p>A0 in Accounting, Public Finance or Management with specialization in Finance/Accounting.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Detailed knowledge of financial and audit standards, HR and Financial regulations, procedures;</li> <li>- Knowledge of Financial software;</li> <li>- Planning skills;</li> <li>- Excellent communication, organisation and interpersonal skills;</li> <li>- Computer skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Excellent problem solving skills and clear logical sens;</li> <li>- Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage</li> </ul> | 1                                |
|                     | Administrative Assistant | Administrative Assistant to the ES        | <p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Social work, Sociology, Law</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge in Office management;</li> <li>- Knowledge of customer care satisfaction;</li> <li>- Excellent communication, organisation and interpersonal skills;</li> <li>- Computer knowledge (Word processing, Power Point and Internet);</li> <li>- Time management skills;</li> <li>- Analytical and problem solving;</li> <li>- Fluent in Kinyarwanda, English and French</li> </ul>                                                                                                                                                                     | 1                                |

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| Administrative Unit | Job Title                                   | Title of job position linked with the job   | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Number of proposed Job Positions |
|---------------------|---------------------------------------------|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
|                     | Planning, Monitoring and Evaluation Officer | Planning, Monitoring and Evaluation Officer | <p>AO in Management, Economics, Development Studies, Project Mngement, Business Administration</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Deep understanding of financial accounts;</li> <li>- High Analytical Skills</li> <li>- Interpersonal skills;</li> <li>- Time management Skills</li> <li>- Complex Problem solving;</li> <li>-Flexibility Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French;</li> </ul>                         | 1                                |
|                     | Procurement                                 | Procurement Officer                         | <p>AO in Procurement, Management,Public Finance, Economics, Law, Accounting</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> <li>- High analytical skills;</li> <li>- Knowledge of basic business and purchasing practices;</li> <li>- Knowledge of state contracting law, regulations and procedures;</li> <li>- Knowledge of grade, qualities, suppliers and prices trenders of commodities;</li> <li>- Knowlege in contract drafting and negotiation;</li> <li>- Category management skills;</li> <li>- Time management skills;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French, knowledge of all is an advantage</li> </ul> | 1                                |

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| Administrative Unit             | Job Title                          | Title of job position linked with the job   | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Number of proposed Job Positions |
|---------------------------------|------------------------------------|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
|                                 | Public Relations and Communication | Public Relations & Communication Officer    | <p>A0 in Journalism, Communication, International Relations, Marketing, Linguistics and Literature</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing;</li> <li>- Excellent interpersonal skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer skills;</li> <li>- Creativity and initiative;</li> <li>- Good organisational and time-management skills;</li> <li>- Teamworking skills;</li> <li>- Effective public relations and public speaking skills;</li> <li>- Interviewing skills;</li> <li>- Fluent in Kinyarwanda, English and French;</li> </ul> <p>knowledge of all is an advantage</p>                                                                                                                                                                                                                                                                                                                     | 1                                |
| Sub total                       |                                    |                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 7                                |
| Socio-Economic Empowerment Unit | Director of Unit                   | Director of Socio-Economic Empowerment Unit | <p>A0 in Management, Economics, Development Studies, Law, Rural Development, Project management , Planning, with 3 years of working experience; Or Master's Degree or Equivalent in Management, Economics, Law, Development Studies, Rural Development, Project management , Planning, with 1 year of working experience.</p> <p>Key technical skills and knowledge:</p> <ul style="list-style-type: none"> <li>-Leadership and management skills;</li> <li>-Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>-organisational skills;</li> <li>- Communication skills;</li> <li>-knowledge in monitoring and evaluation systems;</li> <li>-Computer skills;</li> <li>-Time management skills;</li> <li>-Team working skills;</li> <li>-Judgement and decision making skills;</li> <li>-Complex problem solving;</li> <li>-High analytical skills ; Project Design&amp; Management</li> <li>-Fluent in kinyarwanda, English and / French,knowledge of both is an advantage</li> </ul> | 1                                |

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| Administrative Unit | Job Title                                     | Title of job position linked with the job     | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Number of proposed Job Positions |
|---------------------|-----------------------------------------------|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
|                     | Disability Research and Mainstreaming Officer | Disability Research and Mainstreaming Officer | <p>AO in Sociology, Social work, Public Administration, Administrative Sciences,</p> <p>Key technical skills and knowledge:</p> <ul style="list-style-type: none"> <li>-Communication Skills;</li> <li>- Negotiation skills;</li> <li>-Advocacy skills ;</li> <li>- Time Management Skills;</li> <li>-Team working skills</li> <li>-Judgement and decision making skills</li> <li>- Analytical and problem solving skills;</li> <li>- Very effective organizational skills;</li> <li>- Computer skills;</li> <li>- Project Design &amp; Management</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1                                |
|                     | Disability Friendly Communication Officer     | Disability Friendly Communication Officer     | <p>AO in Sociology, Social work, Clinical Psychology, Communication.</p> <p>Key technical skills and knowledge:</p> <ul style="list-style-type: none"> <li>-Communication Skills;</li> <li>- Negotiation skills;</li> <li>- Advocacy skills;</li> <li>- Time Management Skills;</li> <li>- Hospitality skills;</li> <li>-Team working skills</li> <li>-Judgement and decision making skills</li> <li>- Analytical and problem solving skills;</li> <li>- Very effective organizational skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                         | 1                                |



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| Administrative Unit | Job Title                                          | Title of job position linked with the job          | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Number of proposed Job Positions |
|---------------------|----------------------------------------------------|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
|                     | Business Development and Access to Finance Officer | Business Development and Access to Finance Officer | <p>A0 in Business Administration, Finance, Development Studies, Rural Development, Project management, Planning.</p> <p>Key technical skills and knowledge:</p> <ul style="list-style-type: none"> <li>-Knowledge of results based management, logical framework approach;</li> <li>- strategic planning processes and tools;</li> <li>- organisational skills;</li> <li>- Communication skills;</li> <li>-knowledge in monitoring and evaluation systems;</li> <li>-Computer skills;</li> <li>-Time management skills;</li> <li>-Team working skills;</li> <li>-Judgement and decision making skills;</li> <li>-Complex problem solving;</li> <li>-High analytical skills ;</li> <li>- Project Design&amp; Management</li> <li>-Fluent in Kinyarwanda, English and / French, knowledge of both is an advantage</li> </ul> | 1                                |
|                     | Social Rehabilitation Officer                      | Social Rehabilitation Officer                      | <p>A0 in Sociology, Social work, Clinical Psychology.</p> <p>Key technical skills and knowledge:</p> <ul style="list-style-type: none"> <li>-Communication Skills;</li> <li>- Time Management Skills;</li> <li>- Hospitality skills;</li> <li>-Team working skills</li> <li>-Judgement and decision making skills</li> <li>- Analytical and problem solving skills;</li> <li>- Very effective organizational skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                     | 1                                |
|                     | Health and Counselling Officer                     | Health and Counselling Officer                     | <p>A0 in Clinical Psychology, Psychology and Mental health</p> <p>Key technical skills and knowledge:</p> <ul style="list-style-type: none"> <li>-Communication Skills;</li> <li>- Time Management Skills;</li> <li>- Hospitality skills;</li> <li>-Team working skills</li> <li>-Judgement and decision making skills</li> <li>- Analytical and problem solving skills;</li> <li>- Very effective organizational skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                | 1                                |

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| Administrative Unit           | Job Title                               | Title of job position linked with the job   | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Number of proposed Job Positions |
|-------------------------------|-----------------------------------------|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
|                               | Sports and Leisure Officer              | Sports and Leisure Officer                  | A0 in Physical Education and Sport, Physiotherapy<br><u>Key technical skills and knowledge:</u><br>-Communication Skills;<br>- Time Management Skills;<br>- Hospitality skills;<br>-Team working skills<br>-Judgement and decision making skills<br>- Analytical and problem solving skills;<br>- Very effective organizational skills;<br>- Computer skills;<br>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage                                                                                                                                                                                                                                                                                                                                                                                                                        | 1                                |
|                               | Training and Skills Development Officer | Training and Skills Development Officer     | A0 Human Resources Management, Management, Public Administration,Administrative Sciences,<br><u>Knowledge and technical skills required:</u><br>- Deep knowledge of Rwandan Public Service and Labor Law;<br>- Knowledge in Conflict Management;<br>- Knowledge of Human Resources Concepts, Practices, Policies and Procedures;<br>- Problem Solving Skills;<br>- Computer Skills;<br>- Judgement and Decision Making Skills;<br>- Time Management Skills;<br>- Interview Skills;<br>- High Analytical Skills;<br>- Team working Skills;<br>- Fluent in Kinyarwanda, English and/or French ;knowledge of all is an advantage                                                                                                                                                                                                                                             | 1                                |
| Sub total                     |                                         |                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 8                                |
| Finance & Administration Unit | Director                                | Director of Finance and Administration Unit | A0 in Public Finances, Accounting, Management specializing in Finance/Accounting , with 3 years of working experience; Or Accounting Professional Qualification recognised by IFAC(ACCA, CPA).<br><u>Key Technical Skills &amp; Knowledge required:</u><br>- Leadership and management skills;<br>- Planning and organisational skills;<br>- Communication skills;<br>- Strong IT skills, particularly in Financial software(SMART IFMIS);<br>- Knowledge of human resources concepts, practices, policies, and procedures;<br>- Knowledge of organizational structure, workflow, and operating procedures;<br>-Knowledge in Monitoring & System Evaluation;<br>- Time management Skills- Interviewing Skills;<br>- Judgment & Decision making skills;<br>- Complex Problem solving;<br>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1                                |

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| Administrative Unit | Job Title               | Title of job position linked with the job | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Number of proposed Job Positions |
|---------------------|-------------------------|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
|                     | Accountant              | Accountant                                | <p>A0 in Public Finance, Accounting, Management specializing in Finance/ Accounting.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Knowledge to analyse complex financial information &amp; Produce reports</li> <li>- Deep understanding of financial accounts;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- High Analytical Skills</li> <li>- Interpersonal skills;</li> <li>- Time management Skills</li> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and French ;knowledge of all is an advantage</li> </ul>                                                              | 1                                |
|                     | Human Resources Officer | Human Resources Officer                   | <p>A0 in Human Resource Management, Management, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources;</li> <li>- Knowledge in the Development of Human Resources Policies and procedures</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1                                |

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| Administrative Unit | Job Title        | Title of job position linked with the job | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Number of proposed Job Positions |
|---------------------|------------------|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
|                     | Logistic Officer | Logistic Officer                          | <p>AO in Management, Accounting, Store Management, Economis, Public Administration, Administrative Sciences,</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Management of Material Resources;</li> <li>- Knowledge of supply chain management;</li> <li>- Organizational Skills;</li> <li>- Computer Skills;</li> <li>- Communication Skills;</li> <li>- Report writing &amp; Presentation Skills;</li> <li>- Analytical Skills;</li> <li>- Interpersonal Skills;</li> <li>- Time management Skills;</li> <li>- Negotiation Skills;</li> <li>- Team working Skills</li> <li>- Problem Solving Skills;</li> <li>- Fluent in Kinyarwanda, English and French ;knowledge of all is an advantage</li> </ul> | 1                                |

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| Administrative Unit | Job Title            | Title of job position linked with the job | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Number of proposed Job Positions |
|---------------------|----------------------|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
|                     | ICT Database Officer | ICT Database Officer                      | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, 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, MCSO, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Research and development ICT policies and strategies;</li> <li>- Highly proficient with Microsoft Windows operating systems</li> <li>- Proficient in Microsoft Office products</li> <li>- Proficient in basic networking protocols and standards</li> <li>- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;</li> <li>- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills a</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1                                |
|                     | 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</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Analytical &amp; Problem solving Skills;</li> <li>- Decision Making Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1                                |
|                     | Driver               | Driver                                    | <p>B Category driving licence.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Mechanical skills;</li> <li>- Customer Care Skills;</li> <li>- Fluent in Kinyarwanda, basic English and French.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1                                |
| Sub total           |                      |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 7                                |
| TOTAL               |                      |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 22                               |

UMUGEREKA WA IIIW'ITEKA RYA  
MINISITIRI W'INTEBE N°65/03 RYO KU WA  
27/02/2015 RIGENA IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI MU NAMA  
Y'ABANTU BAFITE UBUMUGA

ANNEX III TO PRIME MINISTER'S ORDER  
N°65/03 OF 27/02/2015 DETERMINING  
ORGANISATIONAL STRUCTURE, SALARIES  
AND FRINGE BENEFITS FOR EMPLOYEES OF  
NATIONAL COUNCIL OF PERSONS WITH  
DISABILITIES

ANNEXE III DE L'ARRETE DU PREMIER  
MINISTRE N°65/03 DU 27/02/2015  
PORTANT STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AUTRES AVANTAGES ACCORDES AUX  
AGENTS DU CONSEIL NATIONAL DES  
PERSONNES HANDICAPEES

**NCPD SALARY STRUCTURE**

| POST                                                | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|-----------------------------------------------------|-----|-------|-------|-----------------------------|
| Executive Secretary                                 | 330 | G     | 2608  | 1,097,316                   |
| Director of Socio-Economic Empowerment Unit         | 330 | 3.II  | 1369  | 646,807                     |
| Director of Administration & Finance Unit (DAF)     | 330 | 3.II  | 1369  | 646,807                     |
| Legal Affairs                                       | 300 | 4.III | 1313  | 558,494                     |
| Public Relation and Communication Officer           | 300 | 4.II  | 1141  | 485,333                     |
| HR Officer                                          | 300 | 4.II  | 1141  | 485,333                     |
| Advocacy and Partenrship Officer                    | 300 | 5.II  | 951   | 404,515                     |
| Sport and Leisure Officer                           | 300 | 5.II  | 951   | 404,515                     |
| Health & Counseling Officer                         | 300 | 5.II  | 951   | 404,515                     |
| Social Rehabilitation Officer                       | 300 | 5.II  | 951   | 404,515                     |
| Disability Friendly Communication Officer           | 300 | 5.II  | 951   | 404,515                     |
| Business Development and access to Finance Officer  | 300 | 5.II  | 951   | 404,515                     |
| Training and Skills Development Officer             | 300 | 5.II  | 951   | 404,515                     |
| Disability Research and Mainstreaming Officer       | 300 | 5.II  | 951   | 404,515                     |
| Planning, Monitoring & Evaluation Officer           | 300 | 5.II  | 951   | 404,515                     |
| Database & ICT Officer                              | 300 | 5.II  | 951   | 404,515                     |
| Accountant                                          | 300 | 5.II  | 951   | 404,515                     |
| Procurement Officer                                 | 300 | 5.II  | 951   | 404,515                     |
| Internal Auditor                                    | 300 | 5.II  | 951   | 404,515                     |
| Logistic Officer                                    | 300 | 5.II  | 951   | 404,515                     |
| Administrative Assistant to the Executive Secretary | 300 | 7.II  | 660   | 280,736                     |
| Head of Central Secretariat                         | 300 | 7.II  | 660   | 280,736                     |
| Driver                                              | 300 | 10.II | 300   | 127,607                     |

**Bibonywe kugira ngo bishyirwe ku mugereka w' Iteka rya Minisitiri w'Intebe n°65/03 yo ku wa 27/02/2015 rigena Imbonerahamwe y'Imyanya y'Imirimo, Imishahara n'ibindi bigenerwa Abakozi bo mu Nama y'Igihugu y'Abantu Bafite Ubumuga**

Kigali, kuwa 27/02/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika :**

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

**Seen to be annexed to Prime Minister's Order n°65/03 of 27/02/2015 determining Organisational Structure, Salaries and Fringe benefits for Employees of the National Council of Persons with Disabilities**

Kigali, on 27/02/2015

(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°65/03 du 27/02/2015 portant structure organisationnelle, salaires et avantages accordés aux Agents du Conseil National des Personnes Handicapées**

Kigali, le 27/02/2015

(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



ITEKA RYA MINISITIRI W'INTEBE N°66/03  
RYO KU WA 27/02/2015 RIGENA  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIMIROMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI B'IKIGO CY'IGIHUGU  
GISHINZWE IMIYOBORERE

PRIME MINISTER'S ORDER N°66/03 OF  
27/02/2015 DETERMINING  
ORGANASATIONAL STRUCTURE,  
SALARIES AND FRINGE BENEFITS FOR  
EMPLOYEES OF THE RWANDA  
GOVERNANCE BOARD

ARRETE DU PREMIER MINISTRE N°66/03  
DU 27/02/2015 PORTANT STRUCTURE  
ORGANISATIONNELLE ET AVANTAGES  
ACCORDES AU PERSONNEL DE L'OFFICE  
RWANDAIS DE LA GOUVERNANCE

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**PRIME MINISTER'S ORDER N°66/03 OF 27/02/2015 DETERMINING ORGANASATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE RWANDA GOVERNANCE BOARD**

**ARRETE DU PREMIER MINISTRE N°66/03 DU 27/02/2015 PORTANT STRUCTURE ORGANISATIONNELLE ET AVANTAGES ACCORDES AU PERSONNEL DE L'OFFICE RWANDAIS DE LA GOUVERNANCE**

**Minisitiri w'Intebe;**

**The Prime Minister;**

**Le Premier Ministre;**

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

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 118, 119, 121 and 201;

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

Pursuant to Law No 86/2013 of 11/09/2013 establishing the general statutes for Public Service, especially in Article 52;

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

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;

Having reviewed Prime Minister's Order n° 88/03 of 25/08/2011 determining the mission, functions, organizational structure and summary of job positions of the Ministry of Public Service and Labour;

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 et complété à ce jour;

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

On proposal by the Minister of Public Service and Labour;

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

Inama y'Abaminisitiri yateranye ku wa 15/12/2014 imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet in session of 15/12/2014;

Après examen et adoption par le Conseil des Ministres en sa séance du 15/12/2014;

**ATEGETSE:**

**HEREBY ORDERS:**

**ARRETE:**

**Ingingo ya mbere: Icyo iri teka rigamije**

Iri teka rishyiraho imishahara n'ibindi bigenerwa Abakozi b'Ikigo cy'Igihugu gishinzwe Imiyoborere (RGB).

**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'Igihugu gishinzwe Imiyoborere (RGB) biri ku mugereka wa I n'uwa II y'iri teka.

**Ingingo 3: Igenwa ry'umushahara**

Imishahara y'Abakozi b'Ikigo cy'Igihugu gishinzwe Imiyoborere igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishaharamu Butegetsu bwa Leta.

Urwego, umubare fatizo, agaciro k'umubare fatizo n'umushahara mbumbe bigendana na buri mwanya w'umurimo mu Kigo cy'Igihugu gishinzwe Imiyoborere biri ku mugereka wa III w'iri teka.

**Ingingo ya 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;

**Article One: Purpose of this Order**

This Order determines salaries and fringe benefits for employees of the Rwanda Governance Board (RGB).

**Article 2: Organizational structure and job profiles**

The organizational structure and job profiles in Rwanda Governance Board (RGB) are respectively on annex I and II of this Order.

**Article 3: Determination of the salary**

Salaries for employees of the Rwanda Governance 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 Governance Board are on annex III of this Order.

**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;

**Article premier: Objet du présent arrêté**

Le présent arrêté détermine les salaires et avantages accordés au personnel de l'Office Rwandais de la Gouvernance (RGB).

**Article 2: Structure organisationnelle et profils d'emplois**

La structure organisationnelle et profils d'emplois de l'Office Rwandais de Gouvernance (RGB) 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 la Gouvernance 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 la Gouvernance sont à l'annexe III du présent arrêté.

**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 ° inkunga ya Leta mu bwiteganyirize bw’umukozi;

5 ° inkunga ya Leta yo kuvuza umukozi.

Indamunite y’urugendo ivugwa mu gika cya mbere cy’iyi ngingo 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 RGB**

Umuyobozi Mukuru wa RGB 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 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;

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;

4 ° state contribution for social security;

5 ° State contribution for medical care.

The transport allowance specified in the Paragraph One of this Article 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 of public service.

**Article 5: Fringe benefits for the Chief Executive Officer of RGB**

The Chief Executive Officer of RGB 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 Rwf) per month for wireless internet connection and one hundred and fifty thousand Rwandan francs (150,000 Rwf) per month for mobile phone;

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

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 premier du présent article 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 au 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 Chief Executive Officer de RGB**

Le *Chief Executive Officer* de RGB 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 équivalant à quarante mille francs rwandais (40.000 Frw) par mois et ceux de téléphone portable équivalant à cent cinquante mille francs rwandais (150.000 Frw) par mois ;

2 ° les frais de représentation au service équivalant 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 in charge of 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”**

**Article 6: Fringe benefits for the Deputy Chief Executive Officer on “F” Job level**

**Article 6: Avantages alloués au Deputy Chief Executive Officer au poste de niveaux “F”**

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

Deputy Chief Executive Officer on “F” job level shall be entitled to the following fringe benefits:

Deputy Chief Executive Officer au poste de niveaux “F” bénéficie des avantages comme suit :

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;

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;

1 ° cent mille francs rwandais (100.000 Frw) par mois et des frais de téléphone portable équivalant 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 Heads of Departments bari ku rwego rwa “G/1”**

**Article 7: Fringe benefits for Heads of Departments on “G/1” job level**

**Article 7: Avantages alloués au Chefs de Départements au poste de niveau “G/1”**

Heads of Departments agenerwa ibindi bibafasha gutunganya imirimo bukurikira:

Heads of Departments shall be entitled to the following fringe benefits:

Les Chefs de Départements bénéficient des avantages suivants:

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;

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;

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 ° Leta imworohereza mu bijyanye n’uburyo bw’ingendo hakurikijwe amabwiriza ya Minisitiri

2 ° the Government shall facilitate his/her transport in accordance with the Instructions of the

2 ° l’Etat lui facilite en ce qui concerne le transport conformément aux instructions du

ufite gutwara abantu n'ibintu mu nshingano ze.

Minister in charge of transport.

Ministre ayant le transport dans ses attributions.

**Ingingo ya 8: Ibindi bigenerwa Divison Managers bari ku rwego rwa “2.III”**

*Divison Managers* uri ku rwego rwa “2.III” agenerwa ibindi bimufasha gutunganya imirimo ku buryo bukurikira:

1 ° *Divison 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.

**Ingingo ya 9: Ibindi bigenerwa Abayobozi b'Amashami n'Abakozi bari ku rwego rw'imirimo rwa “3”**

Abayobozi b'Amashami *Specialist* 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

**Article 8: Fringe benefits for Division Managers on “2.III” job level**

Division Manager on “2.III” job 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 in charge of transport.

**Article 9: Fringe benefits for Directors of Units and Officials on “3” job level**

Directors of Units and Specialist 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

**Article 8: Avantages alloués aux Chefs de Divisions aux postes de niveau “2.III”**

Le Chef de Divisions 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.

**Article 9: Avantages alloués aux directeurs d'Unités et Cadres aux postes de niveau “3”**

Les Directeurs d'Unités et Spécialiste 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

| nshingano ze.                                                                                                                                                                                                                                               | public service.                                                                                                                                                                                                                                                         | publique dans ses attributions.                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Abayobozi b'Amashami bari ku rwego rw'imirimo rwa "3" bafite itsinda ry'Abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe y'Urwego bakorera, bagenerwa kandi amafaranga ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi ya telefoni yo mu biro. | Directors of Units on level "3" 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. | Les Directeurs d'Unités aux postes de niveau "3" 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. |
| <b><u>Ingingo ya 10: Indamunite y'urugendo rw'imodoka</u></b>                                                                                                                                                                                               | <b><u>Article 10: Mileage allowance</u></b>                                                                                                                                                                                                                             | <b><u>Article 10: Indemnités kilométrique</u></b>                                                                                                                                                                                                                                                           |
| Iyo Abayobozi Bakuru bari ku rwego rwa "E", "F", G/1 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.    | When Senior Officials on levels "E", "F", G/1 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 in charge of transport.      | Lors que les hauts cadres aux postes de niveaux "E", "F", G/1 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.               |
| <b><u>Ingingo ya 11: Abashinzwe kubahiriza iri teka</u></b>                                                                                                                                                                                                 | <b><u>Article 11: Authorities responsible for the implementation of this Order</u></b>                                                                                                                                                                                  | <b><u>Article 11: Autorités chargées de l'exécution du présent arrêté</u></b>                                                                                                                                                                                                                               |
| Minisitiri w'Ubutegetsi bw'Igihugu, Minisitiri w'Imari n'Igenamigambi, Minisitiri w'Abakozi ba Leta n'Umurimo na Minisitiri w'Ibikorwa Remezo bashinzwe kubahiriza iri teka.                                                                                | The Minister of Local Government, 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.                                                          | Le Ministre de l'Administration Locale, 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.                                                                        |
| <b><u>Ingingo ya 12: Ivanwaho ry'ingingo zinyuranyije n'iri teka</u></b>                                                                                                                                                                                    | <b><u>Article 12: Repealing provision</u></b>                                                                                                                                                                                                                           | <b><u>Article 12: Disposition abrogatoire</u></b>                                                                                                                                                                                                                                                           |
| Ingingo z'amateka abanziriza iri kandi zinyuranyije na ryo bivanyweho.                                                                                                                                                                                      | All other prior provisions contrary to this Order are hereby repealed.                                                                                                                                                                                                  | Toutes les autres dispositions antérieures contraires au présent Arrêté sont abrogées.                                                                                                                                                                                                                      |
| <b><u>Ingingoya 13: Igihe iteka ritangira gukurikizwa</u></b>                                                                                                                                                                                               | <b><u>Article 13: Commencement</u></b>                                                                                                                                                                                                                                  | <b><u>Article 13: Entrée en vigueur</u></b>                                                                                                                                                                                                                                                                 |
| Iri teka ritangira gukurikizwa ku munsu ritangarijweho                                                                                                                                                                                                      | This Order shall come into force on the date of its                                                                                                                                                                                                                     | Le présent arrêté entre en vigueur le jour de sa                                                                                                                                                                                                                                                            |



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mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera kuwa 29/07/2014.

publication in the Official Gazette of the Republic of Rwanda. It takes effect as of 29/07/2014.

publication au Journal Officiel de la République du Rwanda. Il produit ses effets à partir du 29/07/2014.

Kigali, ku wa **27/02/2015**

Kigali on **27/02/2015**

Kigali le **27/02/2015**.

(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**  
Minisitiriw'Ubutabera/Intumwa Nkuru ya Leta

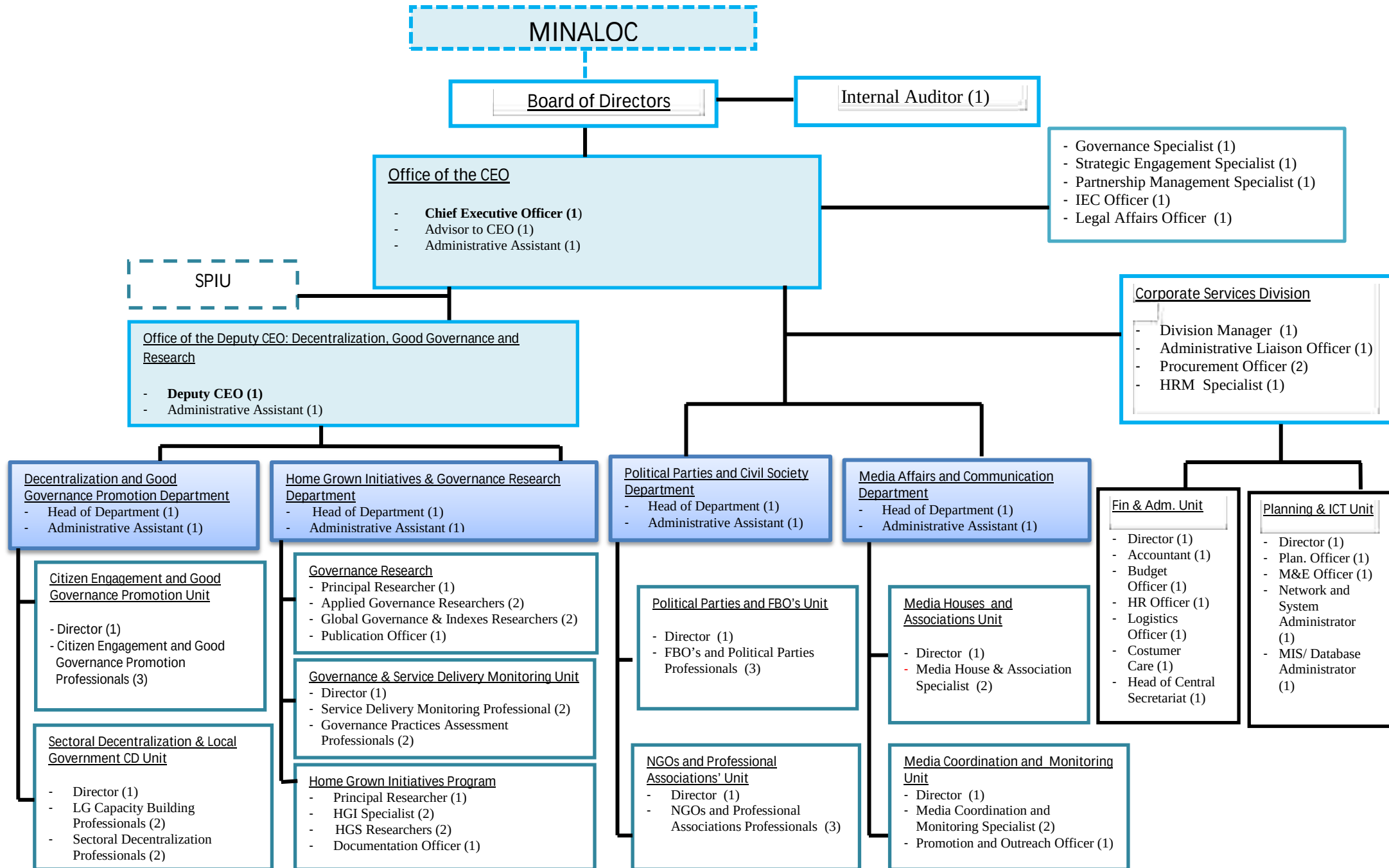
(sé)  
**BUSINGYE Johnston**  
Minister of Justice/Attorney General

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

UMUGEREKA WA I W'TEKA RYA MINISITIRI  
W'INTEBE N°66/03 RYO KU WA 27/02/2015  
RIGENA IMBONERAHAMWE Y'IMYANYA  
YIMIRIMO, IMISHAHARA IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI B'IKIGO  
CY'IGIHUGU GISHINZWE IMIYOBORERE

ANNEX I TO PRIME MINISTER'S ORDER  
N°66/03 OF 27/02/2015 DETERMINING  
ORGANISATIONAL STRUCTURE, SALARIES  
AND FRINGE BENEFITS FOR EMPLOYEES  
OF THE RWANDA GOVERNANCE BOARD

ANNEXE I DE L'ARRETE DU PREMIER  
MINISTRE N°66/03 DU 27/02/2015  
PORTANT STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AVANTAGES ACCORDES AU PERSONNEL  
DE L'OFFICE RWANDAIS DE LA  
GOUVERNANCE



UMUGEREKA WA II W'TEKA RYA MINISITIRI  
W'INTEBE N°66/03 RYO KU WA 27/02/2015  
RIGENA IMBONERAHAMWE Y'IMYANYA  
YIMIRIMO, IMISHAHARA IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI B'IKIGO  
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ANNEX II TO PRIME MINISTER'S ORDER  
N°66/03 OF 27/02/2015 DETERMINING  
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ANNEXE II DE L'ARRETE DU PREMIER  
MINISTRE N°66/03 DU 27/02/2015 PORTANT  
STRUCTURE ORGANISATIONNELLE,  
SALAIRES ET AVANTAGES ACCORDES AU  
PERSONNEL DE L'OFFICE RWANDAIS DE  
LA GOUVERNANCE

RGB - JOB PROFILES

| Administrative Unit                   | Job Title                    | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Proposed Jobs |
|---------------------------------------|------------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Office of the Chief Executive Officer | Chief Executive Officer/ CEO | Chief Executive Officer                  | <p>Master or Equivalent in Political Sciences, Public Policy, Law, Public Administration, Sociology, Administrative Sciences, Development Studies, Management, Economics with 10 years of working experience with at least 4 years in senior position. PhD is a added value.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-High level sense of responsibility</li> <li>- High level sense of integrity</li> <li>-Excellent interpersonal skills</li> <li>-Possess innovative skills</li> <li>-Possess coordination, Planning and Organizational skills</li> <li>-strong Leadership Skills;</li> <li>-Exposure to global governance systems</li> <li>-Extensive knowledge and understanding of the Rwanda policy framework;</li> <li>- Analytical, problem-solving and critical thinking skills.</li> <li>- Technical understanding of system being analyzed and how it affects the various business units;</li> <li>-Multi-tasking skills and the ability to balance multiple priorities</li> <li>- Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1             |
|                                       | Advisor                      | Advisor to the CEO                       | <p>A0 in International Relations, Public Administration ,Administrative Sciences, Political Sciences, Law, Public Policy, International Development, Management with 3 years of working experience Or Master or Equivalent in International Relations, Public Administration ,Administrative Sciences, Political Sciences, Law, Public Policy, International Development, Management with 1 year of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Strong knowledge in Good Governance principles and strategies;-Analytical and problem-solving.</li> <li>-Good at handling and meeting deadlines.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>-Able to work well with both internal and external clients.</li> <li>-Good presentation skills, and ability to communicate with various audiences, including end users and managers</li> <li>-Hardworking and demonstrate capacity to work under pressure with minimum supervision,</li> <li>-High sense of responsibility and integrity;</li> <li>-Maturity and confidence in dealing with the staff of government institutions and private sector;</li> <li>Ability to seek and apply knowledge, information and best practices from multiple sectors;</li> <li>-Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;</li> <li>- Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports;</li> <li>-Advanced computer literacy and proficiency, especially related to professional office software packages (Microsoft Office and graphics);</li> <li>-Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage is an advantage</li> </ul> | 1             |

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| Administrative Unit | Job Title                | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Proposed Jobs |
|---------------------|--------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Internal Audit           | Internal Auditor                         | <p>A0 in Accounting, Public Finance or Management with specialization in Finance/Accounting or Accounting Professional Qualification recognized by IFAC (ACCA, CPA).</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Detailed knowledge of financial and Audit Standards, HR &amp; Financial Regulations, Procedures ;</li> <li>- Financial software;</li> <li>- Planning Skill;</li> <li>- High Analytical skills;</li> <li>- Report writing and presentation skills.</li> <li>- Time management skills;</li> <li>- Excellent problem-solving skills and clear logical thinking;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Administrative Assistant | Administrative Assistant                 | <p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management , Law, Social work and Sociology</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage</li> </ul>                                                                                                           | 1             |

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| Administrative Unit | Job Title             | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Proposed Jobs |
|---------------------|-----------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Governance Specialist | Governance Specialist                    | <p>A0 in Political Sciences, Public Administration, Administrative Sciences, Sociology, Social Work, Development Studies with 3 years of working experience; Or Master or Equivalent in Political Sciences, Public Administration, Administrative Sciences, Sociology, Social Work, Development Studies</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-He or she must demonstrate high level of team work and team building skills;</li> <li>-Demonstrated leadership, facilitation and coordination skills, ability to manage technical team ;</li> <li>- Good knowledge of Rwanda's Policies and Programs;</li> </ul> <p>Strong ability in translating research findings into Policies;</p> <ul style="list-style-type: none"> <li>-Capacity to work with multiple stakeholders across a wide range of disciplines;</li> <li>- Demonstrated networking, team-building and organizational skills;</li> <li>- Excellent communication (both oral and written) and partnership building skills with multi-dimension partners, people skill for conflict resolution and negotiation;</li> <li>- Hardworking and demonstrate capacity to work under pressure with minimum supervision,</li> <li>- High sense of responsibility and integrity;</li> <li>- Maturity and confidence in dealing with the staff of government institutions and private sector;</li> <li>- Ability to seek and apply knowledge, information and best practices from multiple sectors;</li> <li>- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;</li> <li>- Excellent written writing &amp; Editing communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports;</li> <li>- Advanced computer literacy and proficiency, especially related to professional office software packages (Microsoft Office and graphics);</li> <li>- Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage</li> </ul> | 1             |

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| Administrative Unit | Job Title                         | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|---------------------|-----------------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Strategic Engagement Specialist   | Strategic Engagement Specialist          | <p>A0 in International Relations, Political Sciences, Public Administration, Administrative Sciences, Development Studies, Law with 3 years of working experience; Or MAster or Equivalent in International Relations, Political Sciences, Public Administration, Administrative Sciences, Development Studies, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- He or she must demonstrate high level of team work and team building skills,</li> <li>- Demonstrated leadership, facilitation and coordination skills, ability to manage technical team and long term strategic partnership;</li> <li>- Mastering and highly knowledgeable with E-Governance skills;</li> <li>- Good knowledge of Rwanda's Policies and Programs;</li> <li>- Capacity to work with multiple stakeholders across a wide range of disciplines;</li> <li>- Demonstrated networking, team-building and organizational skills;</li> <li>- Excellent communication (both oral and written) and partnership building skills with multi-dimension partners, people skill for conflict resolution and negotiation;</li> <li>- Hardworking and demonstrate capacity to work under pressure with minimum supervision,</li> <li>- High sense of responsibility and integrity;</li> <li>- Maturity and confidence in dealing with the staff of government institutions and private sector;</li> <li>- Ability to seek and apply knowledge, information and best practices from multiple sectors;</li> <li>- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;</li> <li>- Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports;</li> <li>- Advanced computer literacy and proficiency, especially related to professional office software packages (Microsoft Office and graphics);</li> <li>- Fluent in English both written and spoken.</li> <li>- Analytical Skills</li> </ul> | 1             |
|                     | Partnership Management Specialist | Partnership Management Specialist        | <p>A0 in Public Relations, International Relations, Business Administration with specialization in Marketing with 3 years of working experience; Or MAster or Equivalent in Public Relations, International Relations, Business Administration with specialization in Marketing</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent team work and team building skills,</li> <li>- Demonstrated ability to manage long term partnership;</li> <li>- Capacity to work and interact with multiple stakeholders especially foreign partners to the institution;</li> <li>- Excellent communication (both oral and written) and partnership building skills with multi-dimension partners,</li> <li>- Hardworking and demonstrate capacity to work under pressure with minimum supervision,</li> <li>- High sense of responsibility and integrity;</li> <li>- Maturity and confidence in dealing with the staff of government institutions and private sector;</li> <li>- Ability to seek and apply knowledge, information and best practices from multiple sectors;</li> <li>- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;</li> <li>- Advanced computer literacy and proficiency, especially related to professional office software packages (Microsoft Office and graphics);</li> <li>- Fluent in Kinyarwanda, English, and /or French both written and spoken.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 1             |



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| Administrative Unit | Job Title                                        | Title of Job positions linked to the Job         | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Proposed Jobs |
|---------------------|--------------------------------------------------|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Legal Affairs                                    | Legal Affairs Officer                            | <p>A0 in Law</p> <p><u>Key Technical skills and Knowledge required :</u></p> <ul style="list-style-type: none"> <li>- Deep knowledge of Rwanda governance policies and strategies</li> <li>- High analytical and problem solving skills;</li> <li>- Legal research and analysis in complex areas of law;</li> <li>- Knowledge of Substantive Law and Legal Procedures;</li> <li>- Decision making skills;</li> <li>- Experience in contract drafting and negotiation;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1             |
|                     | Information, Education and Communication Officer | Information, Education and Communication Officer | <p>A0 in Journalism, Communication, International Relations, Mass Media, Linguistics and Literature</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>-Excellent communication skills both orally and in writing</li> <li>-Excellent social media knowledge</li> <li>-Excellent skills in Report writing, press release writing and presentation skill</li> <li>-Excellent Interviewing skills</li> <li>-Excellent interpersonal skills</li> <li>-Good organisational and time-management skills</li> <li>-Teamworking skills</li> <li>- Effective public relations and public speaking skills</li> <li>-Hardworking and demonstrate capacity to work under pressure with minimum supervision,</li> <li>-High sense of responsibility and integrity;</li> <li>-Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;</li> <li>-Advanced computer literacy and proficiency, especially related to professional office software packages (Microsoft Office and graphics);</li> <li>-Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage</li> </ul> | 1             |
| S/Total             |                                                  |                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 9             |

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| Administrative Unit                          | Job Title                | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Proposed Jobs |
|----------------------------------------------|--------------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Office of the Deputy Chief Executive Officer | Deputy CEO               | Deputy CEO                               | <p>A0 in Political Sciences, Public Administration, Administrative Sciences, Sociology, Social Work, Law, Development Studies, Management, Economics, Education Sciences with 7 years of working experience with 2 years in a senior position; Or Master or Equivalent in Political Sciences, Public Administration, Administrative Sciences, Sociology, Social Work, Law, Development Studies, Management, Economics, Education Sciences with 5 years of working experience.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-High level sense of integrity</li> <li>-Excellent interpersonal skills</li> <li>-Possess innovative skills</li> <li>- Good knowledge and understanding of the Rwanda's governance and Decentralization policies and strategies,</li> <li>-Possess coordination, Planning and Organizational skills</li> <li>- Strong Leadership Skills;</li> <li>-Exposure to global governance systems</li> <li>- Good knowledge in Research Methodologies;</li> <li>-Strong leadership and Analytical problem solving skills</li> <li>-Ability to balance multiple priorities and focus on institutional mandate</li> <li>-Fluent in Kinyarwanda, English and/or French.</li> </ul> | 1             |
|                                              | Administrative Assistant | Administrative Assistant                 | <p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management, Administrative Sciences, Law, Social work and Sociology</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>-Time management skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 1             |
| S/Total                                      |                          |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 2             |

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| Administrative Unit                                       | Job Title                | Title of Job positions linked to the Job                             | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed Jobs |
|-----------------------------------------------------------|--------------------------|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Decentralization and Good Governance Promotion Department | Head of Department       | Head of Department of Decentralization and Good Governance Promotion | <p>A0 in Political Sciences, Public Administration, Administrative Sciences, Sociology, Social Work, Education Sciences, Law, Development Studies, Management, Economics with 7 years of working experience with 2 years in a senior position; Or Master or Equivalent in Political Sciences, Public Administration, Administrative Sciences, Sociology, Social Work, Education Sciences, Law, Development Studies, Management, Economics with 5 years of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High level sense of responsibility</li> <li>- High level sense of integrity</li> <li>- Excellent interpersonal skills</li> <li>- Possess innovative skills</li> <li>- Possess coordination, Planning and Organizational skills</li> <li>- Strong Leadership Skills;</li> <li>- Exposure to global governance systems</li> <li>- Good knowledge and understanding of the Rwanda's Governance ; and decentralization , strategies and practices,</li> <li>- Technical Expertise in Decentralization process and good governance principles</li> <li>- Strong management and problem solving skills,</li> <li>- Ability to coordinate decentralization, Local government capacity building and good governance promotion.</li> <li>- Ability to develop plans, programs, monitor and evaluate performance</li> <li>- Excellent interpersonal, analytical and reporting skills</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul> | 1             |
|                                                           | Administrative Assistant | Administrative Assistant                                             | <p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management, Administrative Sciences, Law, Social work and Sociology</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1             |
| S/Total                                                   |                          |                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2             |

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| Administrative Unit                                   | Job Title                                                         | Title of Job positions linked to the Job                          | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Proposed Jobs |
|-------------------------------------------------------|-------------------------------------------------------------------|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Citizen Engagement and Good Governance Promotion Unit | Director of Unit                                                  | Director of Citizen Engagement and Good Governance Promotion Unit | <p>A0 in Political sciences, Public Administration, Administrative Sciences, Development Studies, Business Administration, Economics, Management, Sociology, Social Work, Law with 3 years of working experience; Or Master or Equivalent in Political sciences, Public Administration, Administrative Sciences, Development Studies, Business Administration, Economics, Management, Sociology, Social Work, Law with 1 year of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-High level sense of responsibility</li> <li>- High level sense of integrity</li> <li>-Excellent interpersonal skills</li> <li>-Possess innovative skills</li> <li>-Extensive knowledge and technical understanding of Rwanda's governance principles and practices</li> <li>- Analytical, problem-solving and critical thinking skills.</li> <li>- Planning, organization and supervisory skills</li> <li>-Communication and coordination skills</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul> | 1             |
|                                                       | Citizen Engagement and Good Governance Promotion of Professionals | Citizen Engagement and Good Governance Promotion of Professionals | <p>A0 in Public Administration, Political sciences, Administrative Sciences, Development Studies, Public Policy, Socio-Economics, Management, Rural Development, Sociology, Social Work, Law, Education Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-Good knowledge and understanding of the Rwanda Governance sector;</li> <li>- Good knowledge of Decentralization policy and strategies;</li> <li>-Good knowledge in Good Governance principles and strategies;</li> <li>-Management and Problem-solving skills.</li> <li>-Planning, organizational and time management skills;</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                | 3             |
| S/Total                                               |                                                                   |                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 4             |

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| Administrative Unit                                | Job Title                              | Title of Job positions linked to the Job                           | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Proposed Jobs |
|----------------------------------------------------|----------------------------------------|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Sector Decentralization & Local Government CB Unit | Director of Unit                       | Director of Sectoral Decentralization and Local Government CB Unit | <p>A0 in Political Sciences, Public Administration, Administrative Sciences, Sociology, Social Work, Development Studies, Management, Economics, Education Sciences, Law with 3 years of working experience; Or Master or Equivalent in Political Sciences, Public Administration, Administrative Sciences, Sociology, Social Work, Development Studies, Management, Economics, Education Sciences, Law with 1 year of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-High level sense of responsibility</li> <li>- High level sense of integrity</li> <li>-Excellent interpersonal skills</li> <li>-Possess innovative skills</li> <li>-Good knowledge and understanding of Rwanda's governance principles and practice</li> <li>- Analytical and problem-solving skills.</li> <li>- Good leadership and management skills</li> <li>- Ability to plan, monitor and evaluate sector decentralization and local government capacity building programs.</li> <li>- Good communication and coordination skills.</li> <li>- Fluent in Kinyarwanda, English and/or French</li> </ul> | 1             |
|                                                    | Sectoral Decentralization Professional | Sectoral Decentralization Professionals                            | <p>A0 in Political Sciences, Public Administration, Administrative Sciences, Management, Public Policy, Governance Policy, Law, Finance, Sociology, Social Work</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-Good knowledge and understanding of the Rwanda Governance sector;</li> <li>- Good knowledge of Decentralization policy and strategies;</li> <li>- Strong knowledge in decentralization principles and practices;</li> <li>-Management and leadership skills.</li> <li>-.Planning, communication and organizational skills;</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2             |

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| Administrative Unit | Job Title                       | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Proposed Jobs |
|---------------------|---------------------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Capacity Building Professionals | Capacity Building Professionals          | <p>A0 in HR Management, Public Administration, Administrative Sciences, Management, Polical Sciences, Governance Studies, Education Sciences, Development Studies</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge of capacity development approaches</li> <li>- Ability to undertake local Government capacity building training needs assessment and plans.</li> <li>- To facilitate the formulation of LG training plans</li> <li>- Good knowledge and competency in decentralization and local government capacity development,</li> <li>- Ability to plan, monitor and evaluate capacity building programs for the LG.</li> <li>- Ability to execute and report on assigned tasks.</li> <li>- Capacity to innovate and document best practices in capacity building</li> <li>- Good organizational and time management skills</li> <li>- Good communication and interpersonal skills</li> <li>- Good computer skills</li> <li>- Fluency in Kinyarwanda, English and or French, knowledge of all languages is an added advantage.</li> </ul> | 2             |
| S/Total             |                                 |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 5             |

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| Administrative Unit                                     | Job Title                | Title of Job positions linked to the Job                        | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Proposed Jobs |
|---------------------------------------------------------|--------------------------|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Home Grown Initiatives & Governance Research Department | Head of Department       | Head of Home Grown Initiatives & Governance Research Department | <p>A0 in in Public Policy Analysis, Public Law, Governance Studies, Political Sciences, Economics, Public Administration, Administrative Sciences, Sociology, Social Work, Development Studies, Management with 7 years of working experience with 2 years in senior position or Master in Public Policy Analysis, Public Law, Governance Studies, Political Sciences, Economics, Public Administration, Administrative Sciences, Sociology, Social Work, Development Studies, Management with 5 years of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High level of sense of responsibility</li> <li>- High level of integrity</li> <li>- Excellent interpersonal skills</li> <li>- Possess coordination, Planning and Organizational skills</li> <li>- Strong Leadership Skills;</li> <li>-Exposure to global governance systems Demonstrate thought leadership through producing and overseeing research content on high profile governance issues and trends;</li> <li>- Direct research team in the preparation of and writing of governance analyses across sectors;</li> <li>- Promoting and facilitating leading-edge research, including collaborative and interdisciplinary research;</li> <li>- Developing networks between RGB and other research institutions and Think tanks both local as well as international;</li> <li>- Extensive knowledge and understanding of the Rwanda Governance sector;</li> <li>- Extensive knowledge in social sciences Research Methodologies;</li> <li>- Extensive knowledge in Good Governance principles and practices</li> <li>- Maturity and confidence in dealing with the staff of government institutions and private sector;</li> <li>- Ability to seek and apply knowledge, information and best practices from multiple sectors;</li> <li>- Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports;</li> <li>- Advanced computer literacy and proficiency, especially related to professional office software packages, social sciences software</li> </ul> <p><i>Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage</i></p> | 1             |
|                                                         | Administrative Assistant | Administrative Assistant                                        | <p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Law, Social work and Sociology</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Word Processing, Excel, Access, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 1             |
| S/Total                                                 |                          |                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 2             |

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| Administrative Unit      | Job Title                      | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Proposed Jobs |
|--------------------------|--------------------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Governance Research Unit | Principal Researcher           | Principal Researcher                     | <p>Master or Equivalent in Public Policy Analysis, Governance Studies, International Relations, Law Public Administration, Administrative Sciences, Political Sciences, Sociology, Social Work with 3 years of working experience and 4 Scientific Papers or one book published.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda Governance sector;</li> <li>- Extensive knowledge in social sciences Research Methodologies;</li> <li>- Strong knowledge in Good Governance principles and practices;</li> <li>- Extensive policy and international indexes analysis;</li> <li>- Strong Leadership Skills;</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers;</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions;</li> <li>- Coordination, planning and organizational skills;-</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |
|                          | Applied Governance Researchers | Applied Governance Researchers           | <p>Master or Equivalent in Public Policy Analysis, Governance Studies, Population Studies, Statistics, Economics, Political Sciences, Public Administration, Administrative Sciences, Sociology, Social Work with 2 years of working experience and 2 Scientific Papers published.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda Governance sector;</li> <li>- Extensive knowledge in social sciences Research Methodologies;</li> <li>- Strong knowledge in Good Governance principles and strategies;</li> <li>- Clearly presenting results orally and in writing;</li> <li>- Numerical and Computational skills;</li> <li>- Extensive knowledge of conducting surveys and studies;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers;</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions;</li> <li>- Coordination, planning and organizational skills;</li> <li>- Time Management Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>          | 2             |



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| Administrative Unit | Job Title                               | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Proposed Jobs |
|---------------------|-----------------------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Global Governance & Indexes Researchers | Global Governance & Indexes Researchers  | <p>Master or Equivalent in International Relations, Public Policy Analysis, Governance Studies, Economics Law, Political Sciences, Public Administration, Administrative Sciences, Sociology, Social Work with 2 years of working experience and 2 Scientific Papers published.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-Extensive knowledge and understanding of the Rwanda Governance sector;</li> <li>- Extensive knowledge of International governance indexes and global governance ;</li> <li>- Extensive knowledge in social sciences Research Methodologies;</li> <li>- Strong knowledge in Good Governance principles and practices;</li> <li>- Clearly presenting results orally and in writing;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers;</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions;</li> <li>- Coordination, planning and organizational skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 2             |
|                     | Publication Officer                     | Publication Officer                      | <p>A0 in Linguistic, Public Administration, Management, Administrative Sciences, Library &amp; information Science, Office Management, Sociology</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-Extensive knowledge in Editing skills</li> <li>- Excellent knowledge in social sciences Research Methodologies</li> <li>- Computer literacy;</li> <li>- Knowledge of integrated document management;</li> <li>- Knowledge of archive management software;</li> <li>- Knowledge of the documentation management system (DMS) would be an advantage;</li> <li>- Organizational Skills;</li> <li>- Interpersonal Skills;</li> <li>- Planning Skills;</li> <li>- Communication Skills;</li> <li>- Report writing &amp; Presentation skills;</li> <li>- Fluent in Kinyarwanda, English and French;</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                     | 1             |
| S/Total             |                                         |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 6             |

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|--------------------------------------|----------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Home Grown Initiatives Research Unit | Principal Researcher | Principal Researcher                     | <p>Master or Equivalent in Public Policy, Socio-Economics, International Relations, Public Administration, Administrative Sciences, Management, Political Sciences, Sociology, Management, Economics, Business Administration with 3 years of working experience and 4 Scientific Papers or one book published.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-Extensive knowledge and understanding of the Rwanda Governance sector;</li> <li>-Extensive knowledge in social sciences Research Methodologies;</li> <li>- Strong knowledge in Good Governance principles and practices ;</li> <li>- Clearly presenting results orally and in writing;</li> <li>- Numerical and Computational skills;</li> <li>- Analytical techniques;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers;</li> <li>- Maturity and confidence in dealing with the staff of government institutions and private sector;</li> <li>- Ability to seek and apply knowledge, information and best practices from multiple sectors;</li> <li>- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;</li> <li>- Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports;</li> <li>- Advanced computer literacy and proficiency, especially related to professional office software packages, social sciences software</li> <li>- Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage</li> </ul> | 1             |

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| Administrative Unit | Job Title       | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Proposed Jobs |
|---------------------|-----------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | HGS Researchers | HGS Researchers                          | <p>Master or Equivalent in Public Policy, Genocide Studies, Public Administration, Administrative Sciences, Management, Political Sciences, Sociology, Social Work, Conflict Management Management, Economics, Business Administration with 2 years of working experience and 2 Scientific Papers published.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda Governance sector;</li> <li>- Extensive knowledge in social sciences Research Methodologies;</li> <li>- Strong knowledge in Good Governance principles and practices;</li> <li>- Clearly presenting results orally and in writing;</li> <li>- Numerical and Computational skills;</li> <li>- Analytical techniques;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers;</li> <li>- Maturity and confidence in dealing with the staff of government institutions and private sector;</li> <li>- Ability to seek and apply knowledge, information and best practices from multiple sectors;</li> <li>- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;</li> <li>- Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports;</li> <li>- Advanced computer literacy and proficiency, especially related to professional office software packages, social sciences software</li> <li>- Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage</li> </ul> | 2             |
|                     | HGI Specialist  | HGI Specialist                           | <p>A0 in Public Policy, Economics, Genocide Studies, Public Administration, Administrative Sciences, Sociology, Social Work, Political Sciences with 3 years of working experience; Or Master or Equivalent in Public Policy, Economics, Genocide Studies, Public Administration, Administrative Sciences, Sociology, Social Work, Political Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda Governance sector;</li> <li>- Good knowledge of government Decentralization policy and strategies;</li> <li>- Strong knowledge in Good Governance principles and strategies;</li> <li>- Clearly presenting results orally and in writing</li> <li>- Numerical and Computational skills</li> <li>- Analytical techniques</li> <li>- Able to work well with both internal and international stakeholders clients.</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Coordination, planning and organizational skills;</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 2             |

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|-----------------------------------------------|-----------------------|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                                               | Documentation Officer | Documentation Officer                                     | <p>A0 in Library &amp; information Science, Office management or A1 in Library &amp; information system, Office Management and Bibliotheconomy</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-Proficiency in information technology;</li> <li>- Computer literacy;</li> <li>- Knowledge of integrated document management;</li> <li>- Knowledge of archive management software;</li> <li>- Knowledge of the documentation management system(DMS) would be an advantage;</li> <li>- Organizational Skills;</li> <li>- Interpersonal Skills;</li> <li>- Planning Skills;</li> <li>- Communication Skills;</li> <li>- Report writing &amp; Presentation skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1             |
| S/Total                                       |                       |                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 6             |
| Governance & Service Delivery Monitoring Unit | Director of Unit      | Director of Governance & Service Delivery Monitoring Unit | <p>A0 in Business Administration , Project Management,Public Policy, Socio-Economics, Public Administration, Administrative Sciences, Governance Studies, Management, Political Sciences, Sociology, Social Work with 3 years of working experience; Or Master or Equivalent in Business Administration,Project Management, Public Policy, Socio-Economics, Public Administration, Administrative Sciences, Governance Studies, Management, Political Sciences, Sociology, Social Work with 1 year of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-High level sense of responsibility</li> <li>- High level sense of integrity</li> <li>-Excellent interpersonal skills</li> <li>-Possess innovative skills</li> <li>- Extensive knowledge and understanding of the Rwanda Governance sector;</li> <li>- Extensive knowledge in Monitoring and evaluation;</li> <li>- Strong knowledge in social sciences Research Methodologies;</li> <li>- Good knowledge of government Decentralization policy and strategies;</li> <li>- Good knowledge of Governance principles and practices;</li> <li>- Analytical, problem-solving and critical thinking skills;</li> <li>- Strong Leadership Skills;</li> <li>- Technical understanding of system being analyzed and how it affects the various business units;</li> <li>- Good at handling and meeting deadlines;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers;</li> <li>- Maturity and confidence in dealing with the staff of government institutions and private sector;</li> <li>- Ability to seek and apply knowledge, information and best practices from multiple sectors;</li> <li>- Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports;</li> <li><del>Advanced computer literacy and proficiency, especially related to professional office software packages, social sciences</del></li> </ul> | 1             |

| Administrative Unit | Job Title                                | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Proposed Jobs |
|---------------------|------------------------------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Service Delivery Monitoring Professional | Service Delivery Monitoring Professional | <p>A0 in Political Sciences, Public Policy, Economics, Public Administration, Administrative Sciences, Management, Sociology, Social Work, Development Studies, Business Administration</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-Extensive knowledge and understanding of the Rwanda Governance sector;</li> <li>- Extensive knowledge in Monitoring and evaluation;</li> <li>- Strong knowledge in social sciences Research Methodologies;</li> <li>- Good knowledge of government Decentralization policy and strategies;</li> <li>- Knowledge in Good Governance principles and practices;</li> <li>- Analytical, problem-solving and critical thinking skills;</li> <li>- Technical understanding of system being analyzed and how it affects the various business units;</li> <li>- Good at handling and meeting deadlines;</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers;</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions;</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>-Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage.</li> </ul> | 2             |

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| Administrative Unit | Job Title                                     | Title of Job positions linked to the Job      | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Proposed Jobs |
|---------------------|-----------------------------------------------|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Governance Practices Assessment professionals | Governance Practices Assessment professionals | <p>A0 in Public Policy, Economics, Governance Policy, Political Sciences, Public Administration, Administrative Sciences, Sociology, Social Work, Development Studies</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-Extensive knowledge and understanding of the Rwanda Governance sector;</li> <li>- Extensive knowledge in Monitoring and evaluation;</li> <li>- Good knowledge of government Decentralization policy and strategies;</li> <li>- Knowledge in Good Governance principles and strategies;</li> <li>- Analytical, problem-solving and critical thinking skills;</li> <li>- Technical understanding of system being analyzed and how it affects the various business units;</li> <li>- Good at handling and meeting deadlines;</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers;</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions;</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage.</li> </ul> | 2             |
| S/Total             |                                               |                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 5             |

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|--------------------------------------------|--------------------------|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Media Affairs and Communication Department | Head of Department       | Head of Media Affairs and Communication Department | <p>A0 in Communication, Journalism, Mass media, Public Relations, Arts and Language with 7 years of working experience with 2 years in senior position; Or Master or Equivalent in Communication, Journalism, Mass media, Arts and Language with 5 years of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-High level sense of responsibility</li> <li>- High level sense of integrity</li> <li>-Excellent interpersonal skills</li> <li>-Possess innovative skills</li> <li>-Possess coordination, Planning and Organizational skills</li> <li>-strong Leadership Skills;</li> <li>-Exposure to global governance systems</li> <li>- Extensive knowledge and understanding of the Rwanda Media sector;</li> <li>- Good knowledge of government Media policy and Media development strategies and ;</li> <li>- Strong knowledge in Good Governance principles and practices especially Media related ;</li> <li>- Strong communications skills</li> <li>-Analytical, problem-solving and critical thinking skills</li> <li>- Good at handling and meeting deadlines.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>-Able to work well with both internal and external clients.</li> <li>-Good presentation skills, and ability to communicate with various audiences, including end users and managers</li> <li>-Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions</li> <li>-.Coordination, planning and organizational skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage</li> </ul> | 1             |
|                                            | Administrative Assistant | Administrative Assistant                           | <p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Law, Sociology and Social work</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>-Time management skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 1             |
| S/Total                                    |                          |                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2             |

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| Administrative Unit            | Job Title        | Title of Job positions linked to the Job   | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Proposed Jobs |
|--------------------------------|------------------|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Media House & Association Unit | Director of Unit | Director of Media House & Association Unit | <p>A0 in Communication, Journalism, Public Relations, Mass Media, Arts and Language with 3 years experience or Master Degree in Communication, Journalism, Public Relations, Mass Media, Arts and Language with 1 year experience.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-High level sense of responsibility</li> <li>- High level sense of integrity</li> <li>-Excellent interpersonal skills</li> <li>-Possess innovative skills</li> <li>- Extensive knowledge and understanding of the Rwanda Media sector;</li> <li>- Good knowledge of government Media policy and Media development strategies</li> <li>-Extensive knowledge and understanding of the Rwanda Governance sector;</li> <li>- Deep Knowledge in policies and laws on access to information</li> <li>- Good Governance principles and strategies;</li> <li>-Analytical, problem-solving and critical thinking skills.</li> <li>-Technical understanding of system being analyzed and how it affects the various business units.</li> <li>-Good at handling and meeting deadlines.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>-Able to work well with both internal and external clients.</li> <li>-Good presentation skills, and ability to communicate with various audiences, including end users and managers</li> <li>-Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Analytical and problem solving skills;</li> <li>-Time management skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage</li> </ul> | 1             |



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| Administrative Unit | Job Title                               | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|-----------------------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Media House and Association Specialists | Media House and Association Specialists  | <p>A0 in Mass Communication, Journalism, Public Relations, Mass Media, Arts and Language with 3 years experience or Master Degree in Mass Communication, Journalism, Public Relations, Mass Media, Arts and Language</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda Media sector;</li> <li>- Good knowledge of government Media policy and Media development strategies</li> <li>- Extensive knowledge and understanding of the Rwanda Governance sector;</li> <li>- Deep Knowledge in policies and laws on access to information</li> <li>- Good Governance principles and strategies;</li> <li>- Analytical, problem-solving and critical thinking skills.</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage</li> </ul> | 2             |
| S/Total             |                                         |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 3             |

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| Administrative Unit                  | Job Title        | Title of Job positions linked to the Job         | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Proposed Jobs |
|--------------------------------------|------------------|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Media Coordination & Monitoring Unit | Director of Unit | Director of Media Coordination & Monitoring Unit | <p>A0 in Communication, Journalism, Public Relations, Mass Media, Arts and Language with 3 years experience or Master Degree in Communication, Journalism, Public Relations, Mass Media, Arts and Language with 1 year experience.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-High level sense of responsibility</li> <li>- High level sense of integrity</li> <li>-Excellent interpersonal skills</li> <li>-Possess innovative skills</li> </ul> <p>Extensive knowledge and understanding of the Rwanda Media sector;</p> <ul style="list-style-type: none"> <li>- Good knowledge of government Media policy and Media development strategies</li> <li>- Extensive knowledge and understanding of the Rwanda Governance sector;</li> <li>- Deep Knowledge in policies and laws on access to information</li> <li>- Good Governance principles and strategies;</li> <li>-Analytical, problem-solving and critical thinking skills.</li> <li>-Technical understanding of system being analyzed and how it affects the various business units.</li> <li>-Good at handling and meeting deadlines.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>-Able to work well with both internal and external clients.</li> <li>-Good presentation skills, and ability to communicate with various audiences, including end users and managers</li> <li>-Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>-Analytical and problem solving skills;</li> <li>-Time management skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage</li> </ul> | 1             |

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| Administrative Unit | Job Title                                   | Title of Job positions linked to the Job    | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Proposed Jobs |
|---------------------|---------------------------------------------|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Media Coordination & Monitoring Specialists | Media Coordination & Monitoring Specialists | <p>A0 in Mass Communication, Journalism, Public Relations, Mass Media, Arts and Language with 3 years experience or Master Degree in Mass Communication, Journalism, Public Relations, Mass Media, Arts and Language</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda Media sector;</li> <li>- Good knowledge of government Media policy and Media development strategies</li> <li>- Deep knowledge and experience in Monitoring and Evaluation field.</li> <li>- Extensive knowledge and understanding of the Rwanda Governance sector;</li> <li>- Deep Knowledge in policies and laws on access to information</li> <li>- Good Governance principles and strategies;</li> <li>- Analytical, problem-solving and critical thinking skills.</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage</li> </ul> | 2             |
|                     | Promotion & Outreach Officer                | Promotion & Outreach Officer                | <p>A0 in Mass Communication, Journalism, Public Relations, International Relation, Political Sciences, Public Administration, Education Sciences, Development Studies</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda Governance sector;</li> <li>- Good knowledge of government Decentralization policy and strategies;</li> <li>- Deep Knowledge in policies and laws on access to information</li> <li>- Good Governance principles and strategies;</li> <li>- Analytical, problem-solving and critical thinking skills.</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                | 1             |
| S/Total             |                                             |                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 4             |

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| Administrative Unit                            | Job Title                | Title of Job positions linked to the Job               | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Proposed Jobs |
|------------------------------------------------|--------------------------|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Political Parties and Civil Society Department | Head of Department       | Head of Political Parties and Civil Society Department | <p>A0 in Public Policy, Governance Studie, Public Administration, Administrative Sciences, Law, Political Sciences, Sociology, Development Studies with 7 years of working experience with 2 Years in a senior position; Or Master or Equivalent in Public Policy, Governance Studie, Public Administration, Administrative Sciences, Law, Political Sciences, Sociology, Development Studies with 5 years of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-High level sense of responsibility</li> <li>- High level sense of integrity</li> <li>-Excellent interpersonal skills</li> <li>-Possess innovative skills</li> <li>-Possess coordination, Planning and Organizational skills</li> <li>-strong Leadership Skills;</li> <li>-Exposure to global governance systems</li> <li>- Extensive knowledge and understanding of the Rwanda Governance sector;</li> <li>- Strong knowledge of CSO and political parties environment;</li> <li>- Strong knowledge in Good Governance principles and strategies;</li> <li>-Analytical, problem-solving and critical thinking skills.</li> <li>-Strong Leadership Skills;</li> <li>-Technical understanding of system being analyzed and how it affects the various business units.</li> <li>-Good at handling and meeting deadlines</li> <li>-.Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>-Able to work well with both internal and external clients.</li> <li>-Good presentation skills, and ability to communicate with various audiences, including end users and managers</li> <li>-Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>-Coordination, planning and organizational skills;</li> </ul> | 1             |
|                                                | Administrative Assistant | Administrative Assistant                               | <p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Law, Sociology and Social work</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>-Time management skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1             |
| S/Total                                        |                          |                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 2             |

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| Administrative Unit          | Job Title                                 | Title of Job positions linked to the Job   | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Proposed Jobs |
|------------------------------|-------------------------------------------|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Political Parties&FBO's Unit | Director of Unit                          | Director of Political Parties & FBO's Unit | <p>A0 in Political Sciences, Governance Studies, Public Administration, Administrative Sciences, Law, Sociology, Social Work with 3 years of working experience; Or Master or Equivalent in Political Sciences, Governance Studies, Public Administration, Administrative Sciences, Law, Sociology, Social Work with 1 year of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-High level sense of responsibility</li> <li>- High level sense of integrity</li> <li>-Excellent interpersonal skills</li> <li>-Possess innovative skills</li> <li>- Extensive knowledge and understanding of the Rwanda Political and social Governance sector;</li> <li>- Strong knowledge of government laws and policies affecting Political parties and FBOs;</li> <li>- Strong knowledge in Good Governance principles and practices ;</li> <li>- Analytical, problem-solving critical thinking and investigative skills</li> <li>.-Strong Leadership Skills;</li> <li>-Technical understanding of system being analyzed and how it affects the various business units.</li> <li>-Good at handling and meeting deadlines</li> <li>.-Multi-tasking skills and the ability to balance multiple priorities and</li> <li>.-Able to work well with both internal and external clients.</li> <li>-Good presentation skills, and ability to communicate with various audiences, including end users and managers</li> <li>.-Coordination, planning and organizational skills</li> <li>-computer compliant and quick learner about new systems applications and communication methods</li> </ul> | 1             |
|                              | FBO's and Political Parties Professionals | FBO's and Political Parties Professionals  | <p>A0 in Public Policy, Governance Policy, Political Sciences, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda Political and social Governance sector;</li> <li>- Strong knowledge of government laws and policies governing Political parties and FBOs;</li> <li>-Strong knowledge in Good Governance principles and practices ; -Analytical, problem-solving and critical thinking skills</li> <li>-Technical understanding of systems being analyzed and how it affects the various business units.-Good at handling and meeting deadlines.</li> <li>- Able to work well with both internal and external clients</li> <li>.-Good presentation skills, and ability to communicate with various audiences, including end users and managers</li> <li>-Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>-planning and organizational skills;</li> <li>-computer compliant and quick learner about new systems applications and communication methods</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 3             |
| S/Total                      |                                           |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 4             |

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| Administrative Unit                      | Job Title                                        | Title of Job positions linked to the Job             | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Proposed Jobs |
|------------------------------------------|--------------------------------------------------|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| NGOs and Professional Associations' Unit | Director of Unit                                 | Director of NGOs and Professional Associations' Unit | <p>A0 in Political Sciences, Law, Public Administration, Administrative Sciences, Demography, Sociology, Social work, Socio-Economics, Development Studies, Rural Development with 3 years of working experience; Or Master or Equivalent in Political Sciences, Law, Public Administration, Administrative Sciences, Demography, Sociology, Social work, Socio-Economics, Development Studies, Rural Development with 1 year of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-High level sense of responsibility</li> <li>- High level sense of integrity</li> <li>-Excellent interpersonal skills</li> <li>-Possess innovative skills</li> <li>-Extensive knowledge and understanding of the Rwanda social Governance sector;</li> <li>- Strong knowledge of government policies , laws and strategies governing Local NGOs and Professional associations;</li> <li>- Strong knowledge in Good Governance principles and practices;</li> <li>-Analytical, problem-solving and critical thinking and investigative skills.</li> <li>-Strong Leadership Skills;</li> <li>-Technical understanding of systems being analyzed and how it affects the various business units.</li> <li>-Good at handling and meeting deadlines.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>-Able to work well with both internal and external clients.</li> <li>-Good presentation skills, and ability to communicate with various audiences, including end users and managers</li> <li>-Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>-Coordination, planning and organizational skills;</li> <li>- Judgment &amp; Decision making skills;</li> </ul> | 1             |
|                                          | NGOs and Professional Associations Professionals | NGOs and Professional Associations Professionals     | <p>A0 in Law, Public Administration, Administrative Sciences, Political Sciences, Sociology, socio work, Socio-Economics, Development Studies, Rural Development</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda social Governance sector;</li> <li>- Strong knowledge of government policies , laws and strategies governing Local NGOs and Professional associations;</li> <li>- Strong knowledge in Good Governance principles and practices;</li> <li>-Analytical, problem-solving and critical thinking and investigative skills.</li> <li>-Technical understanding of system being analyzed and how it affects the various business units.</li> <li>-Good at handling and meeting deadlines.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes</li> <li>-Able to work well with both internal and external clients</li> <li>-Good presentation skills, and ability to communicate with various audiences, including end users and managers</li> <li>-Self-planning and organizational skills;</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 3             |
| S/Total                                  |                                                  |                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 4             |

| Administrative Unit         | Job Title        | Title of Job positions linked to the Job         | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Proposed Jobs |
|-----------------------------|------------------|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Corporate Services Division | Division Manager | Division Manager for Corporate Services Division | <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 working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-High level sense of responsibility</li> <li>- High level sense of integrity</li> <li>-Excellent interpersonal skills</li> <li>-Possess innovative skills</li> <li>-Possess coordination, Planning and Organizational skills</li> <li>-strong Leadership Skills;</li> <li>-Exposure to global governance systems</li> <li>- Knowledge of Human Resources Policy and procedures;</li> <li>- Knowledge of Accounting principles and practices and financial data reporting.</li> <li>- Knowledge of Rwanda Public Servant &amp; Labour laws and Financial Law;</li> <li>- Knowledge of Electronic equipment and computer hardware and software;</li> <li>-Leadership and management skills;</li> <li>- Strong Planning and organizational, Budgeting skills;- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software (SMART IFMIS);</li> <li>- Time management Skills- Interviewing Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Problem solving;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

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| Administrative Unit | Job Title                             | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Proposed Jobs |
|---------------------|---------------------------------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Human Resources Management Specialist | Human Resources Management Specialist    | <p>A0 in HR Management, Management with specialisation in Human Resource Management, Business Administration with specialisation in Human Resource Management, with 3 years of working experience or Master's Degree in HR Management, Management with specialisation in Human Resource Management, Business Administration with specialisation in Human Resource Management</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-Deep knowledge of Rwandan public service and labor law;</li> <li>- Knowledge in Conflict Management;</li> <li>- knowledge of the regulations applying to payroll procedures;</li> <li>- Knowledge of human resources concepts, practices,policies, and procedures;</li> <li>- Problem Solving Skills;</li> <li>- Computer Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Interview Skills;</li> <li>- High analytical Skills;</li> <li>- Teamworking Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Administrative Liaison Officer        | Administrative Liaison Officer           | <p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Law, Sociology and Social work</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>-Time management skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1             |



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| Administrative Unit | Job Title           | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|---------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Procurement Officer | Procurement Officer                      | <p>A0 in Procurement, Management, Public Finance, Economics, Law, Accounting</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Extensive Knowledge of state procuring and contracting laws and regulations</li> <li>- High Analytical Skills;</li> <li>- Negotiation Skills;</li> <li>- Knowledge of basic business and purchasing practices;</li> <li>- Excellent Communication Skills;</li> <li>- Knowledge of state contracting laws, regulations and procedures;</li> <li>- Knowledge of grades, qualities, supply and price trends of commodities;</li> <li>- Time Management Skills;</li> <li>- Decision making Skills;</li> <li>- Computer Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .</li> </ul> | 2             |
| S/Total             |                     |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 5             |

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| Administrative Unit | Job Title        | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Proposed Jobs |
|---------------------|------------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Planning Unit       | Director of Unit | Director of Planning                     | <p>A0 in Management, Economics, Development Studies, Business Administration option Project Management, with 3 years of working experience or Masters degree in Management, Economics, Development Studies, Business Administration option Project Management, Planning with 1 year of working experience</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>-High level sense of responsibility</li> <li>- High level sense of integrity</li> <li>-Excellent interpersonal skills</li> <li>-Possess innovative skills</li> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of governance Policies and Strategies;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Computer Skills;</li> <li>- Leadership Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Planning Officer | Planning Officer                         | <p>A0 in Management, Economics, Development Studies, Business Administration option Project Management.</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1             |

| Administrative Unit | Job Title                         | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|---------------------|-----------------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Monitoring and Evaluation Officer | Monitoring and Evaluation Officer        | <p>A0 in Management, Economics, Development Studies, Business Administration option Project Management,</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge and understanding of the governance sector;</li> <li>- Excellent leadership skills;</li> <li>- Coordination, Planning &amp; Organizational Skills;</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven Skills;</li> <li>- Interpersonal Skills</li> <li>- Effective communication skills;</li> <li>- Time Management Skills;- Decision making Skills;</li> <li>- Computer Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- High Analytical &amp; Complex Problem solving Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>                                                                                                                                                                                                                                                                         | 1             |
|                     | Network and System Administrator  | Network and System Administrator         | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, 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><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's ICT Policies and Strategies;</li> <li>-Proficient in web application security and database security;</li> <li>- Knowledge of all database vendor versions;</li> <li>- Proficient in designing, writing, editing, and debugging programs and databases;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills a</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

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| Administrative Unit             | Job Title         | Title of Job positions linked to the Job    | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Proposed Jobs |
|---------------------------------|-------------------|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                                 | MIS Administrator | MIS Administrator                           | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, 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><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's Justice ICT Policies and Strategies;</li> <li>- Proficient in web application security and database security;</li> <li>- Knowledge of all database vendor versions;</li> <li>- Proficient in designing, writing, editing, and debugging programs and databases;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills a</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |
| S/Total                         |                   |                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 5             |
| Administration and Finance Unit | Director of Unit  | Director of Administration and Finance Unit | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or Bachelor's degree in Accounting, Public Finance, Finance, or Management with specialisation in Finance with at least 3 years working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's financial management standards and procedures;</li> <li>- Knowledge of Accounting principles and practices and financial data reporting.</li> <li>- Knowledge of Rwanda Public Financial Law;</li> <li>- Leadership and management skills;</li> <li>- Planning and organisational, Budgeting skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Time management Skills</li> <li>- Interviewing Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Problem solving;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                             | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit | Job Title      | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Proposed Jobs |
|---------------------|----------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Accountant     | Accountant                               | <p>A0 in Accounting, Finance, Management with specialization in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Knowledge to analyse complex financial information &amp; Produce reports</li> <li>- Deep understanding of financial accounts;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- High Analytical Skills</li> <li>- Interpersonal skills;</li> <li>- Time management Skills</li> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Budget Officer | Budget Officer                           | <p>A0 in Finance, Accounting, Management, and Economics</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Knowledge to analyse complex financial information &amp; Produce reports</li> <li>- Deep understanding of financial accounts;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- High Analytical Skills</li> <li>- Interpersonal skills;</li> <li>- Time management Skills</li> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                           | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit | Job Title       | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed Jobs |
|---------------------|-----------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Human Resources | Human Resources Officer                  | <p>A0 in Management, Public Administration, Administrative Sciences, Human Resources Management</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-Deep knowledge of Rwandan public service and labor law;</li> <li>- Knowledge in Conflict Management;</li> <li>- knowledge of the regulations applying to payroll procedures;</li> <li>- Knowledge of human resources concepts, practices, policies, and procedures;</li> <li>- Problem Solving Skills;</li> <li>- Computer Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Interview Skills;</li> <li>- High analytical Skills;</li> <li>- Teamworking Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Logistics       | Logistics Officer                        | <p>A0 in Management, Accounting, Store Management, Economics, Finance, Administrative Sciences, Public Administration</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Management of Material Resources;</li> <li>-Knowledge of supply chain management;</li> <li>- Organizational Skills;</li> <li>- Computer Skills;</li> <li>- Communication Skills;</li> <li>-Report writing &amp; Presentation Skills;</li> <li>- Analytical Skills;</li> <li>- Interpersonal Skills;</li> <li>- Time management Skills;</li> <li>- Negotiation Skills;</li> <li>- Team working Skills</li> <li>- Problem Solving Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>                                           | 1             |

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| Administrative Unit | Job Title           | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Proposed Jobs |
|---------------------|---------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Customer Care       | Customer Care                            | <p>A0 in Communication, Public Relations, Marketing, Languages</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>-Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organisational and time-management skills</li> <li>- Teamworking skills</li> <li>- Effective public relations and public speaking skills</li> <li>- Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage</li> </ul>                                                                                                              | 1             |
|                     | Central Secretariat | Head of Central Secretariat              | <p>A1 in Secretariat Studies, Office Management with 2 years of working experience or A0 in Public Administration, Administrative Assistant, Law, Management, sociology , social work</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Analytical &amp; Problem solving Skills;</li> <li>- Decision Making Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French;knowledge of all is an advantage</li> </ul> | 1             |
| S/Total             |                     |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 7             |
| Grand / Total       |                     |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 77            |

**UMUGEREKA WA III W'TEKA RYA MINISITIRI  
W'INTEBE N°66/03 RYO KU WA 27/02/2015  
RIGENA IMBONERAHAMWE Y'IMYANYA  
YIMIRIMO, IMISHAHARA IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI B'IKIGO  
CY'IGIHUGU GISHINZWE IMIYOBORERE**

**ANNEX III TO PRIME MINISTER'S ORDER  
N° 66/03 OF 27/02/2015 DETERMINING  
ORGANISATIONAL STRUCTURE, SALARIES  
AND FRINGE BENEFITS FOR EMPLOYEES  
OF THE RWANDA GOVERNANCE BOARD**

**ANNEXE III DE L'ARRETE DU PREMIER  
MINISTRE N°66/03 DU 27/02/2015 PORTANT  
STRUCTURE ORGANISATIONNELLE,  
SALAIRES ET AVANTAGES ACCORDES AU  
PERSONNEL DE L'OFFICE RWANDAIS DE  
LA GOUVERNANCE**



**Official Gazette No. Special Bis of 28/02/2015**

RWANDA GOVERNANCE BOARD SALARY STRUCTURE

| POST                                                                              | I.V | Level | Index | Gross Salary (Rwf/Month) |
|-----------------------------------------------------------------------------------|-----|-------|-------|--------------------------|
| CEO                                                                               | 500 | E     | 3156  | 2,011,950                |
| Deputy CEO                                                                        | 441 | F     | 2869  | 1,613,167                |
| Heads of Home Grown Initiatives & Governance Research Department                  | 400 | 1.IV  | 2608  | 1,330,080                |
| Head of Decentralization and Good Governance Promotion Department                 | 400 | 1.IV  | 2608  | 1,330,080                |
| Head of Political Parties, and Civil Society Department                           | 400 | 1.IV  | 2608  | 1,330,080                |
| Head of Media Affairs and Communication Department                                | 400 | 1.IV  | 2608  | 1,330,080                |
| Corporate Services Division Manager                                               | 400 | 2.III | 1890  | 1,082,378                |
| Principal Researcher in Governance Reseach Unit                                   | 400 | 2.III | 1890  | 1,082,378                |
| Principal Researcher Home Grown Initiatives Unit                                  | 400 | 2.III | 1890  | 1,082,378                |
| Researcher in Applied Governance (Governance Research Unit)                       | 400 | 3.III | 1575  | 901,981                  |
| Researcher on Global Governance and Governance Indexes (Governance Research Unit) | 400 | 3.III | 1575  | 901,981                  |
| Reasearcher in Home Grown Solutions                                               | 400 | 3.III | 1575  | 901,981                  |
| Director of Media House & Association Unit                                        | 400 | 3.II  | 1369  | 812,757                  |
| Director of Media Coordination & Monitoring Unit                                  | 400 | 3.II  | 1369  | 812,757                  |
| Director of Governance & Service Delivery Monitoring Unit                         | 400 | 3.II  | 1369  | 784,008                  |
| Director of Sectoral Decentralization & Local Government Capacity Building Unit   | 400 | 3.II  | 1369  | 784,008                  |
| Director of Citizen Engagement and Good Governance Promotion Unit                 | 400 | 3.II  | 1369  | 784,008                  |
| Director of Political Parties and FBO's Unit                                      | 400 | 3.II  | 1369  | 784,008                  |
| Director of NGOs and Professional Associations' Unit                              | 400 | 3.II  | 1369  | 784,008                  |
| Director of Planning & ICT Unit                                                   | 400 | 3.II  | 1369  | 784,008                  |
| Director of Finance and Administration Unit                                       | 400 | 3.II  | 1369  | 784,008                  |
| Advisor to the CEO                                                                | 400 | 3.II  | 1369  | 784,008                  |
| Partnership Management Specialist                                                 | 400 | 3.II  | 1369  | 784,008                  |
| Media House & Association Specialist                                              | 400 | 3.II  | 1369  | 784,008                  |
| Media Coordination & Monitoring Specialist                                        | 400 | 3.II  | 1369  | 784,008                  |
| HGIs Specialist                                                                   | 400 | 3.II  | 1369  | 784,008                  |
| Strategic Engagement Specialist                                                   | 400 | 3.II  | 1369  | 784,008                  |
| Governance Specialist                                                             | 400 | 3.II  | 1369  | 784,008                  |
| HRM Specialist                                                                    | 400 | 3.II  | 1369  | 784,008                  |
| Legal Affairs Officer                                                             | 400 | 4.III | 1313  | 744,659                  |
| Human Resources Officer                                                           | 400 | 4.II  | 1141  | 647,110                  |
| Information, Education & Communication Officer                                    | 400 | 4.II  | 1141  | 647,110                  |
| Planning Officer                                                                  | 400 | 5.II  | 951   | 539,353                  |
| Monitoring and Evaluation Officer                                                 | 400 | 5.II  | 951   | 539,353                  |
| Promotion & Outreach Officer                                                      | 400 | 5.II  | 951   | 539,353                  |
| Citizen Engagement and Good Governance Promotion Professional                     | 400 | 5.II  | 951   | 539,353                  |
| Sectoral Decentralization Professional                                            | 400 | 5.II  | 951   | 539,353                  |
| LG Capacity Building Professional                                                 | 400 | 5.II  | 951   | 539,353                  |
| Service Delivery Monitoring Professional                                          | 400 | 5.II  | 951   | 539,353                  |
| Governance Practices Assessment Professional                                      | 400 | 5.II  | 951   | 539,353                  |
| Political Parties and FBO's Professional                                          | 400 | 5.II  | 951   | 539,353                  |
| NGOs and Professional Associations' Professional                                  | 400 | 5.II  | 951   | 539,353                  |
| Internal Auditor                                                                  | 400 | 5.II  | 951   | 539,353                  |
| Administrative Liaison Officer                                                    | 400 | 5.II  | 951   | 539,353                  |
| Procurement Officer                                                               | 400 | 5.II  | 951   | 539,353                  |
| Accountant                                                                        | 400 | 5.II  | 951   | 539,353                  |
| Budget Officer                                                                    | 400 | 5.II  | 951   | 539,353                  |
| Logistics Officer                                                                 | 400 | 5.II  | 951   | 539,353                  |
| Network and System Administrator                                                  | 400 | 5.II  | 951   | 539,353                  |
| MIS/ Database Administrator                                                       | 400 | 5.II  | 951   | 539,353                  |
| Administrative Assistant to CEO                                                   | 400 | 5.II  | 951   | 539,353                  |
| Administrative Assistant to Deputy CEO                                            | 400 | 5.II  | 951   | 539,353                  |
| Publication Officer                                                               | 400 | 5.II  | 951   | 539,353                  |
| Documentation Officer                                                             | 400 | 6.II  | 793   | 449,744                  |
| Customer Care Officer                                                             | 400 | 6.II  | 793   | 449,744                  |
| Administrative Assistant to the Head of Departments                               | 400 | 7.II  | 660   | 374,314                  |
| Head of Central Secretariat                                                       | 400 | 7.II  | 660   | 374,314                  |

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 66/03 ryo ku wa 27/02/2015 rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi b'Ikigo cy'Igihugu gishinzwe Imiyoborere**

Kigali, ku wa 27/02/2015

**(sé)**  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

**(sé)**  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika :**

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

**Seen to be annexed to Prime Minister's Order n°66/03 of 27/02/2015 determining organisationnel structure, salaries and fringe benefits for employees of the Rwanda Governance Board**

Kigali, on 27/02/2015

**(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°66/03 du 27/02/2015 portant structure organisationnelle, salaires et avantages accordés au personnel de l'Office Rwandais de la Gouvernance**

Kigali, le 27/02/2015

**(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

ITEKA RYA MINISITIRI W'INTEBE  
N°67/03 RYO KU WA 27/2/2015 RIGENA  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MU KIGO  
CY'IGIHUGU GISHINZWE  
IBARURISHAMIBARE MU RWANDA

ISHAKIRO

Ingingo ya mbere: icyo iri teka rigamije

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

Ingingo 3: Igenwa ry'Umushahara

ingingo 4: Ibigize umushahara mbumbe

Ingingo ya 5: Ibindi bigenerwa Umuyobozi  
Mukuru wa NISR

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

Ingingo ya 7: Ibindi bigenerwa Divison  
Manager uri ku rwego rwa "2.III"

Ingingo ya 8: Ibindi bigenerwa Umuyobozi  
w'Ishami uri ku rwego rw'umurimo rwa "3"

Ingingo ya 9: Indamunite z'urugendo  
rw'imodoka

Ingingo ya 10: Abashinzwe kubahiriza iri teka

Ingingo ya 11: Ivanwaho ry'ingingo  
zinyuranyije n'iri teka

Ingingo ya 12: Igihe iteka ritangira  
gukurikizwa

PRIME MINISTER'S ORDER N°67/03  
OF 27/2/2015 DETERMINING  
ORGANISATIONAL STRUCTURE,  
SALARIES AND FRINGE BENEFITS  
FOR EMPLOYEES OF THE NATIONAL  
INSTITUTE OF STATISTICS OF  
RWANDA

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Article 4: Composition of the gross salary

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General of NISR

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

Article 7: Fringe benefits for a Division  
Manager on "2.III" job level

Article 8: Fringe benefits for a Director of  
Unit on "3" job level

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implementation of this Order

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ARRETE DU PREMIER MINISTRE  
N°67/03 DU 27/2/2015 PORTANT  
STRUCTURE ORGANISATIONNELLE,  
SALAIRES ET AVANTAGES  
ACCORDES AU PERSONNEL DE  
L'INSTITUT NATIONAL DE LA  
STATISTIQUE DU RWANDA

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Article 3: Détermination du salaire

Article 4: Composition du salaire brut

Article 5: Avantages alloués au Directeur  
Général de NISR

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

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d'Unité au poste de niveau "3"

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Article 10: Autorités chargées de  
l'exécution du présent arrêté

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Article 12: Entrée en vigueur

**ITEKA RYA MINISITIRI W'INTEBE N°67/03 RYO KU WA 27/2/2015 RIGENA IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MU KIGO CY'IGIHUGU GISHINZWE IBARURISHAMIBARE MU RWANDA**

**Minisitiri w'Intebe,**

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

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

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

Inama y'Abaminisitiri yateranye ku wa 29/07/2014 imaze kubisuzuma no kubyemeza;

**ATEGETSE:**

**Ingingo ya mbere: Icyo iri teka rigamije**

Iri teka rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Ikigo cy'Igihugu cy'Ibarurishamibare

**PRIME MINISTER'S ORDER N°67/03 OF 27/2/2015 DETERMINING ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE NATIONAL INSTITUTE OF STATISTICS OF RWANDA**

**The Prime Minister,**

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 118, 119, 121 and 201;

Pursuant to Law No 86/2013 of 11/09/2013 establishing the general statutes for Public Service, especially in Article 52;

Having reviewed 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 to date;

On proposal by the Minister of Public Service and Labour;

After consideration and approval by the Cabinet in its session of 29/07/2014;

**HEREBY ORDERS:**

**Article One: Purpose of this Order**

This Order determines organizational structure, salaries and fringe benefits for employees of the National Institute of

**ARRETE DU PREMIER MINISTRE N°67/03 DU 27/2/2015 PORTANT STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DE L'INSTITUT NATIONAL DE LA STATISTIQUE DU RWANDA**

**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 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;

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 et complété à ce jour;

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

Après examen et adoption par le Conseil des Ministres en sa séance du 29/07/2014;

**ARRETE:**

**Article premier: Objet du présent arrêté**

Le présent arrêté porte la structure organisationnelle, les salaires et les avantages accordés au personnel de l'Institut

mu Rwanda (NISR).

Statistics of Rwanda (NISR).

National de la Statistique du Rwanda (NISR).

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

**Article 2: Organizational structure and job profiles**

**Article 2: Structure organisationnelle et profils d'emplois**

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

The organizational structure and job profiles of the National Institute of Statistics of Rwanda (NISR) are respectively on annex I and II of this Order.

La structure organisationnelle et profils d'emplois de l'Institut National de la Statistique du Rwanda (NISR) sont respectivement aux annexes I et II du présent arrêté.

**Ingingo 3: Igenwa ry'Umushahara**

**Article 3: Determination of the salary**

**Article 3: Détermination du salaire**

Imishahara y'abakozi b'Ikigo cy'Igihugu cy'Ibarurishamibare mu Rwanda igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara mu butegetsi bwa Leta.

Salaries for employees of the National Institute of Statistics of Rwanda shall be determined basing on the job classification and in accordance with general principles on salary calculation in public service.

Les salaires accordés au personnel de l'Institut National de la Statistique du Rwanda sont déterminés suivant la classification des emplois et conformément aux principes généraux de fixation des salaires dans la fonction publique.

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

The level, index value and gross salary corresponding to each job position in the National Institute of Statistics of Rwanda are on annex III of this Order.

Le niveau, l'indice, la valeur indiciaire et le salaire brut correspondant à chaque emploi au sein de l'Institut National de la Statistique du Rwanda sont à l'annexe III du présent arrêté.

**Ingingo 4: Ibigize umushahara mbumbe**

**Article 4: Composition of the gross salary**

**Article 4: Composition du salaire brut**

Umushahara mbumbe wa buri kwezi ku mukozi ukubiyemo iby' ingenzi bikurikira:

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

Le salaire brut mensuel pour chaque agent comprend principalement:

1 ° umushahara fatizo;

1 ° basic salary;

1 ° le salaire de base;

2 ° indamunite y'icumbi;

2 ° housing allowance;

2 ° l'indemnité de logement ;

3 ° indamunite y'urugendo;

3 ° transport allowance;

3 ° l'indemnité de transport ;

4 ° inkunga ya Leta mu bwiteganyirize bw'umukozi;

4 ° state contribution for social security;

4 ° la contribution de l'Etat à la sécurité sociale ;

5 ° inkunga ya Leta yo kuvuza umukozi.

5 ° State contribution for medical care.

5 ° la contribution de l'Etat aux soins médicaux.

Indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo ntigenerwa abayobozi bari ku nzego z'imirimo za "E", "F" 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.

The transport allowance specified in Paragraph One of this Article shall not be granted to officials positioned on levels "E", "F" and "H/2" whose transport shall be 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 shall be entitled to special transport allowance in accordance with Instructions of the Minister in charge public service.

L'indemnité de transport dont question à l'alinéa premier du présent article n'est pas allouée aux agents de l'Etat aux postes de niveau "E", "F" et "H/2" pour lesquels le transport est facilité selon les instructions du Ministre ayant le transport dans ses attributions, ainsi qu'à ceux au poste de niveau "3" qui bénéficient de l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

**Ingingo ya 5: Ibindi bigenerwa Umuyobozi Mukuru wa NISR**

**Article 5: Fringe benefits for the Director General of NISR**

**Article 5: Avantages alloués au Directeur Général de NISR**

Umuyobozi Mukuru wa NISR agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

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

Le Directeur Général de NISR bénéficie des avantages suivants :

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

1 ° one hundred thousand Rwandan francs (100,000 Rwf) each month for office landline and forty thousand Rwandan francs (40,000 Rwf) per month for wireless internet connection and one hundred and fifty thousand Rwandan francs (150,000 Rwf) per month for mobile phone;

1 ° les frais de téléphone de bureau équivalent à cent mille francs rwandais (100.000 Frw) par mois et les frais d'internet sans fil 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;

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

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

3 ° Leta imworohereza mu bijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza ya

3 ° the Government shall facilitate his/her transport in accordance with the

3 ° l'Etat lui facilite en ce qui concerne le transport conformément aux instructions

|                                                                                                                                                                                                                            |                                                                                                                                                                                        |                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Minisitiri ufite gutwara abantu mu nshingano ze.                                                                                                                                                                           | Instructions of the Minister in charge of transport.                                                                                                                                   | du Ministre ayant le transport dans ses attributions.                                                                                                                                                              |
| <b><u>Ingingo ya 6: Ibindi bigenerwa Umuyobozi Mukuru Wungirije uri ku rwego rwa “F”</u></b>                                                                                                                               | <b><u>Article 6: Fringe benefits for the Deputy Director General on “F” Job level</u></b>                                                                                              | <b><u>Article 6: Avantages alloués au Directeur Général Adjoint au poste de niveaux “1.IV”</u></b>                                                                                                                 |
| Umuyobozi Mukuru Wungirije uri ku rwego rwa “F” agenerwa ibindi bimufasha gutunganya imirimo bikurikira:                                                                                                                   | Deputy Director General on “F” job level shall be entitled to the following fringe benefits:                                                                                           | Directeur Général Adjoint au poste de niveau “F” bénéficie des avantages suivant :                                                                                                                                 |
| 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;                          | 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;                  | 1 ° cent mille francs rwandais (100.000 Frw) par mois et des frais de téléphone portable équivalant 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 mu nshingano ze.                                                                                           | 2 ° the Government shall facilitate his/her transport in accordance with the Instructions of the Minister in charge of transport.                                                      | 2 ° l’Etat lui facilite en ce qui concerne le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.                                                                        |
| <b><u>Ingingo ya 7: Ibindi bigenerwa Divison Manager uri ku rwego rwa “2.III”</u></b>                                                                                                                                      | <b><u>Article 7: Fringe benefits for a Division Manager on “2.III” job level</u></b>                                                                                                   | <b><u>Article 7: Avantages alloués au Chef de division au poste de niveau “2.III”</u></b>                                                                                                                          |
| Divison Manager uri ku rwego rwa “2.III” agenerwa ibindi bimufasha gutunganya imirimo ku buryo bukurikira:                                                                                                                 | A Division Manager on “2.III” job level shall be entitled to the following fringe benefits :                                                                                           | Le Chef de Division au poste de niveau “2.III” bénéficie des avantages suivant:                                                                                                                                    |
| 1 ° amafaranga y’itumanaho rya telefoni yo mu biro 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; | 1 ° seventy thousand Rwandan francs (70,000 Rwf) each month for office land line and a mobile phone communication allowance of seventy thousand Rwandan francs (70,000 Rwf) per month; | 1 ° les frais de communication par téléphone de bureau équivalant à soixante-dix mille francs Rwandais (70.000 Frw) et de téléphone portable équivalant à soixante-dix mille francs rwandais (70.000Frw) par mois; |
| 2 ° koroherezwa mu bijyanye n’uburyo bw’ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.                                                                                                 | 2 ° transport facilitation in accordance with the Instructions of the Minister in charge of transport.                                                                                 | 2 ° une facilitation de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.                                                                                              |

**Ingingo ya 8: 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 bikurikira:

- 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" bafite itsinda ry'abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe y'urwego, bagenerwa kandi amafaranga ibihumbi ijana y'u Rwanda (100,000 Frw) buri kwezi ya telefoni yo mu biro.

**Ingingo ya 9: Indamunite z'urugendo rw'imodoka**

Iyo Abayobozi Bakuru bari ku rwego rwa "E", "F", 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.

**Ingingo ya 10: Abashinzwe kubahiriza iri teka**

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

**Article 8: Fringe benefits for Directors of Units on "3" job classification level**

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

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

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

**Article 9: Mileage allowance**

When Senior Officials on levels "E", "F" and "H/2" go on official mission inside the Country by using their vehicles, the State shall pay them mileage allowances specified in the Ministerial Instructions of the Minister in charge of transport.

**Article 10: Authorities responsible for the implementation of this Order**

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

**Article 8: Avantages alloués au Directeur d'Unité au poste de niveau "3"**

Les Directeurs d'Unités aux postes de niveau "3" bénéficient chacun des avantages suivants:

- 1 ° les frais de communication par téléphone portable équivalant à trente mille francs rwandais (30.000 Frw) par mois ;
- 2 ° une 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" ayant des agents de l'Etat placés sous leur responsabilité suivant la structure organisationnelle approuvée, bénéficient en plus chacun des frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) par mois.

**Article 9: Indemnité kilométrique**

Lorsque les hauts cadres aux postes de niveaux "E", "F" 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.

**Article 10: Autorités chargées de l'exécution du présent arrêté**

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



**Ingingo ya 11: Ivanwaho ry'ingingo zinyuranyije n'iri teka**

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

**Ingingo ya 11: Igihe iteka ritangira gukurikizwa**

Iri teka ritangira gukurikizwa ku muni ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera ku wa 29/07/2014.

Kigali ku wa 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika:**

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

Order.

**Article 11: Repealing provision**

All prior provisions contrary to this Order are hereby repealed.

**Article 11: Commencement**

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes effect as of 29/07/2014.

Kigali on 27/2/2015

(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

présent arrêté.

**Article 11: Disposition abrogatoire**

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

**Article 11: Entrée en vigueur**

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il sort ses effets à partir du 29/07/2014.

Kigali le 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Premier Ministre

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

**Vu et scellé du Sceau de la République:**

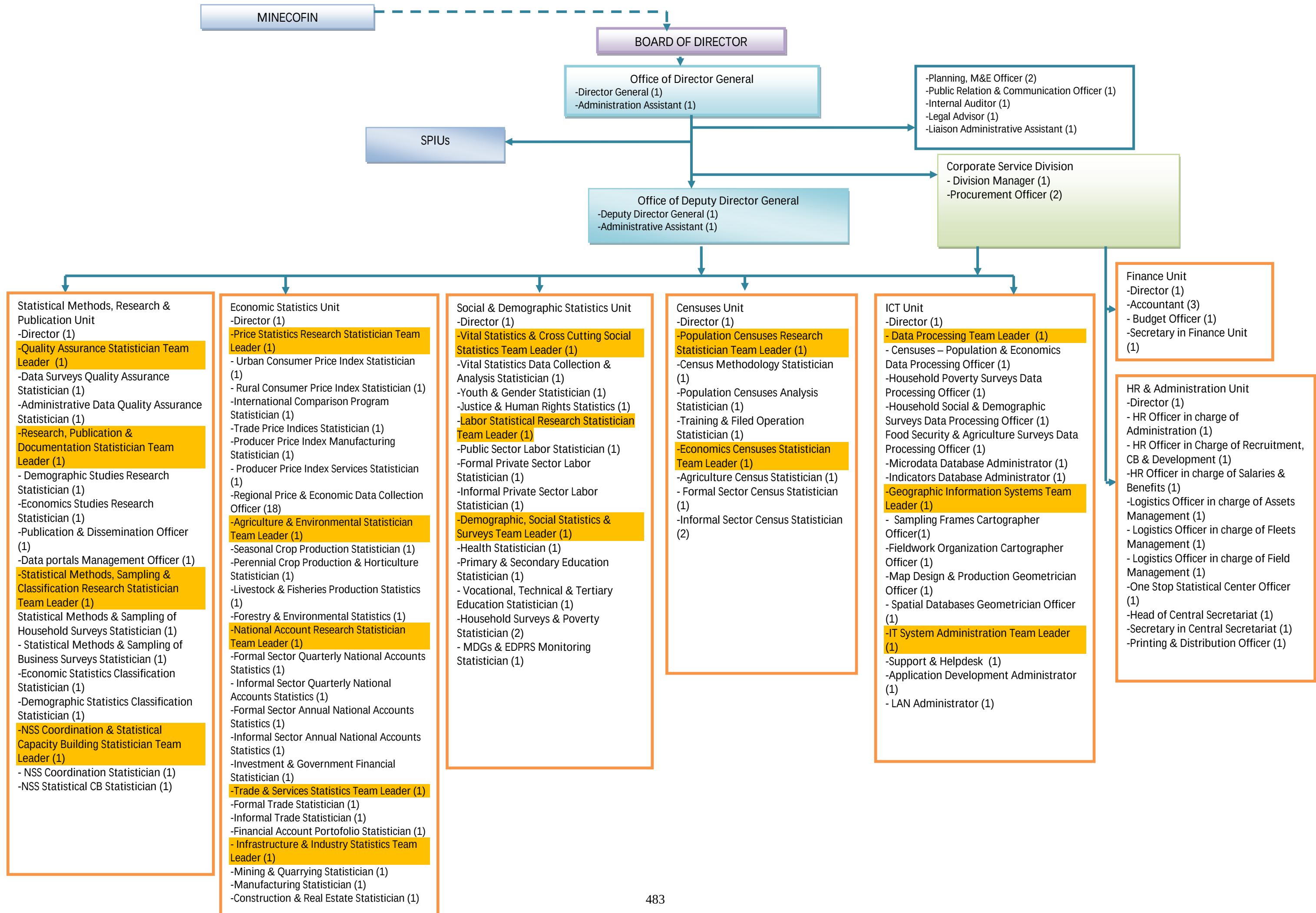
(sé)  
**BUSINGYE Johnston**  
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I W'ITEKA RYA  
MINISITIRI W'INTEBE N°67/03  
RYO KU WA27/2/2015 RIGENA  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI  
MU KIGO CY'IGIHUGU  
GISHINZWE IBARURISHAMIBARE  
MU RWANDA

ANNEX I TO PRIME MINISTER'S  
ORDER N°67/03 OF27/2/2015  
DETERMINING ORGANISATIONAL  
STRUCTURE, SALARIES AND FRINGE  
BENEFITS FOR EMPLOYEES OF THE  
NATIONAL INSTITUTE OF STATISTICS  
OF RWANDA

ANNEXE I DE L'ARRETE DU PREMIER  
MINISTRE N°67/03 DU27/2/2015 PORTANT  
STRUCTURE ORGANISATIONNELLE,  
SALAIRES ET AVANTAGES ACCORDES  
AU PERSONNEL DE L'INSTITUT  
NATIONAL DE LA STATISTIQUE DU  
RWANDA

**NISR - ORGANIZATIONAL CHART**  
*Official Gazette No. Special Bis of 28/02/2015*



**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 67/03 ryo ku wa 27/2/2015 rigena imishahara n'ibindi bigenerwa abakozi b'Ikigo cy'Igihugu gishinzwe Ibarurishamibare mu Rwanda**

Kigali, ku wa 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo  
ya Leta  
**Bibonywe kandi bishyizweho Ikirango cya  
Repubulika :**

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

**Seen to be annexed to Prime Minister's Order n° 67/03 of 27/2/2015 determining Organisational Structure, Salaries and Fringe benefits for employees of the National Institute of Statistics of Rwanda**

Kigali, on 27/2/2015

(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° 67/03 du 27/2/2015 portant structure organisationnelle, salaires et avantages accordés au personnel de l'Institut National de la Statistique du Rwanda**

Kigali, le 27/2/2015

(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 MINISITIRI W'INTEBE N°67/03  
RYO KU WA27/2/2015RIGENA  
IMISHAHARA IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI  
B'IKIGO CY'IGIHUGU GISHINZWE  
IBARURISHAMIBARE MU  
RWANDA

ANNEX II TO PRIME MINISTER'S  
ORDER N°67/03  
OF27/2/2015DETERMINING  
ORGANISATIONAL STRUCTURE,  
SALARIES AND FRINGE BENEFITS FOR  
EMPLOYEES OF THE NATIONAL  
INSTITUTE OF STATISTICS OF  
RWANDA

ANNEXE II DE L'ARRETE DU PREMIER  
MINISTRE N°67/03 DU27/2/2015 PORTANT  
STRUCTURE ORGANISATIONNELLE,  
SALAIRES ET AVANTAGES ACCORDES  
AU PERSONNEL DE L'INSTITUT  
NATIONAL DE LA STATISTIQUE DU  
RWANDA

**NISR - JOB PROFILES**

| Administrative Unit            | Job Title                | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Proposed Jobs |
|--------------------------------|--------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Office of the Director General | Director General         | Director General                         | Political appointee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1             |
|                                | Administrative Assistant | Administrative Assistant                 | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 1             |
|                                | Planning, M&E Officer    | Planning, M&E Officer                    | <p>A0 in Economics, Management, Development Studies, Project Management, Business Administration</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Local Government functionality</li> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Knowledge in Cooperatives Management and development;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 2             |

| Administrative Unit | Job Title                               | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|---------------------|-----------------------------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Public Relation & Communication Officer | Public Relation & Communication Officer  | <p>A0 in Communication, International Relations, Journalism, Marketing, Linguistics and Literature.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organisational and time-management skills</li> <li>- Teamworking skills</li> <li>- Effective public relations and public speaking skills</li> <li>- Interviewing skills</li> <li>- Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage</li> </ul> | 1             |
|                     | Internal Auditor                        | Internal Auditor                         | <p>A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Detailed knowledge of financial and Audit Standards, HR &amp; Financial regulations, Procedures and Financial software;</li> <li>- Planning Skill;</li> <li>- High Analytical skills;</li> <li>- Report writing and presentation skills.</li> <li>- Time management skills;</li> <li>- Excellent problem-solving skills and clear logical thinking;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                       | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit                   | Job Title                      | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Proposed Jobs |
|---------------------------------------|--------------------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                                       | Legal Advisor                  | Legal Affairs Officer                    | <p>A0 in Law or Master's Degree in Law</p> <p><u>Key Technical skills and Knowledge required :</u></p> <ul style="list-style-type: none"> <li>- High analytical and problem solving skills;</li> <li>- Legal research and analysis in complex areas of law;</li> <li>- Knowledge of Substantive Law and Legal Procedures;</li> <li>- Decision making skills;</li> <li>- Experience in contract drafting and negotiation;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul> | 1             |
|                                       | Administrative Liaison Officer | Administrative Liaison Officer           | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage</li> </ul>                      | 1             |
| S/Total                               |                                |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 8             |
| Office of the Deputy Director General | Deputy Director General        | Deputy Director General                  | Political Appointee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 1             |



| Administrative Unit                              | Job Title                | Title of Job positions linked to the Job                     | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed Jobs |
|--------------------------------------------------|--------------------------|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                                                  | Administrative Assistant | Administrative Assistant                                     | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1             |
| S/Total                                          |                          |                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2             |
| Statistical Methods, Research & Publication Unit | Director of Unit         | Director of Statistical Methods, Research & Publication Unit | <p>A0 in Statistics, Applied Mathematics, Economics, Demography, Development Studies specializing in Population Studies, Communication, Journalism, International Relations, Marketing with 3 years of experience and familiar with statistical softwares ( SPSS, STATA, CPro, etc); Or Master or Equivalent in Statistics, Applied Mathematics, Economics, Demography, Development Studies specializing in Population Studies, Communication, Journalism, International Relations, Marketing with 1 year working experience and familiar with statistical softwares ( SPSS, STATA, CPro, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement gathering sessions.</li> </ul> | 1             |

| Administrative Unit | Job Title                                  | Title of Job positions linked to the Job   | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Proposed Jobs |
|---------------------|--------------------------------------------|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Quality Assurance Statistician Team Leader | Quality Assurance Statistician Team Leader | <p>A0 in Statistics, Applied Mathematics, Economics, Demography, Development Studies specializing in Population Studies, Social Sciences with 2 years of working experience and knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement gathering sessions.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                                   | Title of Job positions linked to the Job    | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Proposed Jobs |
|---------------------|---------------------------------------------|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Data Surveys Quality Assurance Statistician | Data Surveys Quality Assurance Statistician | <p>A0 in Statistics, Applied Mathematics, Economics, Demography, Development Studies specializing in Population Studies, Sociology with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement gathering sessions.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                                          | Title of Job positions linked to the Job           | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|---------------------|----------------------------------------------------|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Administrative Data Quality Assurance Statistician | Administrative Data Quality Assurance Statistician | <p>A0 in Statistics, Applied Mathematics, Economics, Demography, Development Studies specializing in Population Studies, Sociology with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>-Technical understanding of system being analyzed and how it affects the various business units.</li> <li>-Good at handling and meeting deadlines.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>-Able to work well with both internal and external clients.</li> <li>-Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>-Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                                                      | Title of Job positions linked to the Job                       | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Proposed Jobs |
|---------------------|----------------------------------------------------------------|----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Research, Publication & Documentation Statistician Team Leader | Research, Publication & Documentation Statistician Team Leader | <p>A0 in Statistics, Applied Mathematics, Economics, Demography, Development Studies specializing in Population Studies, Communication, Journalism, International Relations, Marketing, Librarian &amp; Information Sciences, with 2 years of working experience and knowledge of statistical softwares (SPSS, STATA, SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement gathering sessions.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                                 | Title of Job positions linked to the Job  | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Proposed Jobs |
|---------------------|-------------------------------------------|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Demographic Studies Research Statistician | Demographic Studies Research Statistician | <p>A0 in Statistics, Economics, Applied Mathematics, Demography with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                               | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed Jobs |
|---------------------|-----------------------------------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Economics Studies Research Statistician | Economics Studies Research Statistician  | <p>A0 in Statistics, Applied Mathematics, Economics with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement gathering sessions.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                           | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Proposed Jobs |
|---------------------|-------------------------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Publication & Dissemination Officer | Publication & Dissemination Officer      | <p>A0 in Communication, Journalism, International Relations, Marketing, Librarian &amp; Information Sciences, , Statistics , Demographyc, Statistics with knowledge in statistical software (SPSS, Stata, Statistica)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |



| Administrative Unit | Job Title                       | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed Jobs |
|---------------------|---------------------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Data portals Management Officer | Data portals Management Officer          | <p>A0 in Statistics, Applied Mathematics, Demography, Communication with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                                                                        | Title of Job positions linked to the Job                                         | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Statistical Methods, Sampling & Classification Research Statistician Team Leader | Statistical Methods, Sampling & Classification Research Statistician Team Leader | <p>A0 in Statistics,Economics, Applied Mathematics, Demography with 2 years of working experience and knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                                                        | Title of Job positions linked to the Job                         | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Proposed Jobs |
|---------------------|------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Statistical Methods & Sampling of Household Surveys Statistician | Statistical Methods & Sampling of Household Surveys Statistician | <p>A0 in Statistics,Economics, Applied Mathematics,Demography with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>-Technical understanding of system being analyzed and how it affects the various business units.</li> <li>-Good at handling and meeting deadlines.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>-Able to work well with both internal and external clients.</li> <li>-Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>-Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                                                       | Title of Job positions linked to the Job                        | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Proposed Jobs |
|---------------------|-----------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Statistical Methods & Sampling of Business Surveys Statistician | Statistical Methods & Sampling of Business Surveys Statistician | <p>A0 in Statistics,Economics, Applied Mathematics,Demography with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>-Technical understanding of system being analyzed and how it affects the various business units.</li> <li>-Good at handling and meeting deadlines.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>-Able to work well with both internal and external clients.</li> <li>-Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>-Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                                       | Title of Job positions linked to the Job        | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed Jobs |
|---------------------|-------------------------------------------------|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Economic Statistics Classification Statistician | Economic Statistics Classification Statistician | <p>A0 in Statistics, Economics, Applied Mathematics, with knowledge of statistical softwares (SPSS, STATA, SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement gathering sessions.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                                          | Title of Job positions linked to the Job           | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Proposed Jobs |
|---------------------|----------------------------------------------------|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Demographic Statistics Classification Statistician | Demographic Statistics Classification Statistician | <p>A0 in Statistics,Economics, Applied Mathematics,Demography with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>-Technical understanding of system being analyzed and how it affects the various business units.</li> <li>-Good at handling and meeting deadlines.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>-Able to work well with both internal and external clients.</li> <li>-Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>-Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                                                                 | Title of Job positions linked to the Job                                  | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Proposed Jobs |
|---------------------|---------------------------------------------------------------------------|---------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | NSS Coordination & Statistical Capacity Building Statistician Team Leader | NSS Coordination & Statistical Capacity Building Statistician Team Leader | <p>A0 in Statistics,Economics, Applied Mathematics,Demography with 2 years of working experience and knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>-Technical understanding of system being analyzed and how it affects the various business units.</li> <li>-Good at handling and meeting deadlines.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>-Able to work well with both internal and external clients.</li> <li>-Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>-Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                     | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Proposed Jobs |
|---------------------|-------------------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | NSS Coordination Statistician | NSS Coordination Statistician            | <p>A0 in Statistics,Economics, Applied Mathematics,Demography with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>-Technical understanding of system being analyzed and how it affects the various business units.</li> <li>-Good at handling and meeting deadlines.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>-Able to work well with both internal and external clients.</li> <li>-Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>-Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |



| Administrative Unit | Job Title                       | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Proposed Jobs |
|---------------------|---------------------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | NSS Statistical CB Statistician | NSS Statistical CB Statistician          | <p>A0 in Statistics,Economics, Applied Mathematics,Demography with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>-Technical understanding of system being analyzed and how it affects the various business units.</li> <li>-Good at handling and meeting deadlines.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>-Able to work well with both internal and external clients.</li> <li>-Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>-Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |
| S/Total             |                                 |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 17            |

| Administrative Unit      | Job Title        | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Proposed Jobs |
|--------------------------|------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Economic Statistics Unit | Director of Unit | Director of Economic Statistics Unit     | <p>A0 in Statistics,Economics or Development Studies with specialization in International Economic Policy, Demography, Rural Economics with knowledge of statistical softwares (SPSS, STATA , SAS, etc) with 3 years of working experience or Master's Degree in Statistics,Economics or Development Studies with specialization in International Economic Policy, Demography, Rural Economics with knowledge of statistical softwares (SPSS, STATA , SAS, etc) with 1 year of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>-Technical understanding of system being analyzed and how it affects the various business units.</li> <li>-Good at handling and meeting deadlines.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>-Able to work well with both internal and external clients.</li> <li>-Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>-Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                                          | Title of Job positions linked to the Job           | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|---------------------|----------------------------------------------------|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Price Statistics Research Statistician Team Leader | Price Statistics Research Statistician Team Leader | <p>A0 in Statistics, Economics, Business Administration or Development Studies with specialization in Macroeconomics and 2 years of working experience and knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                               | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed Jobs |
|---------------------|-----------------------------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Urban Consumer Price Index Statistician | Urban Consumer Price Index Statistician  | <p>A0 in Statistics, Economics, Business Administration or Development Studies with specialization in Macroeconomics and knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                               | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed Jobs |
|---------------------|-----------------------------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Rural Consumer Price Index Statistician | Rural Consumer Price Index Statistician  | <p>A0 in Statistics, Economics, Business Administration or Development Studies with specialization in Macroeconomics and knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                                     | Title of Job positions linked to the Job      | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Proposed Jobs |
|---------------------|-----------------------------------------------|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | International Comparison Program Statistician | International Comparison Program Statistician | <p>A0 in Statistics, Economics, Business Administration or Development Studies with specialization in Macroeconomics and knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>-Technical understanding of system being analyzed and how it affects the various business units.</li> <li>-Good at handling and meeting deadlines.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>-Able to work well with both internal and external clients.</li> <li>-Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>-Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                        | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|---------------------|----------------------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Trade Price Indices Statistician | Trade Price Indices Statistician         | <p>A0 in Statistics, Applied Mathematics, Economics, Business Administration with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                                       | Title of Job positions linked to the Job        | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|---------------------|-------------------------------------------------|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Producer Price Index Manufacturing Statistician | Producer Price Index Manufacturing Statistician | <p>A0 in Statistics, Applied Mathematics, Economics, Business Administration with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |



| Administrative Unit | Job Title                                  | Title of Job positions linked to the Job   | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|---------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Producer Price Index Services Statistician | Producer Price Index Services Statistician | <p>A0 in Statistics, Applied Mathematics, Economics, Business Administration with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                                         | Title of Job positions linked to the Job          | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Proposed Jobs |
|---------------------|---------------------------------------------------|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Regional Price & Economic Data Collection Officer | Regional Price & Economic Data Collection Officer | <p>A0 in Statistics, Applied Mathematics, Economics, Demography, Business Administration with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 18            |

| Administrative Unit | Job Title                                            | Title of Job positions linked to the Job             | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Proposed Jobs |
|---------------------|------------------------------------------------------|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Agriculture & Environmental Statistician Team Leader | Agriculture & Environmental Statistician Team Leader | <p>A0 in Statistics, Economics, Socio economics, Agro-economics, Agribusiness, Food Science with knowledge of statistical softwares (SPSS, STATA , SAS, etc) and 2 years of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement gathering sessions.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                             | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Proposed Jobs |
|---------------------|---------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Seasonal Crop Production Statistician | Seasonal Crop Production Statistician    | <p>A0 in Statistics, Economics, Socio economics, Agro-economics, Agribusiness with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                                             | Title of Job positions linked to the Job              | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Proposed Jobs |
|---------------------|-------------------------------------------------------|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Perennial Crop Production & Horticulture Statistician | Perennial Crop Production & Horticulture Statistician | <p>A0 in Statistics, Economics, Socio economics, Agronomy, Agro-economics, Agribusiness with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                                   | Title of Job positions linked to the Job    | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Proposed Jobs |
|---------------------|---------------------------------------------|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Livestock & Fisheries Production Statistics | Livestock & Fisheries Production Statistics | <p>A0 in Statistics, Economics, Socio economics, Veterinary, Agro-economics, Agribusiness with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                           | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Proposed Jobs |
|---------------------|-------------------------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Forestry & Environmental Statistics | Forestry & Environmental Statistics      | <p>A0 in Statistics, Economics, Socio economics, Forestry, Environmental Science, , Agro-economics, Agribusiness with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>-Technical understanding of system being analyzed and how it affects the various business units.</li> <li>-Good at handling and meeting deadlines.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>-Able to work well with both internal and external clients.</li> <li>-Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>-Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                                          | Title of Job positions linked to the Job           | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|---------------------|----------------------------------------------------|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | National Account Research Statistician Team Leader | National Account Research Statistician Team Leader | <p>A0 in Statistics, Economics, Applied Mathematics, Business Administration or Development Studies with specialization in Macroeconomics with 2 years of working experience and knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>-Technical understanding of system being analyzed and how it affects the various business units.</li> <li>-Good at handling and meeting deadlines.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>-Able to work well with both internal and external clients.</li> <li>-Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>-Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |



| Administrative Unit | Job Title                                            | Title of Job positions linked to the Job             | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed Jobs |
|---------------------|------------------------------------------------------|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Formal Sector Quarterly National Accounts Statistics | Formal Sector Quarterly National Accounts Statistics | <p>A0 in Statistics, Economics, Applied Mathematics, Business Administration or Development Studies with specialization in Macroeconomics with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>-Technical understanding of system being analyzed and how it affects the various business units.</li> <li>-Good at handling and meeting deadlines.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>-Able to work well with both internal and external clients.</li> <li>-Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>-Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                                              | Title of Job positions linked to the Job               | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed Jobs |
|---------------------|--------------------------------------------------------|--------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Informal Sector Quarterly National Accounts Statistics | Informal Sector Quarterly National Accounts Statistics | <p>A0 in Statistics, Economics, Applied Mathematics, Business Administration or Development Studies with specialization in Macroeconomics with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>-Technical understanding of system being analyzed and how it affects the various business units.</li> <li>-Good at handling and meeting deadlines.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>-Able to work well with both internal and external clients.</li> <li>-Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>-Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                                         | Title of Job positions linked to the Job          | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed Jobs |
|---------------------|---------------------------------------------------|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Formal Sector Annual National Accounts Statistics | Formal Sector Annual National Accounts Statistics | <p>A0 in Statistics, Economics, Applied Mathematics, Business Administration or Development Studies with specialization in Macroeconomics with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>-Technical understanding of system being analyzed and how it affects the various business units.</li> <li>-Good at handling and meeting deadlines.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>-Able to work well with both internal and external clients.</li> <li>-Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>-Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                                           | Title of Job positions linked to the Job            | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed Jobs |
|---------------------|-----------------------------------------------------|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Informal Sector Annual National Accounts Statistics | Informal Sector Annual National Accounts Statistics | <p>A0 in Statistics, Economics, Applied Mathematics, Business Administration or Development Studies with specialization in Macroeconomics with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>-Technical understanding of system being analyzed and how it affects the various business units.</li> <li>-Good at handling and meeting deadlines.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>-Able to work well with both internal and external clients.</li> <li>-Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>-Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                                      | Title of Job positions linked to the Job       | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed Jobs |
|---------------------|------------------------------------------------|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Investment & Government Financial Statistician | Investment & Government Financial Statistician | <p>A0 in Statistics, Economics, Applied Mathematics, Business Administration or Development Studies with specialization in Macroeconomics with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>-Technical understanding of system being analyzed and how it affects the various business units.</li> <li>-Good at handling and meeting deadlines.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>-Able to work well with both internal and external clients.</li> <li>-Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>-Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                               | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|---------------------|-----------------------------------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Trade & Services Statistics Team Leader | Trade & Services Statistics Team Leader  | <p>A0 in Statistics, Economics, Applied Mathematics, Business Administration or Development Studies with specialization in Macroeconomics with 2 years of working experience and knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>-Technical understanding of system being analyzed and how it affects the various business units.</li> <li>-Good at handling and meeting deadlines.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>-Able to work well with both internal and external clients.</li> <li>-Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>-Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                 | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed Jobs |
|---------------------|---------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Formal Trade Statistician | Formal Trade Statistician                | <p>A0 in Statistics, Economics, Applied Mathematics, Business Administration or Development Studies with specialization in Macroeconomics with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>-Technical understanding of system being analyzed and how it affects the various business units.</li> <li>-Good at handling and meeting deadlines.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>-Able to work well with both internal and external clients.</li> <li>-Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>-Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                   | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Proposed Jobs |
|---------------------|-----------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Informal Trade Statistician | Informal Trade Statistician              | <p>A0 in Statistics, Economics, Applied Mathematics, Business Administration or Development Studies with specialization in Macroeconomics with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement</li> </ul> | 1             |



| Administrative Unit | Job Title                                 | Title of Job positions linked to the Job  | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed Jobs |
|---------------------|-------------------------------------------|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Financial Account Portofolio Statistician | Financial Account Portofolio Statistician | <p>A0 in Statistics, Economics, Applied Mathematics, Business Administration or Development Studies with specialization in Macroeconomics with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>-Technical understanding of system being analyzed and how it affects the various business units.</li> <li>-Good at handling and meeting deadlines.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>-Able to work well with both internal and external clients.</li> <li>-Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>-Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                                        | Title of Job positions linked to the Job         | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|---------------------|--------------------------------------------------|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Infrastructure & Industry Statistics Team Leader | Infrastructure & Industry Statistics Team Leader | <p>A0 in Statistics, Economics, Applied Mathematics, Business Administration or Development Studies with specialization in Macroeconomics with 2 years of working experience and knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>-Technical understanding of system being analyzed and how it affects the various business units.</li> <li>-Good at handling and meeting deadlines.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>-Able to work well with both internal and external clients.</li> <li>-Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>-Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                       | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Proposed Jobs |
|---------------------|---------------------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Mining & Quarrying Statistician | Mining & Quarrying Statistician          | <p>A0 in Statistics, Economics, Applied Mathematics, Business Administration or Development Studies, Mining Engineering with specialization in Macroeconomics with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement gathering sessions.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                  | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Proposed Jobs |
|---------------------|----------------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Manufacturing Statistician | Manufacturing Statistician               | <p>A0 in tatistics, Economics, Applied Mathematics, Business Administration or Development Studies with specialization in Macroeconomics with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>-Technical understanding of system being analyzed and how it affects the various business units.</li> <li>-Good at handling and meeting deadlines.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>-Able to work well with both internal and external clients.</li> <li>-Self-starter with leadership skills in order to take charge of or facilitate requirement gathering sessions.</li> <li>-Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                               | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Proposed Jobs |
|---------------------|-----------------------------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Construction & Real Estate Statistician | Construction & Real Estate Statistician  | <p>A0 in tatistics, Economics, Applied Mathematics, Business Administration or Development Studies with specialization in Macroeconomics, Contructuotion Engineering, Real Estate Engineering, Civil Engineering with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>-Technical understanding of system being analyzed and how it affects the various business units.</li> <li>-Good at handling and meeting deadlines.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>-Able to work well with both internal and external clients.</li> <li>-Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>-Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |
| S/Total             |                                         |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 45            |

| Administrative Unit                  | Job Title        | Title of Job positions linked to the Job         | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Proposed Jobs |
|--------------------------------------|------------------|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Social & Demographic Statistics Unit | Director of Unit | Director of Social & Demographic Statistics Unit | <p>A0 in Statistics, Economics, Demography, Applied Mathematics, Development Studies or Social Sciences specialization in Population Studies with 2 years of working experience and knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement gathering sessions.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                                                      | Title of Job positions linked to the Job                       | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Proposed Jobs |
|---------------------|----------------------------------------------------------------|----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Vital Statistics & Cross Cutting Social Statistics Team Leader | Vital Statistics & Cross Cutting Social Statistics Team Leader | <p>A0 in Statistics, Economics, Demography, Applied Mathematics, Development Studies or Social Sciences specialization in Population Studies with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>-Technical understanding of system being analyzed and how it affects the various business units.</li> <li>-Good at handling and meeting deadlines.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>-Able to work well with both internal and external clients.</li> <li>-Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>-Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                                                | Title of Job positions linked to the Job                 | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|---------------------|----------------------------------------------------------|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Vital Statistics Data Collection & Analysis Statistician | Vital Statistics Data Collection & Analysis Statistician | <p>A0 in Statistics, Economics, Demography, Applied Mathematics, Development Studies or Social Sciences specialization in Population Studies with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement gathering sessions.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |



| Administrative Unit | Job Title                   | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Proposed Jobs |
|---------------------|-----------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Youth & Gender Statistician | Youth & Gender Statistician              | <p>A0 in Statistics, Economics, Demography, Applied Mathematics, Development Studies or Social Sciences specialization in Population Studies with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>-Technical understanding of system being analyzed and how it affects the various business units.</li> <li>-Good at handling and meeting deadlines.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>-Able to work well with both internal and external clients.</li> <li>-Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>-Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                         | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|---------------------|-----------------------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Justice & Human Rights Statistics | Justice & Human Rights Statistics        | <p>A0 in Statistics, Economics, Demography, Applied Mathematics, Development Studies or Sociology specialization in Population Studies, Law with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>-Technical understanding of system being analyzed and how it affects the various business units.</li> <li>-Good at handling and meeting deadlines.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>-Able to work well with both internal and external clients.</li> <li>-Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>-Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                                           | Title of Job positions linked to the Job            | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Proposed Jobs |
|---------------------|-----------------------------------------------------|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Labor Statistical Research Statistician Team Leader | Labor Statistical Research Statistician Team Leader | <p>A0 in Labour Economics, Statistics, Applied Mathematics, Economics, Development Studies with specialization in Employment promotion, Sociology, Demography; with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>-Technical understanding of system being analyzed and how it affects the various business units.</li> <li>-Good at handling and meeting deadlines.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>-Able to work well with both internal and external clients.</li> <li>-Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>-Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                        | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Proposed Jobs |
|---------------------|----------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Public Sector Labor Statistician | Public Sector Labor Statistician         | <p>A0 in Labour Economics, Statistics, Applied Mathematics, Economics, Development Studies specialization in Employment promotion, Sociology, Demography; Applied Mathematics with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement gathering sessions.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                                | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Proposed Jobs |
|---------------------|------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Formal Private Sector Labor Statistician | Formal Private Sector Labor Statistician | <p>A0 in Labour Economics, Statistics, Applied Mathematics, Economics, Development Studies specialization in Employment promotion, Sociology, Demography; Applied Mathematics with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement gathering sessions.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                                  | Title of Job positions linked to the Job   | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Proposed Jobs |
|---------------------|--------------------------------------------|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Informal Private Sector Labor Statistician | Informal Private Sector Labor Statistician | <p>A0 in Labour Economics, Statistics, Applied Mathematics, Economics, Development Studies specialization in Employment promotion, Sociology, Demography; Applied Mathematics with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                                            | Title of Job positions linked to the Job             | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Proposed Jobs |
|---------------------|------------------------------------------------------|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Demographic, Social Statistics & Surveys Team Leader | Demographic, Social Statistics & Surveys Team Leader | <p>A0 in Statistics, Applied Mathematics, Economics, Development Studies with specialization in Population Studies, Demography, Sociology with 2 years of working experience and knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement gathering sessions.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title           | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Proposed Jobs |
|---------------------|---------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Health Statistician | Health Statistician                      | <p>A0 in Statistics, Applied Mathematics, Economics, Development Studies with specialization in Population Studies, Demography, Health Science with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |



| Administrative Unit | Job Title                                  | Title of Job positions linked to the Job   | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Proposed Jobs |
|---------------------|--------------------------------------------|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Primary & Secondary Education Statistician | Primary & Secondary Education Statistician | <p>A0 in Statistics, Applied Mathematics, Economics, Development Studies with specialization in Population Studies, Demography, Education Science with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement gathering sessions.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                                               | Title of Job positions linked to the Job                | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|---------------------------------------------------------|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Vocational, Technical & Tertiary Education Statistician | Vocational, Technical & Tertiary Education Statistician | <p>A0 in Statistics, Applied Mathematics, Economics, Development Studies with specialization in Population Studies, Demography, Education Science and knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                                | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Proposed Jobs |
|---------------------|------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Household Surveys & Poverty Statistician | Household Surveys & Poverty Statistician | <p>A0 in Statistics, Applied Mathematics, Economics, Development Studies with specialization in Population Studies, Demography, Sociology with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement gathering sessions.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 2             |

| Administrative Unit | Job Title                            | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Proposed Jobs |
|---------------------|--------------------------------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | MDGs & EDPRS Monitoring Statistician | MDGs & EDPRS Monitoring Statistician     | <p>A0 in Statistics, Applied Mathematics, Economics, Development Studies with specialization in Population Studies, Demography, Sociology and knowledge of statistical softwares (SPSS, STATA, SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement gathering sessions.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |
| S/Total             |                                      |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 16            |

| Administrative Unit | Job Title        | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Proposed Jobs |
|---------------------|------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Censuses Unit       | Director of Unit | Director of Censuses Unit                | <p>A0 in Statistics, Applied Mathematics, Economics, Demography, Development Studies with specialization in Population Studies, Sociology with 3 years of working experience; Or Master's Degree in Statistics, Applied Mathematics, Economics, Demography, Development Studies with specialization in Population Studies, Sociology and knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>-Technical understanding of system being analyzed and how it affects the various business units.</li> <li>-Good at handling and meeting deadlines.</li> <li>-Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>-Able to work well with both internal and external clients.</li> <li>-Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>-Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                                             | Title of Job positions linked to the Job              | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Proposed Jobs |
|---------------------|-------------------------------------------------------|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Population Censuses Research Statistician Team Leader | Population Censuses Research Statistician Team Leader | <p>A0 in Statistics, Applied Mathematics, Economics, Demography, Development Studies with specialization in Population Studies, Sociology with 2 years of working experience and knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                       | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Proposed Jobs |
|---------------------|---------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Census Methodology Statistician | Census Methodology Statistician          | <p>A0 in Statistics, Applied Mathematics, Economics, Demography, Development Studies with specialization in Population Studies, Sociology with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement gathering sessions.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                                 | Title of Job positions linked to the Job  | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Proposed Jobs |
|---------------------|-------------------------------------------|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Population Censuses Analysis Statistician | Population Censuses Analysis Statistician | <p>A0 in Statistics, Applied Mathematics, Economics, Demography, Development Studies with specialization in Population Studies, Sociology with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement gathering sessions.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |



| Administrative Unit | Job Title                               | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Proposed Jobs |
|---------------------|-----------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Training & Filed Operation Statistician | Training & Filed Operation Statistician  | <p>A0 in Statistics, Demography, Applied Mathematics, Economics, Development Studies specializing in Population Studies with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement gathering sessions.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                                   | Title of Job positions linked to the Job    | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Proposed Jobs |
|---------------------|---------------------------------------------|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Economics Censuses Statistician Team Leader | Economics Censuses Statistician Team Leader | <p>A0 in Statistics, Economics, Socio Economics with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement gathering sessions.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                       | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Proposed Jobs |
|---------------------|---------------------------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Agriculture Census Statistician | Agriculture Census Statistician          | <p>A0 in Statistics, Economics, Socio economics, Agro-economics with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement gathering sessions.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                         | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|-----------------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Formal Sector Census Statistician | Formal Sector Census Statistician        | <p>A0 in Statistics, Economics, Socio Economics, Applied Mathematics, Demography with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 1             |

| Administrative Unit | Job Title                           | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|-------------------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Informal Sector Census Statistician | Informal Sector Census Statistician      | <p>A0 in Statistics, Economics, Socio Economics, Applied Mathematics, Demography with knowledge of statistical softwares (SPSS, STATA , SAS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organizational and time management skills</li> <li>- Team working skills</li> <li>- Technical understanding of system being analyzed and how it affects the various business units.</li> <li>- Good at handling and meeting deadlines.</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes.</li> <li>- Able to work well with both internal and external clients.</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement gathering sessions.</li> <li>- Quick learner who is easily able to learn new products, systems, applications and technologies</li> </ul> | 2             |
| S/Total             |                                     |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 10            |

| Administrative Unit | Job Title                   | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Proposed Jobs |
|---------------------|-----------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| ICT Unit            | Director of Unit            | Director of ICT Unit                     | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, 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 OR Master's degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 1 year of working experience in ICT or advantage.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Strategies of National ICT Policy;</li> <li>- Deep Understanding of information technology and telecommunications;</li> <li>- Knowledge to research and analyze technology problems, issues, and program requirements.</li> <li>- Knowledge of computer hardware/software technologies.</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills a</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |
|                     | Data Processing Team Leader | Data Processing Team Leader              | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering, Information Management System, Electromechanical Engineering, Electronics or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering, Electromechanical Engineering, Electronics with 2 years of working experience and Knowledge on Database Management or Statistics.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in softwares related to statistics</li> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Creativity and initiative</li> <li>- Good organisational and time management skills</li> <li>- Teamworking skills</li> <li>- Fluent in Kinyarwanda, English and/or French</li> </ul>                                                                                                                                                                                                                                          | 1             |

| Administrative Unit | Job Title                                                 | Title of Job positions linked to the Job                  | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Proposed Jobs |
|---------------------|-----------------------------------------------------------|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Censuses – Population & Economics Data Processing Officer | Censuses – Population & Economics Data Processing Officer | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering, Information Management System, Electromechanical Engineering, Electronics or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering, Electromechanical Engineering, Electronics with 2 years of working experience and Knowledge on Database Management or Statistics.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in softwares related to statistics</li> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Creativity and initiative</li> <li>- Good organisational and time management skills</li> <li>- Teamworking skills</li> <li>- <u>Fluent in Kinyarwanda, English and/or French</u></li> </ul> | 1             |
|                     | Household Poverty Surveys Data Processing Officer         | Household Poverty Surveys Data Processing Officer         | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering, Information Management System, Electromechanical Engineering, Electronics or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering, Electromechanical Engineering, Electronics with 2 years of working experience and Knowledge on Database Management or Statistics.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in softwares related to statistics</li> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Creativity and initiative</li> <li>- Good organisational and time management skills</li> <li>- Teamworking skills</li> <li>- <u>Fluent in Kinyarwanda, English and/or French</u></li> </ul> | 1             |

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| Administrative Unit | Job Title                                                      | Title of Job positions linked to the Job                       | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Proposed Jobs |
|---------------------|----------------------------------------------------------------|----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Household Social & Demographic Surveys Data Processing Officer | Household Social & Demographic Surveys Data Processing Officer | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering, Electromechanical Engineering, Information Management System, Electronics or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering, Electromechanical Engineering, Electronics with 2 years of working experience and Knowledge on Database Management or Statistics.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in softwares related to statistics</li> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Creativity and initiative</li> <li>- Good organisational and time management skills</li> <li>- Teamworking skills</li> <li>- <u>Fluent in Kinvarwanda, English and/or French</u></li> </ul>                                | 1             |
|                     | Food Security & Agriculture Surveys Data Processing Officer    | Food Security & Agriculture Surveys Data Processing Officer    | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering, Information Management System, Electromechanical Engineering, Electronics or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering, Electromechanical Engineering, Electronics with 2 years of working experience and Knowledge on Database Management or Statistics.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in softwares related to statistics</li> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Creativity and initiative</li> <li>- Good organisational and time management skills</li> <li>- Teamworking skills</li> <li>- <u>Fluent in Kinyarwanda, English and/or French</u></li> </ul> | 1             |



| Administrative Unit | Job Title                         | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Proposed Jobs |
|---------------------|-----------------------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Microdata Database Administrator  | Microdata Database Administrator         | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering, Electromechanical Engineering, Electronics or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering, Electromechanical Engineering, Electronics with 2 years of working experience and Knowledge on Database Management or Statistics.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in softwares related to statistics</li> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Creativity and initiative</li> <li>- Good organisational and time management skills</li> <li>- Teamworking skills</li> <li>- Fluent in Kinyarwanda, English and/or French</li> </ul> | 1             |
|                     | Indicators Database Administrator | Indicators Database Administrator        | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering, Electromechanical Engineering, Electronics or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering, Electromechanical Engineering, Electronics with 2 years of working experience and Knowledge on Database Management or Statistics.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in softwares related to statistics</li> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Creativity and initiative</li> <li>- Good organisational and time management skills</li> <li>- Teamworking skills</li> <li>- Fluent in Kinyarwanda, English and/or French</li> </ul> | 1             |

| Administrative Unit | Job Title                                  | Title of Job positions linked to the Job   | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Proposed Jobs |
|---------------------|--------------------------------------------|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Geographic Information Systems Team Leader | Geographic Information Systems Team Leader | <p>A0 in Geography, Cartography, Geography Information System &amp; Remote sensing with 2 years of relevant experience</p> <p><u>Key Technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Strong Leadership skills</li> <li>- Able to work well with both internal and external clients.</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers</li> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organisational and timemanagement skills</li> <li>- Teamworking skills</li> <li>- Fluent in Kinyarwanda, English and/or French</li> </ul> | 1             |
|                     | Sampling Frames Cartographer Officer       | Sampling Frames Cartographer Officer       | <p>A0 in Geography, Cartography, Geography Information System &amp; Remote sensing</p> <p><u>Key Technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Able to work well with both internal and external clients.</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers</li> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organisational and timemanagement skills</li> <li>- Teamworking skills</li> <li>- Fluent in Kinyarwanda, English and/or French</li> </ul>                                                                         | 1             |

| Administrative Unit | Job Title                                       | Title of Job positions linked to the Job        | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Proposed Jobs |
|---------------------|-------------------------------------------------|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Fieldwork Organization<br>Cartographer Officer  | Fieldwork Organization<br>Cartographer Officer  | <p>A0 in Geography, Cartography, Geography Information System &amp; Remote sensing</p> <p><u>Key Technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>-Able to work well with both internal and external clients.</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers</li> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organisational and timemanagement skills</li> <li>- Teamworking skills</li> <li>- Fluent in Kinyarwanda, English and/or French</li> </ul> | 1             |
|                     | Map Design & Production<br>Geometrician Officer | Map Design & Production<br>Geometrician Officer | <p>A0 in Geography, Cartography, Geography Information System &amp; Remote sensing</p> <p><u>Key Technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>-Able to work well with both internal and external clients.</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers</li> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organisational and timemanagement skills</li> <li>- Teamworking skills</li> <li>- Fluent in Kinyarwanda, English and/or French</li> </ul> | 1             |

| Administrative Unit | Job Title                              | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|---------------------|----------------------------------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Spatial Databases Geometrician Officer | Spatial Databases Geometrician Officer   | <p>A0 in Geography, Cartography, Geography Information System &amp; Remote sensing</p> <p><u>Key Technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>-Able to work well with both internal and external clients.</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers</li> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organisational and time management skills</li> <li>- Teamworking skills</li> <li>- Fluent in Kinyarwanda, English and/or French</li> </ul>                                                                                                                                                                                               | 1             |
|                     | IT System Administration Team Leader   | IT System Administration Team Leader     | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 2 years of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in softwares related to statistics</li> <li>- Excellent communication skills both orally and in writing</li> <li>- Leadership Skills</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Creativity and initiative</li> <li>- Good organisational and time management skills</li> <li>- Teamworking skills</li> <li>- Fluent in Kinyarwanda, English and/or French</li> </ul> | 1             |

| Administrative Unit | Job Title                             | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Proposed Jobs |
|---------------------|---------------------------------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Support & Helpdesk                    | Support & Helpdesk                       | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in softwares related to statistics</li> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Creativity and initiative</li> <li>- Good organisational and time management skills</li> <li>- Teamworking skills</li> <li>- Fluent in Kinyarwanda, English and/or French</li> </ul> | 1             |
|                     | Application Development Administrator | Application Development Administrator    | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in softwares related to statistics</li> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Creativity and initiative</li> <li>- Good organisational and time management skills</li> <li>- Teamworking skills</li> <li>- Fluent in Kinyarwanda, English and/or French</li> </ul> | 1             |

| Administrative Unit         | Job Title         | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Proposed Jobs |
|-----------------------------|-------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                             | LAN Administrator | LAN Administrator                        | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in softwares related to statistics</li> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Creativity and initiative</li> <li>- Good organisational and time management skills</li> <li>- Teamworking skills</li> <li>- Fluent in Kinyarwanda, English and/or French</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1             |
| S/Total                     |                   |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 17            |
| 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 working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Human Resources Policy and procedures;</li> <li>- Knowledge of Accounting principles and practices and financial data reporting.</li> <li>- Knowledge of Rwanda Public Servant &amp; Labour laws and Financial Law;</li> <li>- Knowledge of Electronic equipment and computer hardware and software;</li> <li>- Leadership skills;</li> <li>- Coordination, Planning &amp; Organizational Skills;</li> <li>- Interpersonal Skills;</li> <li>- Effective Communication Skills;</li> <li>- Judgment and Decision Making Skills;</li> <li>- Complex Problem Solving;</li> <li>- Negotiation Skills;</li> <li>- Time Management Skills;</li> </ul> | 1             |

| Administrative Unit | Job Title           | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|---------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Procurement Officer | Procurement Officer                      | <p>A0 in Procurement, Management, Accounting, Law, Public Finance, Economics</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High Analytical Skills;</li> <li>- Negotiation Skills;</li> <li>- Knowledge of basic business and purchasing practices;</li> <li>- Excellent Communication Skills;</li> <li>- Knowledge of state contracting laws, regulations and procedures;</li> <li>- Knowledge of grades, qualities, supply and price trends of commodities;</li> <li>- Time Management Skills;</li> <li>- Decesion making Skills;</li> <li>- Computer Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .</li> </ul> | 2             |

| Administrative Unit | Job Title        | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Proposed Jobs |
|---------------------|------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Finance Unit        | Director of Unit | Director of Finance Unit                 | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA); Or A0 Finance, Accounting, Management specialized in Finance/Accounting with 3 years of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's financial management standards and procedures;</li> <li>- Knowledge of Accounting principles and practices and financial data reporting.</li> <li>- Knowledge of Rwanda Public Financial Law;</li> <li>- Leadership and management skills;</li> <li>- Planning and organisational, Budgeting skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Time management Skills</li> <li>- Interviewing Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Proble solving;</li> <li>- fluent in Kinyarwanda, English and/ or French;knowledge of all is an advantage</li> </ul> | 1             |



| Administrative Unit | Job Title      | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|---------------------|----------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Accountant     | Accountant                               | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Knowledge to analyse complex financial information &amp; Produce reports;</li> <li>- Deep understanding of financial accounts;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- High Analytical Skills;</li> <li>- Interpersonal skills;</li> <li>- Time management Skills;</li> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 3             |
|                     | Budget Officer | Budget Officer                           | <p>A0 in Finance, Accounting, Management, Economics</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Deep understanding of financial accounts;</li> <li>- High Analytical Skills</li> <li>- Interpersonal skills;</li> <li>- Time management Skills</li> <li>- Complex Problem solving;</li> <li>-Flexibility Skills;</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                | 1             |

| Administrative Unit    | Job Title             | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Proposed Jobs |
|------------------------|-----------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                        | Secretary in DAF Unit | Secretary                                | <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 &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Analytical &amp; Problem solving Skills;</li> <li>- Decision Making Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                          | 1             |
| HR Administration Unit | Director of Unit      | Director of HR Administration Unit       | <p>A0 in Human Resources Management, Management with Specialization in Human Resource, Public Administration, Administrative Sciences with 3 years of working experience or Master's Degree in Human Resources Management, Management with Specialization in Human Resource, Public Administration, Administrative Sciences with 1 year of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of human resources concepts, practices, policies, and procedures;</li> <li>- Knowledge of organizational structure, workflow, and operating procedures;</li> <li>- Knowledge in Monitoring &amp; System Evaluation;</li> <li>- Leadership and management skills;</li> <li>- Planning and organisational skills;</li> <li>- High Analytical Skills;</li> <li>- Communication skills;</li> <li>- Time management Skills</li> <li>- Interviewing Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Problem Solving Skills;</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

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| Administrative Unit | Job Title                                             | Title of Job positions linked to the Job              | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed Jobs |
|---------------------|-------------------------------------------------------|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | HR Officer in charge of Administration                | HR Officer in charge of Administration                | <p>A0 in Human Resource Management, Management, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources;</li> <li>- Knowledge in the Development of Human Resources Policies and procedures</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | HR Officer in Charge of Recruitment, CB & Development | HR Officer in Charge of Recruitment, CB & Development | <p>A0 in Human Resources Management, Management, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-Deep knowledge of Rwandan public service and labor laws;</li> <li>- Knowledge in Conflict Management;</li> <li>- knowledge of the regulations applying to payroll procedures;</li> <li>- Knowledge of human resources concepts, practices, policies, and procedures;</li> <li>- Problem Solving Skills;</li> <li>- Computer Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Interview Skills;</li> <li>- High analytical Skills;</li> <li>- Team working Skills;</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                              | 1             |

| Administrative Unit | Job Title                                        | Title of Job positions linked to the Job         | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|---------------------|--------------------------------------------------|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | HR Officer in charge of Salaries                 | HR Officer in charge of Salaries & Benefits      | <p>A0 in Human Resources Management, Management, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-Deep knowledge of Rwandan public service and labor laws;</li> <li>- Knowledge in Conflict Management;</li> <li>- knowledge of the regulations applying to payroll procedures;</li> <li>- Knowledge of human resources concepts, practices, policies, and procedures;</li> <li>- Problem Solving Skills;</li> <li>- Computer Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Interview Skills;</li> <li>- High analytical Skills;</li> <li>- Teamworking Skills;</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Logistics Officer in charge of Assets Management | Logistics Officer in charge of Assets Management | <p>A0 in Store Management, Management, Accounting, Economics, Finance, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Management of Material Resources;</li> <li>- Knowledge of supply chain management;</li> <li>- Organizational Skills;</li> <li>- Computer Skills;</li> <li>- Communication Skills;</li> <li>- Report writing &amp; Presentation Skills;</li> <li>- Analytical Skills;</li> <li>- Interpersonal Skills;</li> <li>- Time management Skills;</li> <li>- Negotiation Skills;</li> <li>- Team working Skills</li> <li>- Problem Solving Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>                                           | 1             |

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| Administrative Unit | Job Title                                        | Title of Job positions linked to the Job         | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Proposed Jobs |
|---------------------|--------------------------------------------------|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Logistics Officer in charge of Fleets Management | Logistics Officer in charge of Fleets Management | <p>AO in Store Management, Management, Accounting, Economics, Finance, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Management of Material Resources;</li> <li>- Knowledge of supply chain management;</li> <li>- Organizational Skills;</li> <li>- Computer Skills;</li> <li>- Communication Skills;</li> <li>- Report writing &amp; Presentation Skills;</li> <li>- Analytical Skills;</li> <li>- Interpersonal Skills;</li> <li>- Time management Skills;</li> <li>- Negotiation Skills;</li> <li>- Team working Skills</li> <li>- Problem Solving Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |
|                     | Logistics Officer in charge of Field Management  | Logistics Officer in charge of Field Management  | <p>AO in Store Management, Management, Accounting, Economics, Finance, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Management of Material Resources;</li> <li>- Knowledge of supply chain management;</li> <li>- Organizational Skills;</li> <li>- Computer Skills;</li> <li>- Communication Skills;</li> <li>- Report writing &amp; Presentation Skills;</li> <li>- Analytical Skills;</li> <li>- Interpersonal Skills;</li> <li>- Time management Skills;</li> <li>- Negotiation Skills;</li> <li>- Team working Skills</li> <li>- Problem Solving Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

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| Administrative Unit | Job Title                           | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|---------------------|-------------------------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | One Stop Statistical Center Officer | One Stop Statistical Center Officer      | <p>A0 in Communication, Public Relations, International Relations, Marketing.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent interpersonal skills;</li> <li>- Knowledge in Customer care satisfaction;</li> <li>- Knowledge in Hospitality management;</li> <li>- Public speaking skills;</li> <li>- Time management skills;</li> <li>- Organizational skills;</li> <li>- Excellent communication skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and/or French. knowledge of all is an advantage.</li> </ul>                                                                                                                                                                                                                          | 1             |
|                     | 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><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Analytical &amp; Problem solving Skills;</li> <li>- Decision Making Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

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| Administrative Unit | Job Title                       | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|---------------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Central Secretariat             | 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 &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Analytical &amp; Problem solving Skills;</li> <li>- Decision Making Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Printing & Distribution Officer | Printing & Distribution Officer          | <p>A1 in Secretariat Studies, Office Management, IT, Electronical</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Knowledge of ICT Computer</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Analytical &amp; Problem solving Skills;</li> <li>- Decision Making Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                           | 1             |
| S/Total             |                                 |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 20            |
| Grand / Total       |                                 |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 135           |
|                     |                                 |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |               |

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 67/03 ryo ku wa 27/2/2015 rigena imishahara n'ibindi bigenerwa abakozi b'Ikigo cy'Igihugu gishinzwe Ibarurishamibare mu Rwanda**

Kigali, ku wa 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo  
ya Leta  
**Bibonywe kandi bishyizweho Ikirango cya  
Repubulika :**

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

**Seen to be annexed to Prime Minister's Order n° 67/03 of 27/2/2015 determining Organisational Structure, Salaries and Fringe benefits for employees of the National Institute of Statistics of Rwanda**

Kigali, on 27/2/2015

(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° 67/03 du 27/2/2015 portant structure organisationnelle, salaires et avantages accordés au personnel de l'Institut National de la Statistique du Rwanda**

Kigali, le 27/2/2015

(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<br>RYA MINISITIRI W'INTEBE N°67/03<br>RYO KU WA 27/2/2015<br>IMISHAHARA IMISHAHARA<br>N'IBINDI BIGENERWA ABAKOZI<br>B'IKIGO CY'IGIHUGU GISHINZWE<br>IBARURISHAMIBARE MU<br>RWANDA | ANNEX III TO PRIME MINISTER'S<br>ORDER N° 67/03 OF 27/2/2015<br>DETERMINING ORGANISATIONAL<br>STRUCTURE, SALARIES AND FRINGE<br>BENEFITS FOR EMPLOYEES OF THE<br>NATIONAL INSTITUTE OF STATISTICS<br>OF RWANDA | ANNEXE III DE L'ARRETE DU PREMIER<br>MINISTRE N°67/03 DU 27/2/2015 PORTANT<br>STRUCTURE ORGANISATIONNELLE,<br>SALAIRES ET AVANTAGES ACCORDES<br>AU PERSONNEL DE L'INSTITUT<br>NATIONAL DE LA STATISTIQUE DU<br>RWANDA |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

NATIONAL INSTITUTE OF STATISTICS (NISR) - SALARY STRUCTURE

| POST                                                                             | I.V | Level | Index | Gross Salary (Rwf/Month) |
|----------------------------------------------------------------------------------|-----|-------|-------|--------------------------|
| Director General NISR                                                            | 500 | E     | 3156  | 2,011,950                |
| Deputy Director General                                                          | 500 | F     | 2869  | 1,828,988                |
| Corporate Service Division Manager                                               | 500 | 2.III | 1890  | 1,352,972                |
| Director of Demographic Statistics Unit                                          | 500 | 3.II  | 1369  | 980,010                  |
| Director of Finance Unit                                                         | 500 | 3.II  | 1369  | 980,010                  |
| Director of HR & Administration Unit                                             | 500 | 3.II  | 1369  | 980,010                  |
| Director of ICT Unit                                                             | 500 | 3.II  | 1369  | 980,010                  |
| Director of Methods, Research & Publication Unit                                 | 500 | 3.II  | 1369  | 980,010                  |
| Director of Censuses Unit                                                        | 500 | 3.II  | 1369  | 980,010                  |
| Director of Economic Statistics Unit                                             | 500 | 3.II  | 1369  | 980,010                  |
| Legal Affairs                                                                    | 500 | 4.III | 1313  | 930,823                  |
| Data Processing Team Leader                                                      | 500 | 4.II  | 1141  | 808,888                  |
| Prices Statistics Research Statistician Team Leader                              | 500 | 4.II  | 1141  | 808,888                  |
| National Accounts research Statistician Team Leader                              | 500 | 4.II  | 1141  | 808,888                  |
| Agriculture and Environmental Statistician Team Leader                           | 500 | 4.II  | 1141  | 808,888                  |
| Vital Statistics and Cross cutting Social Statistics Team Leader                 | 500 | 4.II  | 1141  | 808,888                  |
| Labor Statistical Research Statistician Team Leader                              | 500 | 4.II  | 1141  | 808,888                  |
| Population Censuses Research Statistician Team Leader                            | 500 | 4.II  | 1141  | 808,888                  |
| Geographic Information Systems Team Leader                                       | 500 | 4.II  | 1141  | 808,888                  |
| Infrastructure and Industry Statistics Team Leader                               | 500 | 4.II  | 1141  | 808,888                  |
| Economics Censuses Statistician Team Leader                                      | 500 | 4.II  | 1141  | 808,888                  |
| Trade and Services Statistics Team Leader                                        | 500 | 4.II  | 1141  | 808,888                  |
| HR Officer in charge of Administration                                           | 500 | 4.II  | 1141  | 808,888                  |
| HR Officer in charge of Recrutement CB and Development                           | 500 | 4.II  | 1141  | 808,888                  |
| HR Officer in charge of Salaries and Benefits                                    | 500 | 4.II  | 1141  | 808,888                  |
| NSS Coordination and Statistical Capacity Building Statistician Team Leader      | 500 | 4.II  | 1141  | 808,888                  |
| One Stop Statistical Centre Officer                                              | 500 | 4.II  | 1141  | 808,888                  |
| Public Relations and Communication Officer                                       | 500 | 4.II  | 1141  | 808,888                  |
| Statistical Methods, Simpling & Classification Research Statistician Team Leader | 500 | 4.II  | 1141  | 808,888                  |
| Research, Publication and Documentation Statistician Team Leader                 | 500 | 4.II  | 1141  | 808,888                  |
| IT System Administraion Team Leader                                              | 500 | 4.II  | 1141  | 808,888                  |
| Quality Assurance Statistician team Leader                                       | 500 | 4.II  | 1141  | 808,888                  |
| Demographic Studies Research Statistician                                        | 500 | 5.II  | 951   | 674,191                  |
| Economics Studies Research Statistician                                          | 500 | 5.II  | 951   | 674,191                  |
| International Comparison Program Statistician                                    | 500 | 5.II  | 951   | 674,191                  |
| Accountant                                                                       | 500 | 5.II  | 951   | 674,191                  |

**Official Gazette No. Special Bis of 28/02/2015**

| POST                                                    | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|---------------------------------------------------------|-----|-------|-------|-----------------------------|
| Administrative liaison officer                          | 500 | 5.II  | 951   | 674,191                     |
| Administrative Assistant to Deputy DG                   | 500 | 5.II  | 951   | 674,191                     |
| Administrative Assistant to the DG                      | 500 | 5.II  | 951   | 674,191                     |
| Agriculture Censuses Statistician                       | 500 | 5.II  | 951   | 674,191                     |
| Budget Officer                                          | 500 | 5.II  | 951   | 674,191                     |
| Census Methodology Statistician                         | 500 | 5.II  | 951   | 674,191                     |
| Construction & Real Estate Statistician                 | 500 | 5.II  | 951   | 674,191                     |
| Rural Consumer Price Index Statistician                 | 500 | 5.II  | 951   | 674,191                     |
| Urban Consumer Price Index Statistician                 | 500 | 5.II  | 951   | 674,191                     |
| Data portals Management Officer                         | 500 | 5.II  | 951   | 674,191                     |
| Demographic Statistics Classification Statistician      | 500 | 5.II  | 951   | 674,191                     |
| Economic Statistics Classification Officer              | 500 | 5.II  | 951   | 674,191                     |
| Forestry & Environmental Statistics                     | 500 | 5.II  | 951   | 674,191                     |
| Seasonal Crop Production Statistician                   | 500 | 5.II  | 951   | 674,191                     |
| Perennial Crop Production and Horticulture Statistician | 500 | 5.II  | 951   | 674,191                     |
| Formal Sector Census Statistician                       | 500 | 5.II  | 951   | 674,191                     |
| Formal Trade Statistician                               | 500 | 5.II  | 951   | 674,191                     |
| Informal Trade Statistician                             | 500 | 5.II  | 951   | 674,191                     |
| Formal Sector Quarterly National Accounts Statistics    | 500 | 5.II  | 951   | 674,191                     |
| Informal Sector Quarterly National Accounts Statistics  | 500 | 5.II  | 951   | 674,191                     |
| Informal Sector Annual National Accounts Statistics     | 500 | 5.II  | 951   | 674,191                     |
| Formal Sector Annual National Accounts Statistics       | 500 | 5.II  | 951   | 674,191                     |
| Special Databases Geometrician Officer                  | 500 | 5.II  | 951   | 674,191                     |
| Health Statistician                                     | 500 | 5.II  | 951   | 674,191                     |
| Household Surveys & Poverty Data Processing Officer     | 500 | 5.II  | 951   | 674,191                     |
| Household Socia Demographic Surveys Data Processing     | 500 | 5.II  | 951   | 674,191                     |
| Food Security and Agriculture Surveys Data Processing   | 500 | 5.II  | 951   | 674,191                     |
| Sampling Frames Cartographer Officer                    | 500 | 5.II  | 951   | 674,191                     |
| Fielfwork Organisation carthographer                    | 500 | 5.II  | 951   | 674,191                     |
| Map Design & Production Geometrician Officer            | 500 | 5.II  | 951   | 674,191                     |
| Application Development Administrator                   | 500 | 5.II  | 951   | 674,191                     |
| LAN Administrator                                       | 500 | 5.II  | 951   | 674,191                     |
| Indicators Database Administrator                       | 500 | 5.II  | 951   | 674,191                     |
| Informal Sector Census Statistician                     | 500 | 5.II  | 951   | 674,191                     |
| Internal Auditor                                        | 500 | 5.II  | 951   | 674,191                     |
| Investment & Government Financial Statistics            | 500 | 5.II  | 951   | 674,191                     |
| Justice & Human Rights Statistics                       | 500 | 5.II  | 951   | 674,191                     |
| Livestock & Fisheries Production Statistician           | 500 | 5.II  | 951   | 674,191                     |

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| POST                                                             | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|------------------------------------------------------------------|-----|-------|-------|-----------------------------|
| Logistics Officer in charge of field Management                  | 500 | 5.II  | 951   | 674,191                     |
| Logistics Officer in charge of fueets Management                 | 500 | 5.II  | 951   | 674,191                     |
| Logistics Officer in charge of assets Management                 | 500 | 5.II  | 951   | 674,191                     |
| Manufacturing Statistician                                       | 500 | 5.II  | 951   | 674,191                     |
| MDGs & EDPRS Monitoring Statistician                             | 500 | 5.II  | 951   | 674,191                     |
| Microdata Database Administrator                                 | 500 | 5.II  | 951   | 674,191                     |
| Mining & Quarrying Statistician                                  | 500 | 5.II  | 951   | 674,191                     |
| NSS Coordination Statistician                                    | 500 | 5.II  | 951   | 674,191                     |
| NSS Statistical Capacity Building Statistician                   | 500 | 5.II  | 951   | 674,191                     |
| Planning, M&E Officer                                            | 500 | 5.II  | 951   | 674,191                     |
| Population Censuses Analysis Officer                             | 500 | 5.II  | 951   | 674,191                     |
| Cencuses-Population and Economics Data Processing Officer        | 500 | 5.II  | 951   | 674,191                     |
| Procurement Officer                                              | 500 | 5.II  | 951   | 674,191                     |
| Producer Price Index Manufacturing Statistician                  | 500 | 5.II  | 951   | 674,191                     |
| Producer Price Index Services Statistician                       | 500 | 5.II  | 951   | 674,191                     |
| Private Sector Labor Statistician                                | 500 | 5.II  | 951   | 674,191                     |
| Formal Private Sector Labor Statistician                         | 500 | 5.II  | 951   | 674,191                     |
| Informal Private Sector Labor Statistician                       | 500 | 5.II  | 951   | 674,191                     |
| Publication & Dissemination Officer                              | 500 | 5.II  | 951   | 674,191                     |
| Vocation, Technical and Tertiary Education Statistics            | 500 | 5.II  | 951   | 674,191                     |
| Primary and Secondary Education Statistician                     | 500 | 5.II  | 951   | 674,191                     |
| Data Surveys Quality Assurance Statistician                      | 500 | 5.II  | 951   | 674,191                     |
| Administrative data Quality Assurance Statistician               | 500 | 5.II  | 951   | 674,191                     |
| Regional Price & Economic Data Collection Officer                | 500 | 5.II  | 951   | 674,191                     |
| Statistical Methods & Sampling of Business Surveys Statistician  | 500 | 5.II  | 951   | 674,191                     |
| Statistical Methods & Sampling of Household Surveys Statistician | 500 | 5.II  | 951   | 674,191                     |
| Training & Filed Operation Statistician                          | 500 | 5.II  | 951   | 674,191                     |
| Vital Statistics Data Collection & Analysis Statistician         | 500 | 5.II  | 951   | 674,191                     |
| Youth & Gender Statistician                                      | 500 | 5.II  | 951   | 674,191                     |
| Head of Central secretariat                                      | 500 | 7.II  | 660   | 467,893                     |
| Printing and Distribution officer                                | 500 | 8.II  | 508   | 360,136                     |
| Secretary in Finance Unit                                        | 500 | 8.II  | 508   | 360,136                     |
| Secretary in the central secretariat                             | 500 | 8.II  | 508   | 360,136                     |

**Bibonywe** kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 67/03 ryo ku wa 27/2/2015 rigena imishahara n'ibindi bigenerwa abakozi b'Ikigo cy'Igihugu gishinzwe Ibarurishamibare mu Rwanda

Kigali, ku wa 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo  
ya Leta  
**Bibonywe kandi bishyizweho Ikirango cya  
Repubulika :**

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

Seen to be annexed to Prime Minister's Order n° 67/03 of 27/2/2015 determining Organisational Structure, Salaries and Fringe benefits for employees of the National Institute of Statistics of Rwanda

Kigali, on 27/2/2015

(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° 67/03 du 27/2/2015 portant structure organisationnelle, salaires et avantages accordés au personnel de l'Institut National de la Statistique du Rwanda

Kigali, le 27/2/2015

(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

ITEKA RYA MINISITIRI W'INTEBE N°68/03  
RYO KU WA 27/2/2015 RIGENA  
IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO,  
IMISHAHARA N'IBINDI BIGENERWA  
ABAKOZI B'IKIGO  
CY'IGIHUGU GISHINZWE GUTUNGANYA  
AMASOKO YA LETA

PRIME MINISTER'S ORDER N°68/03 OF  
27/2/2015 DETERMINING ORGANIZATIONAL  
STRUCTURE, SALARIES AND FRINGE  
BENEFITS FOR EMPLOYEES OF RWANDA  
PUBLIC PROCUREMENT AUTHORITY

ARRETE DU PREMIER MINISTRE N°68/03  
DU 27/2/2015 PORTANT STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AUTRES AVANTAGES ACCORDES AU  
PERSONNEL DE L'OFFICE RWANDAIS  
DES MARCHES PUBLICS

ISHAKIRO

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**PRIME MINISTER'S ORDER N°68/03 OF 27/2/2015 DETERMINING ORGANIZATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF RWANDA PUBLIC PROCUREMENT AUTHORITY**

**ARRETE DU PREMIER MINISTRE N°68/03 DU 27/2/2015 PORTANT STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL DE L'OFFICE RWANDAIS DES MARCHES PUBLICS**

**Minisitiri w'Intebe;**

**The Prime Minister;**

**Le Premier Ministre;**

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

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 118, 119, 121 and 201;

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

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

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

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

Having reviewed 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;

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;

Asubiye ku Iteka rya Minisitiri w'Intebe n° 31/03 ryo ku wa 19/06/2012 rishyiraho imbonerahamwe n'incamake y'imyanya y'imirimo by'ikigo cy'Igihugu Gishinzwe Gutunganya Amasoko ya Leta;

Having reviewed Prime Minister's Order n° 31/03 of 19/06/2012 determining the organizational structure and summary of job positions of Rwanda Public Procurement Authority;

Revu l'Arrêté du Premier Ministre n° 31/03 du 19/06/2012 déterminant la structure organisationnelle et la synthèse des emplois de l'Office Rwandais des Marches Publics;

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

On proposal by the Minister of Public Service and Labour;

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

Inama y'Abaminisitiri yateranye ku wa 29/07/2014 imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet in session of 29/07/2014;

Après examen et adoption par le Conseil des Ministres en sa séance du 29/07/2014 ;

**ATEGETSE:**

**HEREBY ORDERS:**

**ARRETE :**

**Ingingo ya mbere: Icyo iri teka rigamije**

Iri teka rishyiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi b'Ikigo cy'Igihugu Gishinzwe Gutunganya Amasoko ya Leta (RPPA).

**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'Igihugu Gishinzwe Gutunganya Amasoko ya Leta (RPPA) biri mugereka wa I n'uwa II y'iri teka.

**Ingingo 3: Igenwa ry'Umushahara**

Imishahara y'Abakozi b'Ikigo cy'Igihugu Gishinzwe Gutunganya Amasoko ya Leta (RPPA) igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishaharamu Butegetsi bwa Leta.

Urwego, umubare fatizo, agaciro k'umubare fatizo n'umushahara mbumbe bigendana na buri mwanya w'umurimomu Kigo cy'Igihugu Gishinzwe Gutunganya Amasoko ya Leta (RPPA) biri ku mugereka wa III w'iri teka.

**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;

**Article One: Purpose of this Order**

This Order establishes the Organizational Structure, salaries and fringe benefits for employees of Rwanda Public Procurement Authority (RPPA).

**Article 2: Organizational structure and job profiles**

The organizational structure and job profiles for Rwanda Public Procurement Authority (RPPA) are respectively on annex I and II of this Order.

**Article 3: Determination of the Salary**

Salaries foremployees of Rwanda Public Procurement Authority (RPPA) shall be determined basing on the job classification and in accordance with general principles on salary calculationin Public Service.

The level, index value and the grosssalary corresponding to each job position in Rwanda Public Procurement Authority (RPPA) are on annex III of this Order.

**Article 4: Composition of the gross salary**

The monthly gross salary of the authorities and employees shall mainly be composed of the following:

- 1 ° basic salary;
- 2 ° housing allowance;
- 3 ° transport allowance;

**Article premier: Objet du présent arrêté**

Le présent arrêté détermine la structure organisationnelle, salaires et avantages accordés aux personnels de l'Office Rwandais des Marches Publics (RPPA).

**Article 2: Structure organisationnelle et profils d'emplois**

La structure organisationnelle et les profils d'emplois de l'Office Rwandais des Marches Publics (RPPA) sont respectivement aux annexes I et II du présent arrêté.

**Article 3: Détermination du Salaire**

Les salaires accordés aux agents de l'Office Rwandais des Marches Publics (RPPA) 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 dans de l'Office Rwandais des Marches Publics(RPPA) sont à l'annexe III du présent arrêté.

**Article 4: Composition du salaire brut**

Le salaire brut mensuel aux dirigeants et aux agents comprend principalement :

- 1 ° le salaire de base;
- 2 ° l'indemnité de logement ;
- 3 ° l'indemnité de transport ;



4 ° inkunga ya Leta mu bwiteganyirize bw'umukozi;

5 ° inkunga ya Leta yo kuvuza umukozi.

4 ° state contribution for social security;

5 ° State contribution for medical care.

4 ° la contribution de l'Etat à la sécurité sociale ;

5 ° la contribution de l'Etat aux soins médicaux.

Indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo ntigenerwa Umuyobozi Mukuru uri ku rwego rw'umurimo rwa "F" woroherezwa ingendo 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.

The transport allowance specified in the Paragraph One of this Article shall not be granted to Director General positioned on level "F" 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.

L'indemnité de transport dont question à l'alinéa premier du présent article n'est pas allouée au Directeur Général Agent de l'Etat au poste de niveau "F" pour lequel 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.

**Ingingo ya 5: Ibindi bigenerwa Umuyobozi Mukuruwa RPPA**

Umuyobozi Mukuru wa RPPA 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, n'aya telefoni igendanwa angana n'ibihumbi ijana (100,000 Frw) buri kwezi;

2 ° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200, 000 frw) buri kwezi anyura kuri konti y'urwego bireba;

3 ° Leta imworohera mu bijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu

**Article 5: Fringe benefits for the Director General of RPPA**

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

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

2 ° office guest's entertainment allowance of two hundred thousand Rwandan francs (200,000 Rwf) per month and transferred to the institution's account;

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

**Article 5: Avantages alloués au Directeur Général du RPPA**

Le Directeur Général du RPPA 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 ° les frais de représentation au service équivalant à deux cent mille francs rwandais (200.000 Frw) chaque mois et domiciliés au compte de l'institution concernée;

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

nshingano ze.

attributions.

**Ingingo ya 6: Ibindi bigenerwa Abayobozi b'Amashami na Specialist bari ku rwego rw'imirimo rwa "3"**

Abayobozi b'Amashami na Specialist 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 7: Indamunite z'urugendo rw'imodoka**

Iyo Umuyobozi Mukuru uri ku rwego rwa F agiye mu butumwa imbere mu Gihugu akoresheje imodoka ye, Leta imugenera indamunite y'urugendo hakurikijwe ibiteganywa n'Amabwiriza ya Minisitiri ufite Gutwara Abantu mu nshingano ze.

**Ingingo ya 8: Abashinzwe kubahiriza iri teka**

Minisitiri w'Imari n'Igenamigambi, Minisitiri

**Article 6: Fringe benefits for Directors of Units and Specialist on "3" job classification level**

Directors of Units and Specialist 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 in charge of 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 7: Mileage allowance**

When Director General on level F go on official mission inside the country by using her/his own vehicle, the State pay her/him mileage allowances specified in the relevant Ministerial Instructions issued by the Minister in charge of transport.

**Article 8: Authorities responsible for the implementation of this Order**

The Minister of Finance and Economic Planning, the

**Article 6: Avantages alloués aux Directeurs d'Unités et Spécialiste aux postes de niveau "3"**

Les Directeurs d'Unités et Spécialiste aux postes de niveau "3" bénéficieront 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, bénéficieront aussi chacun des frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) par mois.

**Article 7: Indemnité kilométrique**

Lors que le Directeur Général au poste de niveau F va en mission officielle à l'intérieur du pays en utilisant sa/son propre véhicule; l'Etat l'/lui octroie des indemnités kilométriques conformément aux Instructions du Ministre ayant le transport dans ses attributions.

**Article 8: Autorités chargées de l'exécution du présent arrêté**

Le Ministre des Finances et de la Planification

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

Minister of Public Service and Labour and the Minister of Infrastructure are entrusted with the implementation of this Order.

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

**Ingingo ya 9: Ivanwaho ry'ingingo zinyuranyije n'iri teka**

**Article 9: Repealing provision**

**Article 9: Disposition abrogatoire**

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

All prior provisions contrary to this Order are hereby repealed.

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

**Ingingo ya 10: Igihe iteka ritangira gukurikizwa**

**Article 10: Commencement**

**Article 10: Entrée en vigueur**

Iri teka ritangira gukurikizwa ku munsu ritangarijweho mu Igazetiya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera kuwa 29/07/2014.

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes an effect as of 29/07/2014.

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il produit ses effets à partir du 29/07/2014.

Kigali ku wa 27/2/2015

Kigali on 27/2/2015

Kigali le 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**MUREKEZI Anastase**  
Prime Minister

(sé)  
**MUREKEZI Anastase**  
Premier Ministre

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakoziba 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

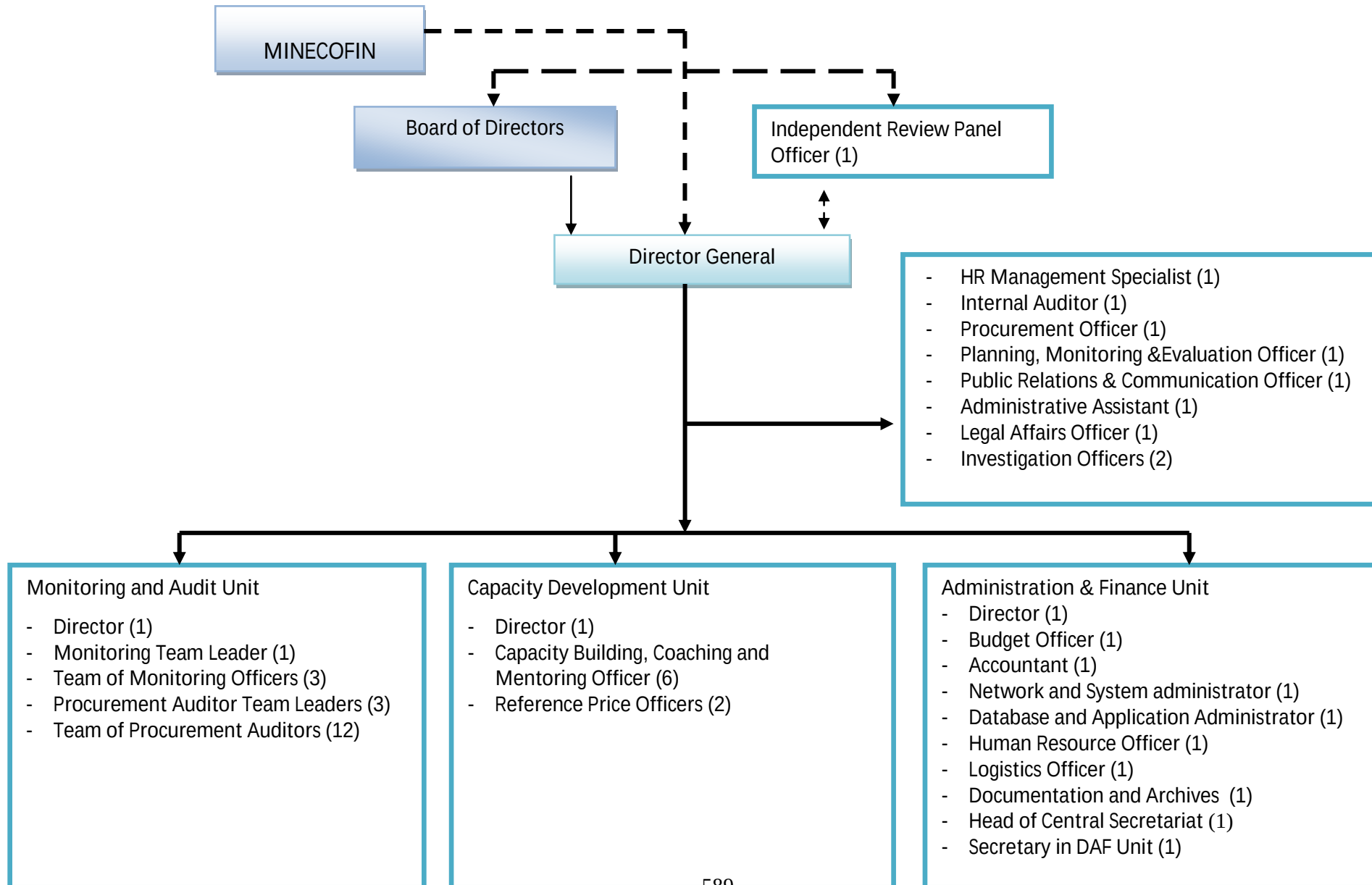
(sé)  
**BUSINGYE Johnston**  
Ministre de la Justice/Garde des Sceaux

**UMUGEREKA WA I W'ITEKA RYA  
MINISITIRI W'INTEBE N°68/03 RYO KU WA  
27/2/2015 RIGENA IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI B'IKIGO  
CY'IGIHUGU GISHINZWE GUTUNGANYA  
AMASOKO YA LETA (RPPA)**

**ANNEX I TO PRIME MINISTER'S ORDER  
N° 68/03 OF 27/2/2015 DETERMINING  
ORGANIZATIONAL STRUCTURE,  
SALARIES AND FRINGE BENEFITS FOR  
EMPLOYEES OF RWANDA PUBLIC  
PROCUREMENT AUTHORITY**

**ANNEXE I DE L'ARRETE DU PREMIER  
MINISTRE N°68/03 DU 27/2/2015 PORANT  
STRUCTURE ORGANISATIONNELLE,  
SALAIRES ET AVANTAGES ACCORDES  
AU PERSONNEL DE L'OFFICE  
RWANDAIS DES MARCHES PUBLICS**

RPPA - ORGANISATIONAL CHART



**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 68/03 ryo ku wa 27/2/2015 rigena Imbonerahamwe y'Imyanya y'Imirimo, Imishahara n'ibindi bigenerwa Abakozi b'Ikigo cy'Igihugu gishinzwe Gutunganya Amasoko ya Leta**

Kigali, ku wa 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo  
**Bibonywe kandi bishyizweho Ikirango cya Repubulika :**

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

**Seen to be annexed to Prime Minister's Order n° 68/03 of 27/2/2015 determining Organizational Structure, salaries and fringe benefits for employees of Rwanda Public Procurement Authority**

Kigali, on 27/2/2015

(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° 68/03 du 27/2/2015 portant la structure organisationnelle, salaires et autres avantages accordés au personnel de l'Office Rwandais des Marchés Publics**

Kigali, le 27/2/2015

(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 ITEKA RYA  
MINISITIRI W'INTEBE N°68/03 RYO KU  
WA27/2/2015RIGENA IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI B'IKIGO  
CY'IGIHUGU GISHINZWE GUTUNGANYA  
AMASOKO YA LETA

ANNEX II TO PRIME MINISTER'S  
ORDER N°  
68/03.OF27/2/2015DETERMINING  
ORGANIZATIONAL STRUCTURE,  
SALARIES AND FRINGE BENEFITS FOR  
EMPLOYEES OF RWANDA PUBLIC  
PROCUREMENT AUTHORITY

ANNEXE II DE L'ARRETE DU PREMIER  
MINISTRE N°68/03 DU27/2/2015  
PORTANT STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AUTRES AVANTAGES ACCORDES AU  
PERSONNELDE L'OFFICE RWANDAIS  
DES MARCHESPUBLICS

RWANDA PUBLIC PROCUREMENT AUTHORITY - JOB PROFILES

| Administrative unit            | Title of Job position    | Title of Job position linked to Job | Job Profile (Qualifications, experiences, key technical skills and competencies)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Proposed Jobs |
|--------------------------------|--------------------------|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Office of the Director General | Director General         | Director General of RPPA            | Political Appointee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1             |
|                                | Administrative Assistant | Administrative Assistant            | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Public Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage</li> </ul>                              | 1             |
|                                | Internal Audit           | Internal Auditor                    | <p>A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Detailed knowledge of financial and Audit Standards, HR &amp; Financial regulations, Procedures and Financial software;</li> <li>- Planning Skill;</li> <li>- High Analytical skills;</li> <li>- Report writing and presentation skills.</li> <li>- Time management skills;</li> <li>- Excellent problem-solving skills and clear logical thinking;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |



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| Administrative unit | Title of Job position              | Title of Job position linked to Job        | Job Profile (Qualifications, experiences, key technical skills and competencies)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Proposed Jobs |
|---------------------|------------------------------------|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Public Relations and Communication | Public Relations and Communication Officer | <p>A0 in Communication, International Relations, Journalism, Marketing, Linguistics and Literature.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organisational and time-management skills</li> <li>- Teamworking skills</li> <li>- Effective public relations and public speaking skills</li> <li>- Interviewing skills</li> <li>- Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage</li> </ul> | 1             |
|                     | Legal Affairs                      | Legal Affairs                              | <p>A0 in Law</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High analytical and problem solving skills</li> <li>- Legal research and analysis in complex areas of law</li> <li>- Knowledge of Substantive Law and Legal Procedures</li> <li>- Decision making skills</li> <li>- Experience in contract drafting and negotiation</li> <li>- Excellent communication skills</li> <li>- Very effective organization skills</li> <li>- Computer skills</li> <li>- Fluent in Kinyarwanda, English and/or French Knowledge of all is an advantage.</li> </ul>                                                                                                               | 1             |

| Administrative unit | Title of Job position | Title of Job position linked to Job | Job Profile (Qualifications, experiences, key technical skills and competencies)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|---------------------|-----------------------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Investigation Officer | Investigation Officer               | <p>A0 in Law, Public Administration, Administrative Sciences, Management, Public Policy</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Procurement Sector;</li> <li>- Leadership and management skills;</li> <li>- Good organization skills and time management skills;</li> <li>- Ability to conduct high profile investigations</li> <li>- Good intellectual and analytical ability</li> <li>- Ability to be flexible and solve problems;</li> <li>- High analytical &amp; Complex Problem solving Skills;</li> <li>- Collaboration skills (Influence, build relationships, manage conflicts, negotiate );</li> <li>- Excellent communication, organisation and interpersonal skills;</li> <li>- Interviewing Skills;</li> <li>- Computer skills.</li> </ul> | 2             |
|                     | Procurement officer   | Procurement Officer                 | <p>A0 in Procurement, Management, Accounting, Law, Public Finance, Economics</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High Analytical Skills;</li> <li>- Negotiation Skills;</li> <li>- Knowledge of basic business and purchasing practices;</li> <li>- Excellent Communication Skills;</li> <li>- Knowledge of state contracting laws, regulations and procedures;</li> <li>- Knowledge of grades, qualities, supply and price trends of commodities;</li> <li>- Time Management Skills;</li> <li>- Decision making Skills;</li> <li>- Computer Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .</li> </ul>                                                                                                                                           | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative unit | Title of Job position | Title of Job position linked to Job | Job Profile (Qualifications, experiences, key technical skills and competencies)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Proposed Jobs |
|---------------------|-----------------------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Planning, M&E Office  | Planning, M&E Officer               | <p>A0 in Economics, Project Management, Management, Development Studies, Business Administration</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of Rwanda's Public service and Labour Sector Policies and Strategies;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative unit | Title of Job position     | Title of Job position linked to Job   | Job Profile (Qualifications, experiences, key technical skills and competencies)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Proposed Jobs |
|---------------------|---------------------------|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Human Resource Management | Human Resources Management specialist | <p>A0 in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Human Resource Management with 3 years of working experience or Master's Degree in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Specialization in Human Resource Management</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-Deep knowledge of Rwandan public service and labor law;</li> <li>- Knowledge in Conflict Management;</li> <li>- knowledge of the regulations applying to payroll procedures;</li> <li>- Knowledge of human resources concepts, practices, policies, and procedures;</li> <li>- Problem Solving Skills;</li> <li>- Computer Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Interview Skills;</li> <li>- High analytical Skills;</li> <li>- Teamworking Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Sub-Total                 |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 10            |

| Administrative unit        | Title of Job position | Title of Job position linked to Job   | Job Profile (Qualifications, experiences, key technical skills and competencies)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Proposed Jobs |
|----------------------------|-----------------------|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Monitoring, and Audit Unit | Director of Unit      | Director of Monitoring and Audit Unit | <p>A0 in Procurement, Purchase, Economics, Project Management, Development Studies, Public Financial, Management, Development Studies, Civil Engineering with 3 years of working experience in procurement field Or Master's or Equivalent in Procurement, Purchase, Economics, Project Management, Development Studies, Public Financial, Management, Development Studies, Civil Engineering with 1 year of working experience.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Procurement Sector;</li> <li>- Leadership and management skills;</li> <li>- Good organization skills and time management skills;</li> <li>- Good intellectual and analytical ability</li> <li>- Ability to be flexible and solve problems;</li> <li>- High analytical &amp; Complex Problem solving Skills;</li> <li>- Collaboration skills (Influence, build relationships, manage conflicts, negotiate );</li> <li>- Excellent communication, organisation and interpersonal skills;</li> <li>- Interviewing Skills;</li> <li>- Computer skills.</li> </ul> | 1             |

| Administrative unit | Title of Job position  | Title of Job position linked to Job | Job Profile (Qualifications, experiences, key technical skills and competencies)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Proposed Jobs |
|---------------------|------------------------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Monitoring Team Leader | Monitoring Team Leader              | <p>A0 in Procurement, Purchase, Economics, Project Management, Development Studies, Public Financial, Management, Development Studies, Civil Engineering Economics, Procurement, Project Management, Public Finance, Development Studies with 2 years of working experience in procurement field</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Procurement Sector;</li> <li>- Leadership and management skills;</li> <li>- Good organization skills and time management skills;</li> <li>- Good intellectual and analytical ability</li> <li>- Ability to be flexible and solve problems;</li> <li>- High analytical &amp; Complex Problem solving Skills;</li> <li>- Collaboration skills (Influence, build relationships, manage conflicts, negotiate );</li> <li>- Excellent communication, organisation and interpersonal skills;</li> <li>- Interviewing Skills;</li> <li>- Computer skills.</li> </ul>                                                 | 1             |
|                     | Team of Monitoring     | Team of Monitoring Officer          | <p>A0 in Procurement, Purchase, Economics, Project Management, Development Studies, Public Financial, Management, Development Studies, Civil Engineering</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Procurement Sector;</li> <li>- Knowledge of results based management, logical framework approach;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools</li> <li>- Good organization skills and time management skills;</li> <li>- Good intellectual and analytical ability</li> <li>- Ability to be flexible and solve problems;</li> <li>- High analytical &amp; Complex Problem solving Skills;</li> <li>- Collaboration skills (Influence, build relationships, manage conflicts, negotiate );</li> <li>- Excellent communication, organisation and interpersonal skills;</li> <li>- Interviewing Skills;</li> <li>- Computer skills.</li> </ul> | 3             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative unit | Title of Job position         | Title of Job position linked to Job | Job Profile (Qualifications, experiences, key technical skills and competencies)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|-------------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Procurement Auditor Team Lead | Procurement Auditor Team Leader     | <p>A0 in Procurement, Management, Accounting, Law, Public Finance, Economics, Business Administration, Civil Engineering with 2 years of working experience in Audit field</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Detailed knowledge of Procurement Law, Regulations and Procedures ;</li> <li>- Leadership and management skills;</li> <li>- Planning Skill;</li> <li>- High Analytical skills;</li> <li>- Report writing and presentation skills.</li> <li>- Time management skills;</li> <li>- Excellent problem-solving skills and clear logical thinking;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 3             |
|                     | Team of Procurement Audit     | Team of Procurement Auditor         | <p>0 in Procurement, Management, Accounting, Law, Public Finance, Economics, Business Administration, Civil Engineering</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Detailed knowledge of Procurement Law, Regulations and Procedures ;</li> <li>- Leadership and management skills;</li> <li>- Planning Skill;</li> <li>- High Analytical skills;</li> <li>- Report writing and presentation skills.</li> <li>- Time management skills;</li> <li>- Excellent problem-solving skills and clear logical thinking;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                    | 12            |
|                     |                               | S-Total                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 20            |

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| Administrative unit       | Title of Job position | Title of Job position linked to Job   | Job Profile (Qualifications, experiences, key technical skills and competencies)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Proposed Jobs |
|---------------------------|-----------------------|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Capacity Development Unit | Director of Unit      | Director of Capacity Development Unit | <p>A0 in Public Administration , Administrative Science, Development Studies, Public Policy ,Economics, Management , Law with 3 years of working experience; Or Master or Equivalent in Public Administration, Administration Sciences, Development Studies, Public Policy, Economics, Management, Law with 1 year of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Procurement system;</li> <li>- Strong ability to impart knowledge and skills;</li> <li>- Strong proposal and report writing skills;</li> <li>- Good judgement ;</li> <li>- Sensitive and patient approach to advising and mentoring</li> <li>- Knowledge and experience in applying adult learning and Training principles;</li> <li>- Ability to manage multiple tasks;</li> <li>- Good organization skills and time management skills;</li> <li>- Ability to be flexible and solve problems;</li> <li>- High analytical &amp; Complex Problem solving Skills;</li> <li>- Interpersonal Skills;</li> <li>- Effective communication skills;</li> <li>- Time Management Skills;</li> <li>- Computer Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |



| Administrative unit | Title of Job position                      | Title of Job position linked to Job                | Job Profile (Qualifications, experiences, key technical skills and competencies)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Proposed Jobs |
|---------------------|--------------------------------------------|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Capacity Building, Coaching and Monitoring | Capacity Building, Coaching and Monitoring Officer | <p>A0 in HR Management ,Public Administration, Administrative Sciences, Management, Law,</p> <p><u>Key Technical skills and Knowledge required :</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Procurement system;</li> <li>- Strong ability to impart knowledge and skills;</li> <li>- Strong proposal and report writing skills;</li> <li>- Good judgement ;</li> <li>- Sensitive and patient approach to advising and mentoring</li> <li>- Knowledge and experience in applying adult learning and Training principles;</li> <li>- Ability to manage multiple tasks;</li> <li>- Good organization skills and time management skills;</li> <li>- Ability to be flexible and solve problems;</li> <li>- Interpersonal Skills;</li> <li>- Effective communication skills;</li> <li>- Time Management Skills;</li> <li>- Computer Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 6             |
|                     | Independent Review Panel Officer           | Independent Review Panel Officer                   | <p>A0 in Purchase, Procurement, Law</p> <p><u>Key Technical skills and Knowledge required :</u></p> <ul style="list-style-type: none"> <li>- High analytical skills</li> <li>- Knowledge of basic business and purchasing practices</li> <li>- Knowledge of procurement law, regulations and procedures</li> <li>- Knowledge of grade, qualities, suppliers and prices trends of commodities</li> <li>- Category management skills</li> <li>- Time management skills</li> <li>- Decision making skills</li> <li>- Excellent communication skills.</li> <li>- Computer skills.</li> <li>- Fluent in Kinyarwanda, English and/or French, Knowledge of all is an advantage.</li> </ul>                                                                                                                                                                                                                                                                                                                    | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative unit | Title of Job position    | Title of Job position linked to Job | Job Profile (Qualifications, experiences, key technical skills and competencies)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Proposed Jobs |
|---------------------|--------------------------|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Reference Price Officers | Reference Price Officers            | <p>A0 in Purchase, Procurement, Economics, Finance</p> <p><u>Key Technical skills and Knowledge required :</u></p> <ul style="list-style-type: none"> <li>- High analytical skills</li> <li>- Knowledge of basic business and purchasing practices</li> <li>- Knowledge of procurement law, regulations and procedures</li> <li>- Knowledge of grade, qualities, suppliers and prices trends of commodities</li> <li>- Category management skills</li> <li>- Time management skills</li> <li>- Decision making skills</li> <li>- Excellent communication skills.</li> <li>- Computer skills.</li> <li>- Fluent in Kinyarwanda, English and/or French, Knowledge of all is an advantage.</li> </ul> | 2             |
|                     | S-Total                  |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 10            |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative unit             | Title of Job position | Title of Job position linked to Job         | Job Profile (Qualifications, experiences, key technical skills and competencies)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Proposed Jobs |
|---------------------------------|-----------------------|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Administration and Finance Unit | Director of Unit      | Director of Administration and Finance Unit | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA); Or A0 Finance, Accounting, Management specialized in Finance/Accounting with 3 years of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's financial management standards and procedures;</li> <li>- Knowledge of Accounting principles and practices and financial data reporting.</li> <li>- Knowledge of Rwanda Public Financial Law;</li> <li>- Leadership and management skills;</li> <li>- Planning and organisational, Budgeting skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Time management Skills</li> <li>- Interviewing Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Proble solving;</li> <li>- fluent in Kinyarwanda, English and/ or French;</li> </ul> <p>knowledge of all is an advantage</p> | 1             |

| Administrative unit | Title of Job position | Title of Job position linked to Job | Job Profile (Qualifications, experiences, key technical skills and competencies)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|-----------------------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Accountant            | Accountant                          | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Knowledge to analyse complex financial information &amp; Produce reports;</li> <li>- Deep understanding of financial accounts;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- High Analytical Skills;</li> <li>- Interpersonal skills;</li> <li>- Time management Skills;</li> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative unit | Title of Job position | Title of Job position linked to Job | Job Profile (Qualifications, experiences, key technical skills and competencies)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed Jobs |
|---------------------|-----------------------|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Budget Officer        | Budget Officer                      | <p>A0 in Finance, Accounting, Management, Economics</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Knowledge to analyse complex financial information &amp; Produce reports</li> <li>- Deep understanding of financial accounts;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- High Analytical Skills</li> <li>- Interpersonal skills;</li> <li>- Time management Skills</li> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French;knowledge of all is an advantage</li> </ul> | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative unit | Title of Job position | Title of Job position linked to Job | Job Profile (Qualifications, experiences, key technical skills and competencies)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Proposed Jobs |
|---------------------|-----------------------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Human Resources       | Human Resources Officer             | <p>A0 in Human Resource Management, Management, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources;</li> <li>- Knowledge in the Development of Human Resources Policies and procedures</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative unit | Title of Job position | Title of Job position linked to Job | Job Profile (Qualifications, experiences, key technical skills and competencies)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Proposed Jobs |
|---------------------|-----------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Logistics             | Logistics Officer                   | <p>A0 in Store Management, Management, Accounting, Finance, Economics, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Management of Material Resources;</li> <li>- Knowledge of supply chain management;</li> <li>- Organizational Skills;</li> <li>- Computer Skills;</li> <li>- Communication Skills;</li> <li>- Report writing &amp; Presentation Skills;</li> <li>- Analytical Skills;</li> <li>- Interpersonal Skills;</li> <li>- Time management Skills;</li> <li>- Negotiation Skills;</li> <li>- Team working Skills</li> <li>- Problem Solving Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative unit | Title of Job position      | Title of Job position linked to Job | Job Profile (Qualifications, experiences, key technical skills and competencies)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Proposed Jobs |
|---------------------|----------------------------|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Archives and Documentation | Archives and Documentation Officer  | <p>A0 in Library &amp; information Science or A1 in Library &amp; information Science, Office Management, Bibliotheconomy</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-proficiency in information technology;</li> <li>-Computer literacy;</li> <li>- Bokkeeping Skills;</li> <li>-Knowledge of integrated document management</li> <li>-Knowledge of archive management software</li> <li>-Knowledge of the documentation management system(DMS) would be an advantage.</li> <li>- Organizational Skills;</li> <li>- Interpersonal Skills;</li> <li>- Planning Skills;</li> <li>- Communication Skills;</li> <li>- Report writting &amp; Presentation skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |



| Administrative unit | Title of Job position                  | Title of Job position linked to Job    | Job Profile (Qualifications, experiences, key technical skills and competencies)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Proposed Jobs |
|---------------------|----------------------------------------|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Database and Application Administrator | Database and Application Administrator | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, 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><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's ICT policies and strategies;</li> <li>- Highly proficient with Microsoft Windows operating systems</li> <li>- Proficient in Microsoft Office products</li> <li>- Proficient in basic networking protocols and standards</li> <li>- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;</li> <li>- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

| Administrative unit | Title of Job position            | Title of Job position linked to Job | Job Profile (Qualifications, experiences, key technical skills and competencies)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Proposed Jobs |
|---------------------|----------------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | System and Network Administrator | System and Network Administrator    | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, 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><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's ICT policies and strategies;</li> <li>- Highly proficient with Microsoft Windows operating systems</li> <li>- Proficient in Microsoft Office products</li> <li>- Proficient in basic networking protocols and standards</li> <li>- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;</li> <li>- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative unit | Title of Job position | Title of Job position linked to Job | Job Profile (Qualifications, experiences, key technical skills and competencies)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|-----------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | 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><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Analytical &amp; Problem solving Skills;</li> <li>- Decision Making Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative unit | Title of Job position   | Title of Job position linked to Job | Job Profile (Qualifications, experiences, key technical skills and competencies)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Proposed Jobs |
|---------------------|-------------------------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Secretariat to DAF Unit | Secretary to DAF Unit               | <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 &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
| S/Total             |                         |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 10            |
| Grand / Total       |                         |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 50            |

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 68/03 ryo ku wa 27/2/2015 rigena Imbonerahamwe y'Imyanya y'Imirimo, Imishahara n'ibindi bigenerwa Abakozi b'Ikigo cy'Igihugu gishinzwe Gutunganya Amasoko ya Leta**

Kigali, ku wa 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo  
**Bibonywe kandi bishyizweho Ikirango cya Repubulika :**

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

**Seen to be annexed to Prime Minister's Order n° 68/03 of 27/2/2015 determining Organizational Structure, salaries and fringe benefits for employees of Rwanda Public Procurement Authority**

Kigali, on 27/2/2015

(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° 68/03 du 27/2/2015 portant la structure organisationnelle, salaires et autres avantages accordés au personnel de l'Office Rwandais des Marchés Publics**

Kigali, le 27/2/2015

(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 ITEKA RYA  
MINISITIRI W'INTEBE N°68/03 RYO KU  
WA27/2/2015 RIGENA IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI B'IKIGO  
CY'IGIHUGU GISHINZWE GUTUNGANYA  
AMASOKO YA LETA

ANNEX III TO PRIME MINISTER'S  
ORDER N° 68/03 OF 27/2/2015  
DETERMINING ORGANIZATIONAL  
STRUCTURE, SALARIES AND FRINGE  
BENEFITS FOR EMPLOYEES OF  
RWANDA PUBLIC PROCUREMENT  
AUTHORITY

ANNEXE III DE L'ARRETE DU  
PREMIER MINISTRE N°68/03 DU27/2/2015  
PORTANT STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AUTRES AVANTAGES ACCORDES AU  
PERSONNEL DE L'OFFICE RWANDAIS  
DES MARCHES PUBLICS

**RWANDA PUBLIC PROCUREMENT AUTHORITY - SALARY STRUCTURE**

| POST                                            | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|-------------------------------------------------|-----|-------|-------|-----------------------------|
| Director General of RPPA                        | 500 | F     | 2869  | 1,828,988                   |
| Director of Monitoring & Audit Unit             | 500 | 3.II  | 1369  | 980,010                     |
| Director of Capacity Development Unit           | 500 | 3.II  | 1369  | 980,010                     |
| Director of Administration & Finance Unit       | 500 | 3.II  | 1369  | 980,010                     |
| Human Resource Management Specialist            | 500 | 3.II  | 1369  | 980,010                     |
| Legal Affairs                                   | 500 | 4.III | 1313  | 930,823                     |
| Monitoring Team Leader                          | 500 | 4.II  | 1141  | 808,888                     |
| Procurement Auditor Team Leader                 | 500 | 4.II  | 1141  | 808,888                     |
| Public Relations & Communication Officer        | 500 | 4.II  | 1141  | 808,888                     |
| Human Resources Officer                         | 500 | 4.II  | 1141  | 808,888                     |
| Monitoring Officer                              | 500 | 5.II  | 951   | 674,191                     |
| Planning, Monitoring and Evaluation Officer     | 500 | 5.II  | 951   | 674,191                     |
| Network and System Administrator                | 500 | 5.II  | 951   | 674,191                     |
| Data base and Application Administrator         | 500 | 5.II  | 951   | 674,191                     |
| Internal Auditor                                | 500 | 5.II  | 951   | 674,191                     |
| Internal Procurement Officer                    | 500 | 5.II  | 951   | 674,191                     |
| Accountant                                      | 500 | 5.II  | 951   | 674,191                     |
| Budget Officer                                  | 500 | 5.II  | 951   | 674,191                     |
| Procurement Auditors                            | 500 | 5.II  | 951   | 674,191                     |
| Capacity Building, Coaching & Mentoring Officer | 500 | 5.II  | 951   | 674,191                     |
| Investigation Officer                           | 500 | 5.II  | 951   | 674,191                     |
| Reference Price Officer                         | 500 | 5.II  | 951   | 674,191                     |
| Independant Review Panel officer                | 500 | 5.II  | 951   | 674,191                     |
| Logistics Officer                               | 500 | 5.II  | 951   | 674,191                     |
| Administrative Assistant to the DG              | 500 | 5.II  | 951   | 674,191                     |
| Documentation & Archives                        | 500 | 6.II  | 793   | 562,180                     |
| Head of Central Secretariat                     | 500 | 7.II  | 660   | 467,893                     |
| Secretary to the DAF Unit                       | 500 | 8.II  | 508   | 360,136                     |

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 68/03 ryo ku wa 27/2/2015 rigena Imbonerahamwe y'Imyanya y'Imirimo, Imishahara n'ibindi bigenerwa Abakozi b'Ikigo cy'Igihugu gishinzwe Gutunganya Amasoko ya Leta**

Kigali, ku wa 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo  
**Bibonywe kandi bishyizweho Ikirango cya Repubulika :**

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

**Seen to be annexed to Prime Minister's Order n° 68/03 of 27/2/2015 determining Organizational Structure, salaries and fringe benefits for employees of Rwanda Public Procurement Authority**

Kigali, on 27/2/2015

(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° 68/03 du 27/2/2015 portant la structure organisationnelle, salaires et autres avantages accordés au personnel de l'Office Rwandais des Marchés Publics**

Kigali, le 27/2/2015

(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



ITEKA RYA MINISITIRI W'INTEBE N°69/03  
RYO KU WA27/2/2015 RIGENA  
IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO,  
IMISHAHARA N'IBINDI BIGENERWA  
ABAKOZI B'IKIGEGA CYIHARIYE  
CY'INGOBOKA KU BWISHINGIZI  
BW'UBURYOZWE BW'IMPANUKA  
Z'IBINYABIZIGA BIFITE MOTERI BIGENDERA  
KU BUTAKA N'IZIKOMOKA KU NYAMASWA

PRIME MINISTER'S ORDER N°69/03 OF  
27/2/2015 DETERMINING ORGANIZATIONAL  
STRUCTURE, SALARIES AND FRINGE  
BENEFITS FOR EMPLOYEES OF THE  
SPECIAL GUARANTEE FUND FOR  
ACCIDENTS AND DAMAGES CAUSED BY  
AUTOMOBILES AND ANIMALS

ARRETE DU PREMIER MINISTRE N°69/03  
DU 27/2/2015 PORTANT STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AUTRES AVANTAGES ACCORDES AU  
PERSONNEL DU FONDS SPECIAL DE  
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AUTOMOBILES ET LES ANIMAUX

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**PRIME MINISTER'S ORDER N°69/03 OF 27/2/2015 DETERMINING ORGANIZATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE SPECIAL GUARANTEE FUND FOR ACCIDENTS AND DAMAGES CAUSED BY AUTOMOBILES AND ANIMALS**

**ARRETE DU PREMIER MINISTRE N°69/03 DU 27/2/2015 PORATANT STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL DU FONDS SPECIAL DE GARANTIE POUR DES ACCIDENTS ET DES DOMMAGES CAUSES PAR LES AUTOMOBILES ET LES ANIMAUX**

**Minisitiri w'Intebe,**

**The Prime Minister,**

**Le Premier Ministre,**

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

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 118, 119, 121 and 201;

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

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

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

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

Having reviewed 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;

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;

Asubiye ku Iteka rya Minisitiri w'Intebe n°35/03 ryo ku wa 19/06/2012 rigena imbonerahamwe n'incamake y'imyanya y'imirimo by'ikigega cyihariye cy'ingoboka ku Bwishingizi bw'uburyozwe bw'impanuka z'ibinyabiziga bifite Moteri bigendera ku Butaka n'izikomoka ku Nyamaswa

Having reviewed Prime Minister's Order n° 35/03 of 19/06/2012 determining the organizational structure and summary of job positions for the Special Guarantee Fund for Accidents and Damages caused by Automobiles and Animals;

Revu l'Arrêté du Premier Ministre n°35/03 du 19/06/2012 déterminant la structure organisationnelle et la synthèse des emplois du Fonds Spécial de Garantie pour des Accidents et des Dommages causés par les Automobiles et les Animaux;

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

On proposal by the Minister of Public Service and Labour;

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

Inama y'Abaminisitiri yateranye ku wa 29/07/2014 imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet in session of 29/07/2014;

Après examen et adoption par le Conseil des Ministres en sa séance du 29/07/2014;

**ATEGETSE:**

**HEREBY ORDERS:**

**ARRETE :**

**Ingingo ya mbere: Icyo iri teka rigamije**

Iri teka rishyiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi b'Ikigega cyihariye cy'Ingoboka ku Bwishingizi bw'Uburyozwe bw'Impanuka z'Ibinyabiziga bifite Moteri bigendera ku Butaka n'Izikomoka ku Nyamaswa (SGF)

**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 Kigega cyihariye cy'Ingoboka ku Bwishingizi bw'Uburyozwe bw'Impanuka z'Ibinyabiziga bifite Moteri bigendera ku Butaka n'Izikomoka ku Nyamaswa (SGF) biri ku mugereka wa I n'uwa II y'iri teka.

**Ingingo 3: Igenwa ry'umushahara**

Imishahara y'Abakozi b'Ikigega cyihariye cy'Ingoboka ku Bwishingizi bw'Uburyozwe bw'Impanuka z'Ibinyabiziga bifite Moteri bigendera ku Butaka n'Izikomoka ku Nyamaswa (SGF) 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 Kigega cyihariye cy'Ingoboka ku Bwishingizi bw'Uburyozwe bw'Impanuka z'Ibinyabiziga bifite Moteri bigendera ku Butaka n'Izikomoka ku Nyamaswa (SGF) biri ku mugereka wa III w'iri teka.

**Article One: Purpose of this Order**

This Order establishes the Organizational Structure, salaries and fringe benefits for employees of the Special Guarantee Fund for Accidents and Damages caused by Automobiles and Animals (SGF).

**Article 2: Organizational structure and job profiles**

The organizational structure and job profiles for the Special Guarantee Fund for Accidents and Damages caused by Automobiles and Animals (SGF) are respectively on annex I and II of this Order.

**Article 3: Determination of the salary**

Salaries for employees of the Special Guarantee Fund for Accidents and Damages caused by Automobiles and Animals (SGF) 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 Special Guarantee Fund for Accidents and Damages caused by Automobiles and Animals (SGF) are on annex III to this Order.

**Article premier: Objet du présent arrêté**

Le présent arrêté détermine la structure organisationnelle, salaires et autres avantages accordés aux personnels du Fonds Spécial de Garantie pour des Accidents et des Dommages causés par les Automobiles et les Animaux (SGF).

**Article 2: Structure organisationnelle et profils d'emplois**

La structure organisationnelle et les profils d'emplois du Fonds Spécial de Garantie pour des Accidents et des Dommages causés par les Automobiles et les Animaux (SGF) sont respectivement aux annexes I et II du présent arrêté.

**Article 3: Détermination du salaire**

Les salaires accordés aux agents du Fonds Spécial de Garantie pour des Accidents et des Dommages causés par les Automobiles et les Animaux (SGF) 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 du Fonds Spécial de Garantie pour des Accidents et des Dommages causés par les Automobiles et les Animaux (SGF) sont à annexe III 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 cya mbere cy’iyi ngingo ntigenerwa Umuyobozi Mukuru uri ku rwego rw’umurimo rwa “G/1.IV” woroherezwa ingendo 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 SGF**

Umuyobozi Mukuru wa SGF 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, n’aya telefoni igendanwa

**Article 4: Composition of the gross salary**

The monthly gross salary of the authorities and employees 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 Paragraph One of this Article shall not be granted to Director General positioned on level “G/1.IV” 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 SGF**

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

- 1 ° one hundred thousand Rwandan francs (100,000 Rwf) per month for office land line and one hundred thousand Rwandan francs

**Article 4: Composition du salaire brut**

Le salaire brut mensuel des dirigeants et agents 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 premier du présent article n’est pas allouée au Directeur Général, Agent de l’Etat au poste de niveau “G/1.IV” pour lequel le transport est facilité selon les Instructions du Ministre ayant le transport dans ses attributions, ainsi que ceux aux postes 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 du SGF**

Le Directeur Général du SGF bénéficie des avantages suivants :

- 1 ° les frais de communication par téléphone de bureau équivalant à cent mille francs Rwandais (100.000 Frw) et de

angana n'ibihumbi ijana (100,000 Frw) buri kwezi;

(100,000 Rwf) per month for mobile phone;

téléphone portable équivalent à cent mille francs rwandais (100.000 Frw) par mois;

2 ° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200, 000 frw) buri kwezi anyura kuri konti y'urwego bireba;

2 ° office guest's entertainment allowance of two hundred thousand Rwandan francs (200,000 Rwf) per month and transferred to the institution's account;

2 ° les frais de représentation au service équivalent à deux cent mille francs rwandais (200.000 Frw) chaque mois et domiciliés au compte de l'institution concernée;

3 ° Leta imworohera 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 in charge of 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 Abayobozi b'Amashami bari ku rwego rw'imirimo rwa "3"**

**Article 6: Fringe benefits for Directors of Units on "3" job classification level**

**Article 6: Avantages alloués aux Directeurs d'Unités aux postes de niveau "3"**

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

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

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

1 ° amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mironko itatu y'u Rwanda (30.000 Frw) buri kwezi;

1 ° a mobile phone communication allowance of thirty thousand Rwandan francs (Rwf 30,000) per month;

1 ° les frais de communication par téléphone portable équivalent à trente mille francs rwandais (30.000 Frw) par mois.

2 ° indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite Abakozi ba Leta mu nshingano ze.

2 ° a special transport allowance as determined by instructions of the Minister in charge of public service.

2 ° indemnité spéciale de transport conformément aux Instructions du Ministre ayant la fonction publique dans ses attributions.

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.

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.

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 équivalent à cent mille francs rwandais (100.000 Frw) par mois.

**Ingingo ya 7: Indamunite z'urugendo rw'imodoka**

**Article 7: Mileage allowance**

**Article 7: Indemnité kilométrique**

Iyo Umuyobozi Mukuru uri ku rwego rwa G/1.IV agiye

When Director General on level G/1.IV goes on official

Lors que le Directeur Général au poste de niveau

mu butumwa imbere mu Gihugu akoresheje imodoka ye, Leta imugenera indamunite y'urugendo hakurikijwe ibiteganywa n'Amabwiriza ya Minisitiri ufite Gutwara Abantu mu nshingano ze.

mission inside the country by using her/his own vehicle, the State pay her/him mileage allowances specified in the relevant Ministerial Instructions issued by the Minister in charge of transport.

G/1.IVva en mission officielle à l'intérieur du pays en utilisant sa/son propre véhicule; l'Etat l'/lui octroie des indemnités kilométriques conformément aux Instructions du Ministre ayant le transport dans ses attributions.

**Ingingo ya 8: Abashinzwe kubahiriza iri teka**

**Article 8: Authorities responsible for the implementation of this Order**

**Article 8: Autorités chargées de l'exécution du présent arrêté**

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

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.

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.

**Ingingo ya 9: Ivanwaho ry'ingingozinyuranyije n'iri teka**

**Article 9: Repealing provision**

**Article 9: Disposition abrogatoire**

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

All prior provisions contrary to this Order are hereby repealed.

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

**Ingingo ya 10: Igihe iteka ritangira gukurikizwa**

**Article 10: Commencement**

**Article 10: Entrée en vigueur**

Iri teka ritangira gukurikizwa ku munsu ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera kuwa 29/07/2014.

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes an effect as of 29/07/2014.

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il produit ses effets à partir du 29/07/2014.

Kigali ku wa 27/2/2015

Kigali on 27/2/2015

Kigali le 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe  
(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo  
**Bibonywe kandi bishyizweho Ikirango cya Repubulika:**  
(sé)  
**BUSINGYE Johnston**  
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

(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

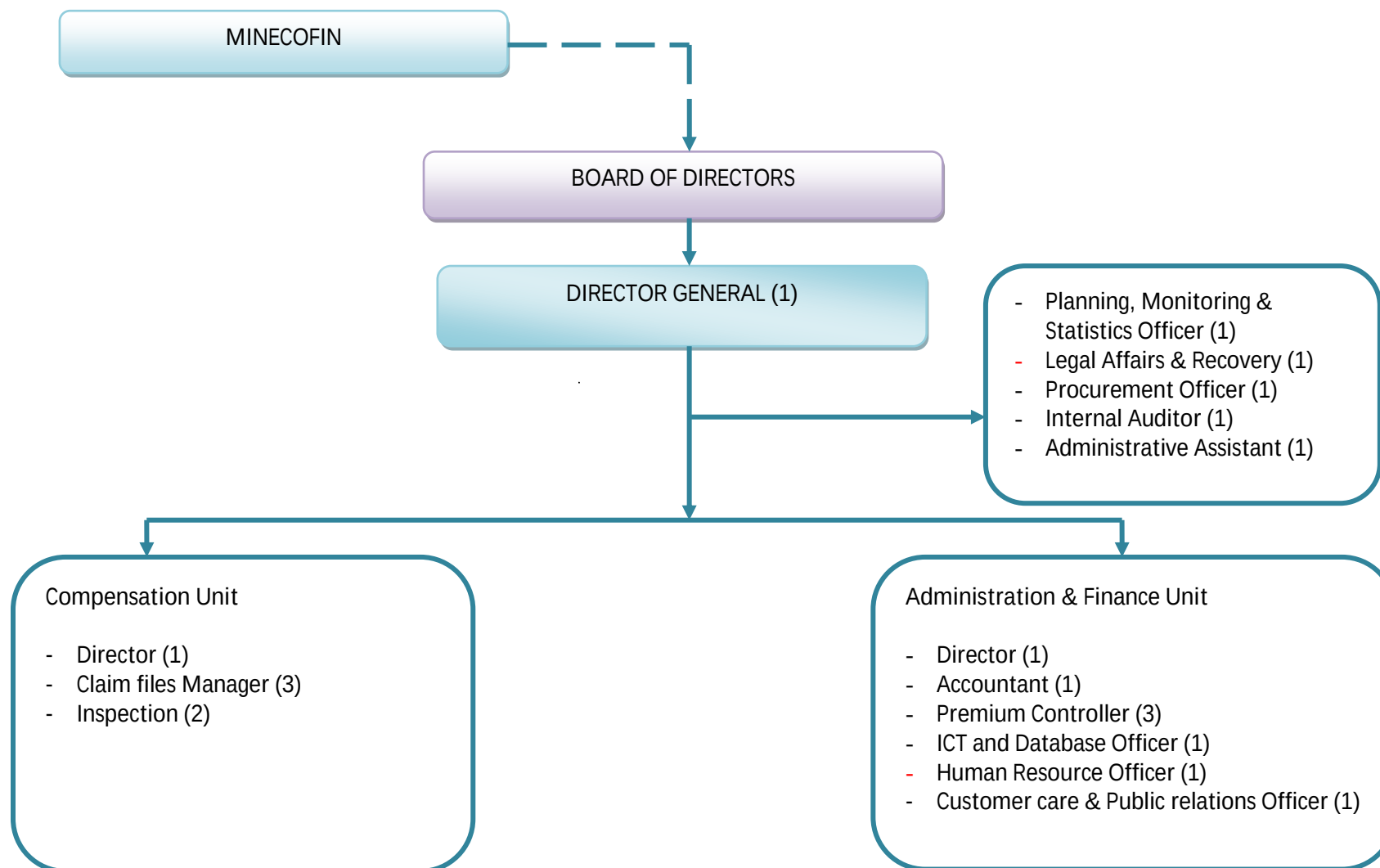
(sé)  
**MUREKEZI Anastase**  
Premier Ministre  
(sé)  
**UWIZEYE Judith**  
Ministre de la Fonction Publique et du Travail  
**Vu et scellé du Sceau de la République:**  
(sé)  
**BUSINGYE Johnston**  
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I W'ITEKA RYA MINISITIRI  
W'INTEBE N°69/03 RYO KU  
WA27/2/2015RIGENA IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI B'IKIGEGA  
CYIHARIYE CY'INGOBOKA KU BWISHINGIZI  
BW'UBURYOZWE BW'IMPANUKA  
Z'IBINYABIZIGA BIFITE MOTERI BIGENDERA  
KU BUTAKA N'IZIKOMOKA KU NYAMASWA

ANNEX I TO PRIME MINISTER'S ORDER N°  
69/03 OF27/2/2015DETERMINING  
ORGANIZATIONAL STRUCTURE, SALARIES  
AND FRINGE BENEFITS FOR EMPLOYEES  
OF THE SPECIAL GUARANTEE FUND FOR  
ACCIDENTS AND DAMAGES CAUSED BY  
AUTOMOBILES AND ANIMALS

ANNEXE I DE L'ARRETE DU PREMIER  
MINISTRE N°69/03 DU27/2/2015PORTANT  
STRUCTURE ORGANISATIONNELLE,  
SALAIRES ET AVANTAGES ACCORDES  
AU PERSONNELDU FONDS SPECIAL DE  
GARANTIE POUR DES ACCIDENTS ET  
DES DOMMAGES CAUSES PAR LES  
AUTOMOBILES ET LES ANIMAUX

SPECIAL GUARANTEE FUND -ORGANIZATIONAL CHART





**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°69/03 ryo ku wa 27/2/2015 rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Ikigega cyihariye cy'ingoboka ku bwishingizi bw'uburyozwe bw'impanuka z'ibinyabiziga bifite moteri bigendera ku butaka n'izikomoka ku nyamaswa**

Kigali, ku wa 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika:**  
(sé)  
**BUSINGYE Johnston**  
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

**Seen to be annexed to Prime Minister's order n°69/03 of 27/2/2015 determining organizational structure, salaries and fringe benefits for employees of the Special guarantee fund for accidents and damages caused by automobiles and animals**

Kigali, on 27/2/2015

(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° 69/03 du 27/2/2015 portant la structure organisationnelle, salaires et avantages accordés au personnel du Fonds spécial de garantie pour des accidents et des dommages causés par les automobiles et les animaux**

Kigali, le 27/2/2015

(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 ITEKA RYA MINISITIRI  
W'INTEBE N°69/03 RYO KU WA27/2/2015  
RIGENA IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI B'IKIGEGA  
CYIHARIYE CY'INGOBOKA KU BWISHINGIZI  
BW'UBURYOZWE BW'IMPANUKA  
Z'IBINYABIZIGA BIFITE MOTERI BIGENDERA  
KU BUTAKA N'IZIKOMOKA KU NYAMASWA

ANNEX II TO PRIME MINISTER'S ORDER N°  
69/03 OF27/2/2015DETERMINING  
ORGANIZATIONAL STRUCTURE, SALARIES  
AND FRINGE BENEFITS FOR EMPLOYEES  
OF THE SPECIAL GUARANTEE FUND FOR  
ACCIDENTS AND DAMAGES CAUSED BY  
AUTOMOBILES AND ANIMALS

ANNEXE II DE L'ARRETE DU PREMIER  
MINISTRE N°69/03 DU27/2/2015  
PORTANT STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AVANTAGES ACCORDES AU  
PERSONNELDU FONDS SPECIAL DE  
GARANTIE POUR DES ACCIDENTS ET  
DES DOMMAGES CAUSES PAR LES  
AUTOMOBILES ET LES ANIMAUX

**SGF - JOB PROFILES**

| Administrative Unit            | Job Title                         | Title of Job positions linked to the Job   | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Proposed Jobs |
|--------------------------------|-----------------------------------|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Office of the Director General | Director General                  | Director General of Special Guarantee Fund | Political Appointee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 1             |
|                                | Planning, Monitoring & Statistics | Planning, Monitoring & Statistics Officer  | <p>A0 in Economics, Project Management, Management, Development Studies, Business Administration</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of Strategic planning;</li> <li>- Knowledge of organizational structure, workflow &amp; operation procedures;</li> <li>- Deep understanding of Research Methodologies and Statistics Concepts;</li> <li>- Knowledge of Rwanda's Trade and Industrial Policies and Strategies;</li> <li>- Knowledge of various statistical software packages;</li> <li>- Knowledge to Prepares and publishes statistical and technical reports and research papers;</li> <li>- Knowledge of the theory, systems and application of statistical research methodology;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

| Administrative Unit | Job Title                | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|--------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Legal Affairs & Recovery | Legal Affairs & Recovery Officer         | <p>A0 in Law</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High analytical and problem solving skills</li> <li>- Legal research and analysis in complex areas of law</li> <li>- Knowledge of Substantive Law and Legal Procedures</li> <li>- Decision making skills</li> <li>- Experience in contract drafting and negotiation</li> <li>- Excellent communication skills</li> <li>- Very effective organization skills</li> <li>- Computer skills</li> <li>- Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage.</li> </ul>                                                                                                                  | 1             |
|                     | Procurement              | Procurement Officer                      | <p>A0 in Procurement, Management, Accounting, Law, Public Finance, Economics</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High Analytical Skills;</li> <li>- Negotiation Skills;</li> <li>- Knowledge of basic business and purchasing practices;</li> <li>- Excellent Communication Skills;</li> <li>- Knowledge of state contracting laws, regulations and procedures;</li> <li>- Knowledge of grades, qualities, supply and price trends of commodities;</li> <li>- Time Management Skills;</li> <li>- Decesion making Skills;</li> <li>- Computer Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .</li> </ul> | 1             |

| Administrative Unit | Job Title                | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Proposed Jobs |
|---------------------|--------------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Internal Audit           | Internal Auditor                         | <p>A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Detailed knowledge of financial and Audit Standards, HR &amp; Financial regulations, Procedures and Financial software;</li> <li>- Planning Skill;</li> <li>- High Analytical skills;</li> <li>- Report writing and presentation skills.</li> <li>- Time management skills;</li> <li>- Excellent problem-solving skills and clear logical thinking;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Administrative Assistant | Administrative Assistant                 | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Word Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage</li> </ul>                                               | 1             |
| S/ Total            |                          |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 6             |

| Administrative Unit | Job Title              | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Proposed Jobs |
|---------------------|------------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Compensation Unit   | Unit Director          | Compensation Unit Director               | <p>A0 in Law with 3 years of working experience or Master's Degree in Labour Law, insurance Law, Civil Law, Business and Commercial Law</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High analytical and problem solving skills</li> <li>- Legal research and analysis in complex areas of law</li> <li>- Knowledge of Substantive Law and Legal Procedures</li> <li>- Decision making skills</li> <li>- Experience in contract drafting and negotiation</li> <li>- Excellent communication skills</li> <li>- Very effective organization skills</li> <li>- Computer skills</li> <li>- Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage.</li> </ul> | 1             |
|                     | Claim files Management | Claim files Manager                      | <p>A0 in Law, Management, Public Administration, Administrative Sciences</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High analytical and problem solving skills</li> <li>- Legal research and analysis in complex areas of law</li> <li>- Knowledge of Substantive Law and Legal Procedures</li> <li>- Decision making skills</li> <li>- Experience in contract drafting and negotiation</li> <li>- Excellent communication skills</li> <li>- Very effective organization skills</li> <li>- Computer skills</li> <li>- Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage.</li> </ul>                                                                | 3             |

| Administrative Unit           | Job Title        | Title of Job positions linked to the Job  | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Proposed Jobs |
|-------------------------------|------------------|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                               | Inspection       | Inspector                                 | <p>A0 in Law, Management, Public Administration, Administrative Sciences</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High analytical and problem solving skills</li> <li>- Legal research and analysis in complex areas of law</li> <li>- Knowledge of Substantive Law and Legal Procedures</li> <li>- Decision making skills</li> <li>- Experience in contract drafting and negotiation</li> <li>- Excellent communication skills</li> <li>- Very effective organization skills</li> <li>- Computer skills</li> <li>- Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage.</li> </ul>                                                                                                                                                                                                                                                                                                                                                   | 2             |
| S/ Total                      |                  |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 6             |
| Finance & Administration Unit | Director of Unit | Director of Finance & Administration Unit | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA); Or A0 Public Finance, Finance, Accounting or Management with specialization in Finance/Accounting with 3 years of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's financial management standards and procedures;</li> <li>- Knowledge of Accounting principles and practices and financial data reporting.</li> <li>- Knowledge of Rwanda Public Financial Law;</li> <li>- Leadership and management skills;</li> <li>- Planning and organisational, Budgeting skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Time management Skills</li> <li>- Interviewing Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Problem solving;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title       | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|---------------------|-----------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Premium Control | Premium Controller                       | <p>A0 in Economics, Management , Accountant, Finance</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Deep understanding of financial accounts;</li> <li>- High Analytical Skills</li> <li>- Interpersonal skills;</li> <li>- Time management Skills</li> <li>- Complex Problem solving;</li> <li>-Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                               | 3             |
|                     | Accountant      | Accountant                               | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Knowledge to analyse complex financial information &amp; Produce reports;</li> <li>- Deep understanding of financial accounts;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- High Analytical Skills;</li> <li>- Interpersonal skills;</li> <li>- Time management Skills;</li> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |



| Administrative Unit | Job Title      | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Proposed Jobs |
|---------------------|----------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | ICT & Database | ICT & Database Officer                   | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, 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><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of justice ICT policies and strategies;</li> <li>- Highly proficient with Microsoft Windows operating systems</li> <li>- Proficient in Microsoft Office products</li> <li>- Proficient in basic networking protocols and standards</li> <li>- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;</li> <li>- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

| Administrative Unit | Job Title                        | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed Jobs |
|---------------------|----------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | HR Management                    | HR Management                            | <p>A0 in Human Resource Management, Management, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources;</li> <li>- Knowledge in the Development of Human Resources Policies and procedures</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Customer Care & Public Relations | Customer Care & Public Relations Officer | <p>A0 in Communication, Public Relations, International Relations, Journalism, Marketing, Linguistics and Literature.</p> <p><u>Key Technical Skills &amp; Knowledge required :</u></p> <ul style="list-style-type: none"> <li>-Excellent communication skills both oral and in writing</li> <li>-Excellent interpersonnal skills</li> <li>-Report writing &amp; Presentation skills;</li> <li>- Creativity &amp; Initiative</li> <li>- Good Organizational and Time-management Skills,</li> <li>- Teamworking Skills;</li> <li>- Effective Public relations &amp; Public speaking skills;</li> <li>- Interviewing Skills</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                       | 1             |
| S/ Total            |                                  |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 8             |
| GRAND TOTAL         |                                  |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 20            |

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°69/03 ryo ku wa 27/2/2015 rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Ikigega cyihariye cy'ingoboka ku bwishingizi bw'uburyozwe bw'impanuka z'ibinyabiziga bifite moteri bigendera ku butaka n'izikomoka ku nyamaswa**

Kigali, ku wa 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika:**  
(sé)  
**BUSINGYE Johnston**  
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

**Seen to be annexed to Prime Minister's order n°69/03 of 27/2/2015 determining organizational structure, salaries and fringe benefits for employees of the Special guarantee fund for accidents and damages caused by automobiles and animals**

Kigali, on 27/2/2015

(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° 69/03 du 27/2/2015 portant la structure organisationnelle, salaires et avantages accordés au personnel du Fonds spécial de garantie pour des accidents et des dommages causés par les automobiles et les animaux**

Kigali, le 27/2/2015

(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 ITEKA RYA MINISITIRI  
W'INTEBE N°69/03 RYO KU WA 27/2/2015  
RIGENA IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI B'IKIGEGA  
CYIHARIYE CY'INGOBOKA KU BWISHINGIZI  
BW'UBURYOZWE BW'IMPANUKA  
Z'IBINYABIZIGA BIFITE MOTERI BIGENDERA  
KU BUTAKA N'IZIKOMOKA KU NYAMASWA

ANNEX III TO PRIME MINISTER'S ORDER  
N° 69/03.OF 27/2/2015 DETERMINING  
ORGANIZATIONAL STRUCTURE, SALARIES  
AND FRINGE BENEFITS FOR EMPLOYEES  
OF THE SPECIAL GUARANTEE FUND FOR  
ACCIDENTS AND DAMAGES CAUSED BY  
AUTOMOBILES AND ANIMALS

ANNEXE III DE L'ARRETE DU PREMIER  
MINISTRE N°69/03 DU 27/2/2015  
PORTANT STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AVANTAGES ACCORDES AU  
PERSONNEL DU FONDS SPECIAL DE  
GARANTIE POUR DES ACCIDENTS ET  
DES DOMMAGES CAUSES PAR LES  
AUTOMOBILES ET LES ANIMAUX

**SPECIAL GUARANTEE FUND - SALARY STRUCTURE**

| POST                                        | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|---------------------------------------------|-----|-------|-------|-----------------------------|
| Director General                            | 500 | G     | 2608  | 1,662,600                   |
| Director of Compensation Unit               | 500 | 3.II  | 1369  | 980,010                     |
| Director of Finance and Administration Unit | 500 | 3.II  | 1369  | 980,010                     |
| Legal Affairs & Recovery                    | 500 | 4.III | 1313  | 930,823                     |
| Human Resources Officer                     | 500 | 4.II  | 1141  | 808,888                     |
| Planning, Monitoring & Statistics Officer   | 500 | 5.II  | 951   | 674,191                     |
| ICT and Database Officer                    | 500 | 5.II  | 951   | 674,191                     |
| Accountant                                  | 500 | 5.II  | 951   | 674,191                     |
| Internal Auditor                            | 500 | 5.II  | 951   | 674,191                     |
| Procurement Officer                         | 500 | 5.II  | 951   | 674,191                     |
| Claim files Manager                         | 500 | 5.II  | 951   | 674,191                     |
| Inspector                                   | 500 | 5.II  | 951   | 674,191                     |
| Premium Controller                          | 500 | 5.II  | 951   | 674,191                     |
| Customer care & Public relations Officer    | 500 | 6.II  | 793   | 562,180                     |
| Administrative Assistant                    | 500 | 7.II  | 660   | 467,893                     |

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°69/03 ryo ku wa 27/2/2015 rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Ikigega cyihariye cy'ingoboka ku bwishingizi bw'uburyozwe bw'impanuka z'ibinyabiziga bifite moteri bigendera ku butaka n'izikomoka ku nyamaswa**

Kigali, ku wa 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika:**  
(sé)  
**BUSINGYE Johnston**  
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

**Seen to be annexed to Prime Minister's order n°69/03 of 27/2/2015 determining organizational structure, salaries and fringe benefits for employees of the Special guarantee fund for accidents and damages caused by automobiles and animals**

Kigali, on 27/2/2015

(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° 69/03 du 27/2/2015 portant la structure organisationnelle, salaires et avantages accordés au personnel du Fonds spécial de garantie pour des accidents et des dommages causés par les automobiles et les animaux**

Kigali, le 27/2/2015

(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

ITEKA RYA MINISITIRI W'INTEBE N°70/03  
RYO KU WA 27/2/2015 RIGENA  
IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO,  
IMISHAHARA N'IBINDI BIGENERWA  
ABAKOZI MU IKIGO CY'IGIHUGU  
GISHINZWE GUTEZA IMBERE  
AMAKOPERATIVE

PRIME MINISTER'S ORDER N°70/03 OF  
27/2/2015 DETERMINING  
ORGANISATIONAL STRUCTURE,  
SALARIES AND FRINGE BENEFITS FOR  
EMPLOYEES OF RWANDA COOPERATIVE  
AGENCY

ARRETE DU PREMIER MINISTRE N°70/03  
DU 27/2/2015 DETERMINANT LA  
STRUCTURE ORGANISATIONNELLE,  
SALAIRES ET AUTRES AVANTAGES  
ACCORDES AU PERSONNEL DE  
L'AGENCE RWANDAISE DES COOPERAT  
IVES

ISHAKIRO

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**ITEKA RYA MINISITIRI W'INTEBE N°70/03 RYO KU WA 27/2/2015 RIGENA IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MU IKIGO CY'IGIHUGU GISHINZWE GUTEZA IMBERE AMAKOPERATIVE**

**Minisitiri w'Intebe,**

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo kuwa 04 Kamena 2003 nk'uko ryavugururwe kugeza ubu, cyane cyane mu ngingo zaryo 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;

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;

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

Inama y'Abaminisitiri yateranye ku wa 29/07/2014 imaze kubisuzuma no kubyemeza;

**ATEGETSE:**

**Ingingo ya mbere: Icyo iri teka rigamije**

Iri teka rishyiraho imbonerahamwe y'imyanya y'Imirimo, imishahara n'ibindi bigenerwa Abakozi b'Ikigo cy'Igihugu gishinzwe guteza imbere Amakoperative (RCA).

**PRIME MINISTER'S ORDER N°70/03 OF 27/2/2015 DETERMINING ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF RWANDA COOPERATIVE AGENCY**

**The Prime Minister,**

Pursuant to the Constitution of 4 June 2003 of the Republic of Rwanda as amended to date especially in Articles 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;

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;

On proposal by the Minister Public Service and Labour;

After consideration and approval by the Cabinet in session of 29/07/2014;

**HEREBY ORDERS:**

**Article One: Purpose of this Order**

This Order establishes the Organizational Structure, salaries and fringe benefits for employees of Rwanda Cooperative Agency (RCA).

**ARRETE DU PREMIER MINISTRE N°70/03 DU 27/2/2015 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL DE L'AGENCE RWANDAISE DES COOPERATIVES**

**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 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;

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 et complété à ce jour;

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

Après examen et adoption par le Conseil des Ministres en sa séance du 29/07/2014;

**ARRETE :**

**Article premier: Objet du présent arrêté**

Le présent arrêté détermine la structure organisationnelle, salaires et autres avantages accordés au personnel de l'Etat de l'Agence Rwandaise des Coopératives (RCA).



**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'Igihugu gishinzwe guteza imbere Amakoperative (RCA) biri ku migereka ya I na II w'iri teka.

**Ingingo 3: Igenwa ry'Umushahara**

Imishahara y'Abakozi b'IKigo cy'Igihugu gishinzwe guteza imbere Amakoperative (RCA) 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'Igihugu gishinzwe guteza imbere Amakoperative (RCA) biri ku mugereka wa III w'iri teka.

**Ingingo 4: Ibizize 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 "F" na "H/2" boroherezwa ingengo hakurikijwe amabwiriza ya Minisitiri ufite Gutwara Abantu mu nshingano ze; ndetse n'Abakozi bari ku rwego rwa "3" bagenerwa

**Article 2: Organizational structure and job profiles**

The organizational structure and job profiles in Rwanda Cooperative Agency (RCA) are respectively in annex I and II of this Order.

**Article 3: Determination of the Salary**

Salaries foremployees of the Rwanda Cooperative Agency (RCA) 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 Rwanda Cooperative Agency (RCA) are in annex III to this Order.

**Article 4: Composition of the gross salary**

The monthly gross salary of the authorities and employees 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 "F" 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

**Article 2: Structure organisationnelle et profils d'emplois**

La structure organisationnelle et profils d'emplois de l'Agence Rwandaise des Coopératives (RCA) sont respectivement en annexe I et II du présent arrêté.

**Article 3 : Détermination du Salaire**

Les salaires accordés au personnel de l'Agence Rwandaise des Coopératives (RCA) 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 dans l'Agence Rwandaise des Coopératives (RCA) sont en annexe III du présent arrêté.

**Article 4 : Composition du salaire brut**

Le salaire brut mensuel aux dirigeants et aux agents 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 "F" et "H/2" pour lesquels le transport est facilité selon les Instructions du Ministre ayant le transport dans ses attributions,

indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite Abakozi ba Leta mu nshingano ze.

public servants positioned on level “3” who are entitled to special transport allowance in accordance with Instructions of the Minister in charge public service.

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.

**Ingingo ya 5: Ibindi bigenerwa Umuyobozi Mukuruwa RCA**

**Article 5: Fringe benefits for the Director General of RCA**

**Article 5 : Autres avantages alloués au Directeur Général de la RCA**

Umuyobozi Mukuru wa RCA agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

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

Le Directeur Général de la RCA bénéficie des avantages suivants :

- 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 (100,000 Frw) buri kwezi;
- 2 ° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200, 000 frw) buri kwezi anyura kuri konti y'urwego bireba;
- 3 ° Leta imworohera mu bijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

- 1 ° one hundred thousand Rwandan francs (100,000 Rwf) per month for office land line and one hundred thousand Rwandan francs (100,000 Rwf) per month for mobile phone;
- 2 ° office guest's entertainment allowance of two hundred thousand Rwandan francs (200,000 Rwf) per month and transferred to the institution's account;
- 3 ° The Government shall facilitate his/her transport in accordance with the Instructions of the Minister responsible for transport.

- 1 ° les frais de communication par téléphone de bureau équivalent à cent mille francs Rwandais (100.000 Frw) et de téléphone portable équivalent à cent mille francs rwandais (100.000 Frw) par mois;
- 2 ° les frais de représentation au service équivalent à deux cent mille francs rwandais (200.000 Frw) chaque mois et domiciliés au compte de l'institution concernée;
- 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 Division Manager uri ku rwego rwa “2.III”**

**Article 6: Fringe benefits for Division Manager on “2.III” job classification level**

**Article 6: Autres avantages alloués au chef de division au poste de niveau “2.III”**

Division Manager agenerwa ibi bikurikira:

Division Manager shall be entitled to the following fringe benefits:

Le chef de division bénéficie des avantages comme suit :

- 1 ° amafaranga y'itumanaho rya telefoni yo mu biro angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw) n'irya telefone igendanwa angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw) buri kwezi;
- 2 ° Leta yorohera buri wese mu bijyanye

- 1 ° seventy thousand Rwandan francs (70,000 Rwf) per month for office land line and seventy thousand Rwandan francs (70,000 Rwf) per month for mobile phone;
- 2 ° The Government shall facilitate his/her

- 1 ° les frais de communication par téléphone de bureau équivalent à septante mille francs Rwandais (70.000 Frw) et de téléphone portable équivalent à septante mille francs rwandais (70.000 Frw) par mois;
- 2 ° L'Etat facilite chacun en ce qui concerne le

n'uburyo bw'ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

transport in accordance with the Instructions of the Minister responsible for transport.

transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Ingingo ya 7: Ibindi bigenerwa Abayobozi b'Amashami na Specialists bari ku rwego rw'imirimo rwa "3"**

**Article 7: Fringe benefits for Directors of Units and Specialists on "3" job classification level**

**Article 7: Autres avantages alloués aux Directeurs d'Unités et les Spécialistes aux postes de niveau "3"**

Abayobozi b'Amashami na *Specialists* bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

Directors of Units, Specialists shall each be entitled to fringe benefits as follows:

Les directeurs d'Unités et les spécialistes bénéficient chacun d'autres avantages comme suit :

1 ° amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo itatu y'u Rwanda (30.000 Frw) buri kwezi.

1 ° a mobile phone communication allowance of thirty thousand Rwandan francs (Rwf 30,000) per month.

1 ° les frais de communication par téléphone portable équivalant à trente mille francs rwandais (30.000 Frw) par mois.

2 ° indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite Abakozi ba Leta mu nshingano ze.

2 ° a special transport allowance as determined by the instructions of the Minister having public service among his/her attributions.

2 ° L'indemnité spéciale de transport conformément aux Instructions du Ministre ayant la fonction publique dans ses attributions.

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.

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.

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.

**Ingingo ya 8: Indamunite z'urugendo rw'imodoka**

**Article 8: Mileage allowances**

**Article 8 : Indemnités kilométriques**

Iyo Abayobozi Bakuru bari ku rwego rwa "F" 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.

When Senior Officials on levels "F" 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.

Lors que les hauts cadres aux postes de niveaux "F" 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 9: Abashinzwe gushyira mu bikorwa iri teka**

**Article 9: Authorities responsible for the implementation of this Order**

**Article 9 : Autorités chargées de l'exécution du présent arrêté**

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

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

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

**Ingingo ya 10: Ivanwaho ry'ingingo zinyuranyije n'iri teka**

**Article 10: Repealing provision**

**Article 10: Disposition abrogatoire**

Ingingo z'amateka abanziriza iri kandizinyuranyije na ryo bivanyweho.

All other prior provisions contrary to this Order are hereby repealed.

Toutes les autres dispositions antérieures contraires au présent arrêté sont abrogées.

**Ingingoya 11: Igihe iteka ritangira gukurikizwa**

**Article 11: Commencement**

**Article 11: Entrée en vigueur**

Iri teka ritangira gukurikizwa ku munsu ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera kuwa 29/07/2014.

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes an effect as of 29/07/2014.

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il produit ses effets à partir du 29/07/2014.

Kigali ku wa 27/2/2015

Kigali on 27/2/2015

Kigali le 27/2/2015

(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

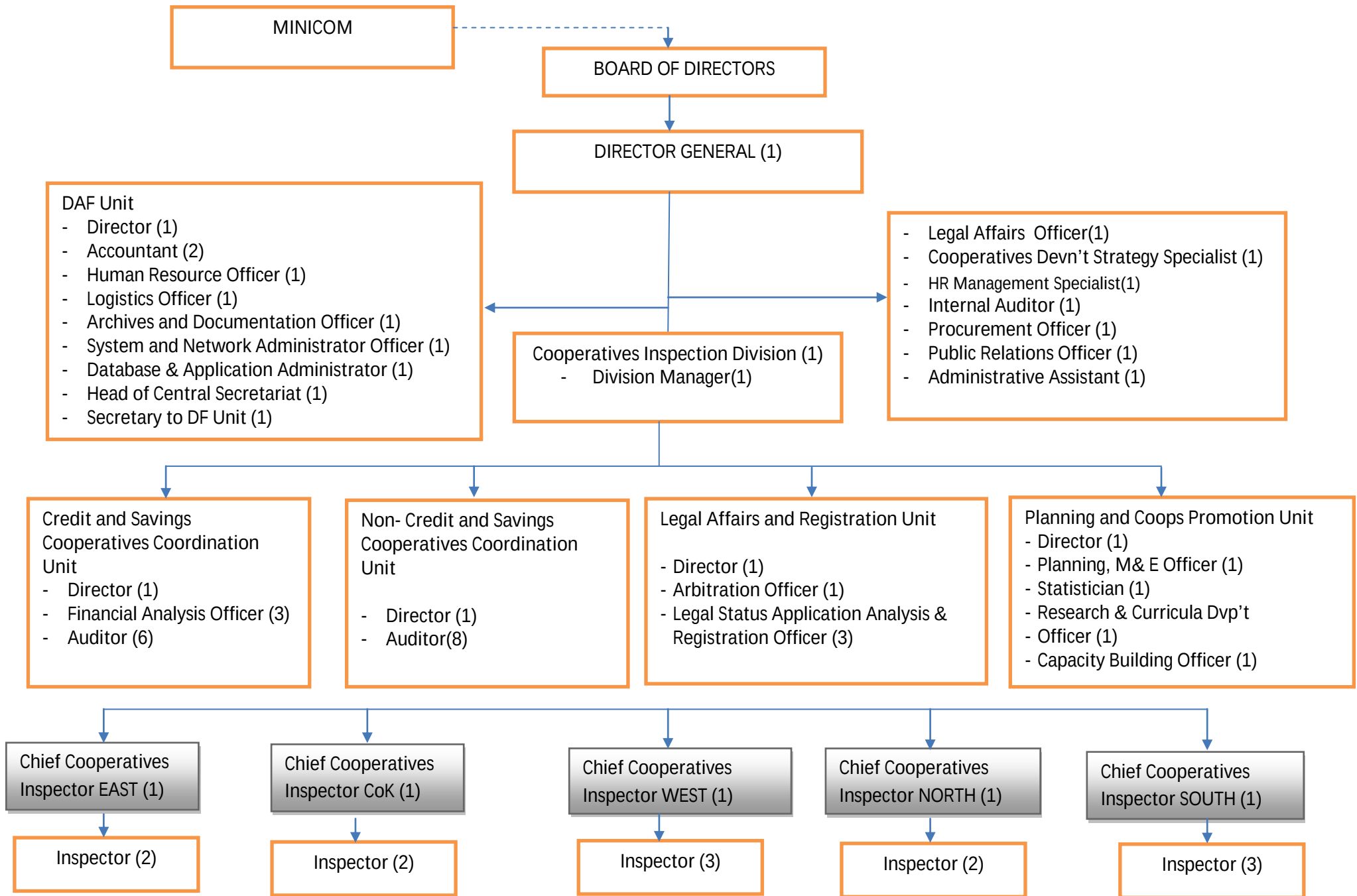
(sé)  
**BUSINGYE Johnston**  
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I W'ITEKA RYA  
MINISITIRI W'INTEBE N<sup>0</sup> 70/03 RYO KU  
WA 27/2/2015 RIGENA  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MU KIGO  
CY'IGIHUGU GISHINZWE GUTEZA  
IMBEREAMAKOPERATIVE

ANNEX I TO THE PRIME MINISTER'S  
ORDER N<sup>0</sup> 70/03 OF 27/2/2015  
DETERMINING ORGANIZATIONAL  
STRUCTURE, SALARIES AND FRINGE  
BENEFITS FOR EMPLOYEES OF  
RWANDA COOPERATIVE AGENCY

ANNEXE I A L'ARRETE DU PREMIER  
MINISTRE N<sup>0</sup>70/03 DU 27/2/2015  
DETERMINANT LA STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AUTRES AVANTAGES ACCORDES AU  
PERSONNEL DE L'AGENCE  
RWANDAISE DE COOPERATIVE

# BCA ORGANIZATIONAL CHART



**Bibonywe kugira ngo bishyirwe ku migereka y'Iteka rya Minisitiri w'Intebe n°70/03 ryo ku wa 27/2/2015 rigena imbonerahamwe y'Imyanya y'Imirimo, Imishahara n'ibindi bigenerwa Abakozi mu Kigo cy'Igihugu gishinzwe Guteza imbere Amakoperative**

Kigali, ku wa 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywekandibishyizweho Ikirangocya Repubulika :**

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

**Seen to be annexed to Prime Minister's order n°70/03 of 27/2/2015 determining Organizational Structure, Salaries and fringe benefits for employees of Rwanda Cooperative Agency**

Kigali, on 27/2/2015

(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 annexés à l'Arrêté du Premier Ministre n° 70/03 du 27/2/2015 déterminant la Structure Organisationnelle, Salaires et autres avantages accordés au personnel de l'Agence Rwandaise de Coopérative**

Kigali, le 27/2/2015

(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  
MINISITIRI W'INTEBE N<sup>0</sup> 70/03 RYO KU  
WA 27/2/2015 RIGENA IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI MU  
KIGO CY'IGIHUGU GISHINZWE GUTEZA  
IMBEREAMAKOPERATIVE**

**ANNEX II TO THE PRIME MINISTER'S  
ORDER N<sup>0</sup> 70/03 OF 27/2/2015  
DETERMINING ORGANIZATIONAL  
STRUCTURE, SALARIES AND FRINGE  
BENEFITS FOR EMPLOYEES OF  
RWANDA COOPERATIVE AGENCY**

**ANNEXE II A L'ARRETE DU PREMIER  
MINISTRE N<sup>0</sup>70/03 DU 27/2/2015  
DETERMINANT LA STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AUTRES AVANTAGES ACCORDES AU  
PERSONNEL DE L'AGENCE  
RWANDAISE DE COOPERATIVE**



RWANDA COOPERATIVES AGENCY - JOB PROFILES

| Administrative unit            | Title of Job position    | Title of Job position linked to Job | Job Profile (Qualifications, experiences, key technical skills and competencies)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Proposed Jobs |
|--------------------------------|--------------------------|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Office of the Director General | Director General         | Director General of RCA             | Political Appointee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1             |
|                                | Administrative Assistant | Administrative Assistant            | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Word Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage</li> </ul>                                               | 1             |
|                                | Internal Audit           | Internal Auditor                    | <p>A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Detailed knowledge of financial and Audit Standards, HR &amp; Financial regulations, Procedures and Financial software;</li> <li>- Planning Skill;</li> <li>- High Analytical skills;</li> <li>- Report writing and presentation skills.</li> <li>- Time management skills;</li> <li>- Excellent problem-solving skills and clear logical thinking;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative unit | Title of Job position | Title of Job position linked to Job | Job Profile (Qualifications, experiences, key technical skills and competencies)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Proposed Jobs |
|---------------------|-----------------------|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Public Relations      | Public Relations Officer            | <p>A0 in Communication, International Relations, Journalism, Marketing, Linguistics and Literature.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organisational and time-management skills</li> <li>- Teamworking skills</li> <li>- Effective public relations and public speaking skills</li> <li>- Interviewing skills</li> <li>- Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage</li> </ul> | 1             |
|                     | Legal Affairs         | Legal Affairs Officer               | <p>A0 in Law</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Legal research and analysis in complex areas of law</li> <li>- High analytical and problem solving skills</li> <li>- Knowledge of Substantive Law and Legal Procedures</li> <li>- Decision making skills</li> <li>- Experience in contract drafting and negotiation</li> <li>- Excellent communication skills</li> <li>- Very effective organization skills</li> <li>- Computer skills</li> <li>- Fluent in Kinyarwanda, English and/or French Knowledge of all is an advantage.</li> </ul>                                                                                                               | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative unit | Title of Job position                        | Title of Job position linked to Job          | Job Profile (Qualifications, experiences, key technical skills and competencies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Proposed Jobs |
|---------------------|----------------------------------------------|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Cooperatives Development Strategy Specialist | Cooperatives Development Strategy Specialist | <p>A0 in Finance, Management, Economics, Entrepreneurship with 3 years of experience Or Master in Finance, Management, Economics and Entrepreneurship .</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep knowledge in cooperatives management;</li> <li>- Knowledge of business legal issues;</li> <li>- Knowledge of marketing;</li> <li>- Knowledge in Project Planning;</li> <li>- Knowledge of project management methodologies;</li> <li>- Effective negotiation skills;</li> <li>- Planning skills;</li> <li>- Analytical skills to conduct requirement analysis and impact analysis;</li> <li>- Business development skills;</li> <li>- Research developemnt skills.</li> <li>- Communication skills.</li> <li>- Computer skills.</li> </ul> | 1             |
|                     | Procurement officer                          | Procurement Officer                          | <p>A0 in Procurement, Management, Accounting, Law, Public Finance, Economics,</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High Analytical Skills;</li> <li>- Negotiation Skills;</li> <li>- Knowledge of basic business and purchasing practices;</li> <li>- Excellent Communication Skills;</li> <li>- Knowledge of state contracting laws, regulations and procedures;</li> <li>- Knowledge of grades, qualities, supply and price trends of commodities;</li> <li>- Time Management Skills;</li> <li>- Decesion making Skills;</li> <li>- Computer Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .</li> </ul>                                                                             | 1             |

| Administrative unit | Title of Job position     | Title of Job position linked to Job   | Job Profile (Qualifications, experiences, key technical skills and competencies)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Proposed Jobs |
|---------------------|---------------------------|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Human Resource Management | Human Resources Management specialist | <p>A0 in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Human Resource Management with 3 years of working experience or Master's Degree in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Specialization in Human Resource Management</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-Deep knowledge of Rwandan public service and labor law;</li> <li>- Knowledge in Conflict Management;</li> <li>- knowledge of the regulations applying to payroll procedures;</li> <li>- Knowledge of human resources concepts, practices,policies, and procedures;</li> <li>- Problem Solving Skills;</li> <li>- Computer Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Interview Skills;</li> <li>- High analytical Skills;</li> <li>- Teamworking Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Sub-Total                 |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 8             |

| Administrative unit              | Title of Job position | Title of Job position linked to Job         | Job Profile (Qualifications, experiences, key technical skills and competencies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Proposed Jobs |
|----------------------------------|-----------------------|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Cooperatives Inspection Division | Division Manager      | Division Manager of Cooperatives Inspection | <p>A0 in Commerce, Economics, Agribusiness, Industrial Chemistry, Business Administration with 5 years of experience or 2 years in a senior position; Or Master or Equivalent in Commerce, Economics, Agribusiness, Industrial Chemistry, Business Administration, with 3 years of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Cooperative Sector;</li> <li>- Knowledge in Project planning and Management;</li> <li>- Deep understanding of Cooperatives laws and regulations ;</li> <li>- Leadership skills;</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven;</li> <li>- Interpersonal Skills;</li> <li>- Effective communication skills;</li> <li>- Time Management Skills;</li> <li>- Decision making Skills;</li> <li>- Computer Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- High analytical &amp; Complex Problem solving Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .</li> </ul> | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative unit                               | Title of Job position      | Title of Job position linked to Job                           | Job Profile (Qualifications, experiences, key technical skills and competencies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Proposed Jobs |
|---------------------------------------------------|----------------------------|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Credit and Savings Cooperatives Coordination Unit | Director of Unit           | Director of Credit and Savings Cooperatives Coordination Unit | <p>A0 in Commerce, Economics, Agribusiness, Industrial Chemistry, Business Administration with 3 years of experience ; Or Master or Equivalent in Commerce, Economics, Agribusiness, Industrial Chemistry, Business Administration, with 1 year of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Cooperative Sector;</li> <li>- Knowledge in Project planning and Management;</li> <li>- Deep understanding of laws and regulations applied to Cooperatives;</li> <li>- Leadership skills;</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven;</li> <li>- Interpersonal Skills;</li> <li>- Effective communication skills;</li> <li>- Time Management Skills;</li> <li>- Decision making Skills;</li> <li>- Computer Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- High analytical &amp; Complex Problem solving Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |
|                                                   | Financial Analysis Officer | Financial Analysis Officer                                    | <p>A0 in Finance, Economics, Accounting, Management</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Detailed knowledge of financial and Audit Standards, HR &amp; Financial Regulations, Procedures ;</li> <li>- Financial software;</li> <li>- Planning Skill;</li> <li>- High Analytical skills;</li> <li>- Report writing and presentation skills.</li> <li>- Time management skills;</li> <li>- Excellent problem-solving skills and clear logical thinking;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 3             |

| Administrative unit                                   | Title of Job position                            | Title of Job position linked to Job                               | Job Profile (Qualifications, experiences, key technical skills and competencies)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Proposed Jobs |
|-------------------------------------------------------|--------------------------------------------------|-------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                                                       | Audit                                            | Auditor                                                           | <p>A0 in Finance, Accounting, Management</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Detailed knowledge of financial and Audit Standards, HR &amp; Financial regulations, Procedures and Financial software;</li> <li>- Planning Skill;</li> <li>- High Analytical skills;</li> <li>- Report writing and presentation skills.</li> <li>- Time management skills;</li> <li>- Excellent problem-solving skills and clear logical thinking;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 6             |
| Non-Credit and Savings Cooperatives Coordination Unit | Non-Credit and Savings Cooperatives Coordination | Director of Non-Credit and Savings Cooperatives Coordination Unit | <p>A0 in Commerce, Economics, Agribusiness, Entrepreneurship, Business Administration with 3 years of working experience; Or Master or Equivalent in Commerce, Economics Agribusiness, Entrepreneurship, Business Administration, with 1 year of working Experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Cooperative Sector;</li> <li>- Knowledge in Project planning and Management;</li> <li>- Deep understanding of Cooperatives laws and regulations ;</li> <li>- Leadership skills;</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven;</li> <li>- Interpersonal Skills;</li> <li>- Effective communication skills;</li> <li>- Time Management Skills;</li> <li>- Decision making Skills;</li> <li>- Computer Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- High analytical &amp; Complex Problem solving Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative unit                 | Title of Job position | Title of Job position linked to Job             | Job Profile (Qualifications, experiences, key technical skills and competencies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|-------------------------------------|-----------------------|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                                     | Audit                 | Auditor                                         | <p>A0 in Finance, Accounting, Management</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Detailed knowledge of financial and Audit Standards, HR &amp; Financial regulations, Procedures and Financial software;</li> <li>- Planning Skill;</li> <li>- High Analytical skills;</li> <li>- Report writing and presentation skills.</li> <li>- Time management skills;</li> <li>- Excellent problem-solving skills and clear logical thinking;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                | 8             |
|                                     |                       | S-Total                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 20            |
| Legal Affairs and Registration Unit | Director of Unit      | Director of Legal Affairs and Registration Unit | <p>A0 in Law with 3 years of working experience or Master's Degree in Law with 1 year of working experience</p> <p><u>Key Technical skills and Knowledge required :</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Cooperative Sector</li> <li>- High analytical and problem solving skills;</li> <li>- Legal research and analysis in complex areas of law;</li> <li>- Knowledge of Substantive Law and Legal Procedures;</li> <li>- Decision making skills;</li> <li>- Experience in contract drafting and negotiation;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul> | 1             |



| Administrative unit | Title of Job position | Title of Job position linked to Job | Job Profile (Qualifications, experiences, key technical skills and competencies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|---------------------|-----------------------|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Arbitration Office    | Arbitration Officer                 | <p>AO in Law.</p> <p><u>Key Technical skills and Knowledge required :</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Cooperative Sector</li> <li>- High analytical and problem solving skills;</li> <li>- Legal research and analysis in complex areas of law;</li> <li>- Knowledge of Substantive Law and Legal Procedures;</li> <li>- Decision making skills;</li> <li>- Experience in arbitration, mediation and negotiation;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul> | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative unit                      | Title of Job position                              | Title of Job position linked to Job                        | Job Profile (Qualifications, experiences, key technical skills and competencies)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Proposed Jobs |
|------------------------------------------|----------------------------------------------------|------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                                          | Legal Status Application Analysis and Registration | Legal Status Application Analysis and Registration Officer | <p>A0 in Law .</p> <p><u>Key Technical skills and Knowledge required :</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Cooperative Sector</li> <li>- High analytical and problem solving skills;</li> <li>- Legal research and analysis in complex areas of law;</li> <li>- Knowledge of Cooperatives and Company Law;</li> <li>- Decision making skills;</li> <li>- Experience in contract drafting and negotiation;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 3             |
|                                          | S-Total                                            |                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 5             |
| Planning and Cooperatives Promotion Unit | Director of Unit                                   | Director of Planning and Cooperatives Promotion Unit       | <p>A0 in Economics, Management, Development Studies, Project Management, Business Administration with 3 years of working experience; Or Master' or Equivalent in Economics, Management, Development Studies, Project Management, Business Administration with 1 year of working experience</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Cooperative Sector</li> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Knowledge in Cooperatives Management and development;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative unit | Title of Job position | Title of Job position linked to Job | Job Profile (Qualifications, experiences, key technical skills and competencies)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Proposed Jobs |
|---------------------|-----------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Planning, M&E Office  | Planning, M&E Officer               | <p>A0 in Economics, Management, Development Studies, Project Management, Business Administration</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of Rwanda's Public service and Labour Sector Policies and Strategies;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Statistics            | Statistician                        | <p>A0 in Statistics, Applied Mathematics, Economics</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep understanding of Research Methodologies and Statistics Concepts;</li> <li>- Knowledge of Rwanda's Trade and Industrial Policies and Strategies;</li> <li>- Knowledge of various statistical software packages;</li> <li>- Knowledge to Prepares and publishes statistical and technical reports and research papers;</li> <li>- Knowledge of the theory, systems and application of statistical research methodology;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>                                                                                                                              | 1             |

| Administrative unit | Title of Job position              | Title of Job position linked to Job        | Job Profile (Qualifications, experiences, key technical skills and competencies)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Proposed Jobs |
|---------------------|------------------------------------|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Research and Curricula Development | Research and Curricula Development Officer | <p>A0 in Economics, Agribusiness , Entrepreneurship, Education Science, Development Studies</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Cooperatives system;</li> <li>- Knowledge of curricula development technics;</li> <li>- Knowledge and functional in technical writing;</li> <li>- Knowledgeable and experienced in applying adult learning principles;</li> <li>- Ability to manage multiple tasks;</li> <li>- Good organization skills and time management skills;</li> <li>- Ability to be flexible and solve problems;</li> <li>- Strong proof reading skills;</li> <li>- High analytical &amp; Complex Problem solving Skills;</li> <li>- Interpersonal Skills;</li> <li>- Effective communication skills;</li> <li>- Time Management Skills;</li> <li>- Computer Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative unit | Title of Job position | Title of Job position linked to Job | Job Profile (Qualifications, experiences, key technical skills and competencies)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Proposed Jobs |
|---------------------|-----------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Capacity Building     | Capacity Building Officer           | <p>A0 in HR Management, Public Administration, Administrative Sciences, Management, Economics, Agribusiness, Education Science</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Cooperatives system;</li> <li>- Strong ability to impart knowledge and skills;</li> <li>- Strong proposal and report writing skills;</li> <li>- Good judgement ;</li> <li>- Sensitive and patient approach to advising and mentoring</li> <li>- Knowledge and experience in applying adult learning and Training principles;</li> <li>- Ability to manage multiple tasks;</li> <li>- Good organization skills and time management skills;</li> <li>- Ability to be flexible and solve problems;</li> <li>- High analytical &amp; Complex Problem solving Skills;</li> <li>- Interpersonal Skills;</li> <li>- Effective communication skills;</li> <li>- Time Management Skills;</li> <li>- Computer Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | S-Total               |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 5             |

| Administrative unit     | Title of Job position        | Title of Job position linked to Job | Job Profile (Qualifications, experiences, key technical skills and competencies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Proposed Jobs |
|-------------------------|------------------------------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Cooperatives Inspection | Chief Cooperatives Inspector | Chief Cooperatives Inspector        | <p>A0 in Economics, Agribusiness, Entrepreneurship, Management, Development Studies, Administrative Sciences, Political Sciences, Commerces, Business Administration, Public Administration, Finance, Marketing;</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Cooperative Sector</li> <li>- Leadership and management skills</li> <li>- Good organization skills and time management skills;</li> <li>- Ability to be flexible and solve problems;</li> <li>- High analytical &amp; Complex Problem solving Skills;</li> <li>- Collaboration skills (Influence, build relationships, manage conflicts, negotiate );</li> <li>- Excellent communication, organisation and interpersonal skills;</li> </ul>                             | 5             |
|                         | Inspector                    | Inspector                           | <p>A0 in Economics, Agribusiness, Entrepreneurship, Management, Development Studies, Administrative Sciences, Political Sciences, Commerces, Business Administration, Public Administration, Finance, Marketing;</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Cooperative Sector</li> <li>- Leadership and management skills</li> <li>- Good organization skills and time management skills;</li> <li>- Ability to be flexible and solve problems;</li> <li>- High analytical &amp; Complex Problem solving Skills;</li> <li>- Collaboration skills (Influence, build relationships, manage conflicts, negotiate );</li> <li>- Excellent communication, organisation and interpersonal skills;</li> <li>- Computer skills.</li> </ul> | 12            |
|                         | S-Total                      |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 17            |

| Administrative unit             | Title of Job position | Title of Job position linked to Job         | Job Profile (Qualifications, experiences, key technical skills and competencies)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Proposed Jobs |
|---------------------------------|-----------------------|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Administration and Finance Unit | Director of Unit      | Director of Administration and Finance Unit | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA); Or A0 Public Finance, Finance, Accounting or Management with specialization in Finance/Accounting with 3 years of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's financial management standards and procedures;</li> <li>- Knowledge of Accounting principles and practices and financial data reporting.</li> <li>- Knowledge of Rwanda Public Financial Law;</li> <li>- Leadership and management skills;</li> <li>- Planning and organisational, Budgeting skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Time management Skills</li> <li>- Interviewing Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Problem solving;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                                 | Accountant            | Accountant                                  | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Knowledge to analyse complex financial information &amp; Produce reports;</li> <li>- Deep understanding of financial accounts;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- High Analytical Skills;</li> <li>- Interpersonal skills;</li> <li>- Time management Skills;</li> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                         | 2             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative unit | Title of Job position | Title of Job position linked to Job | Job Profile (Qualifications, experiences, key technical skills and competencies)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Proposed Jobs |
|---------------------|-----------------------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Human Resources       | Human Resources Officer             | <p>A0 in Human Resource Management, Management, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources;</li> <li>- Knowledge in the Development of Human Resources Policies and procedures</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Logistics             | Logistics Officer                   | <p>A0 in Store Management, Management, Accounting, Finance, Economics, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Management of Material Resources;</li> <li>- Knowledge of supply chain management;</li> <li>- Organizational Skills;</li> <li>- Computer Skills;</li> <li>- Communication Skills;</li> <li>- Report writing &amp; Presentation Skills;</li> <li>- Analytical Skills;</li> <li>- Interpersonal Skills;</li> <li>- Time management Skills;</li> <li>- Negotiation Skills;</li> <li>- Team working Skills</li> <li>- Problem Solving Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>                                                                                                                                         | 1             |



| Administrative unit | Title of Job position      | Title of Job position linked to Job | Job Profile (Qualifications, experiences, key technical skills and competencies)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Proposed Jobs |
|---------------------|----------------------------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Archives and Documentation | Archives and Documentation Officer  | <p>A0 in Library &amp; information Science or A1 in Library &amp; information Science, Office Management, Biblioteconomy</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-proficiency in information technology;</li> <li>-Computer literacy;</li> <li>- Bokkeeping Skills;</li> <li>-Knowledge of integrated document management</li> <li>-Knowledge of archive management software</li> <li>-Knowledge of the documentation management system(DMS) would be an advantage.</li> <li>- Organizational Skills;</li> <li>- Interpersonal Skills;</li> <li>- Planning Skills;</li> <li>- Communication Skills;</li> <li>- Report writting &amp; Presentation skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative unit | Title of Job position                  | Title of Job position linked to Job    | Job Profile (Qualifications, experiences, key technical skills and competencies)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Proposed Jobs |
|---------------------|----------------------------------------|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Database and Application Administrator | Database and Application Administrator | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, 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, MCSD, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's ICT policies and strategies;</li> <li>- Highly proficient with Microsoft Windows operating systems</li> <li>- Proficient in Microsoft Office products</li> <li>- Proficient in basic networking protocols and standards</li> <li>- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;</li> <li>- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

| Administrative unit | Title of Job position            | Title of Job position linked to Job | Job Profile (Qualifications, experiences, key technical skills and competencies)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Proposed Jobs |
|---------------------|----------------------------------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | System and Network Administrator | System and Network Administrator    | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, 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</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's ICT policies and strategies;</li> <li>- Highly proficient with Microsoft Windows operating systems</li> <li>- Proficient in Microsoft Office products</li> <li>- Proficient in basic networking protocols and standards</li> <li>- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;</li> <li>- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

| Administrative unit | Title of Job position | Title of Job position linked to Job | Job Profile (Qualifications, experiences, key technical skills and competencies)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|-----------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | 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><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Analytical &amp; Problem solving Skills;</li> <li>- Decision Making Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative unit | Title of Job position   | Title of Job position linked to Job | Job Profile (Qualifications, experiences, key technical skills and competencies)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Proposed Jobs |
|---------------------|-------------------------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Secretariat in DAF Unit | Secretary in DAF Unit               | <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 &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Analytical &amp; Problem solving Skills;</li> <li>- Decision Making Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
| S/Total             |                         |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 10            |
| Grand / Total       |                         |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 65            |

**Bibonywe kugira ngo bishyirwe ku migereka y'Iteka rya Minisitiri w'Intebe n°70/03 ryo ku wa 27/2/2015 rigena imbonerahamwe y'Imyanya y'Imirimo, Imishahara n'ibindi bigenerwa Abakozi mu Kigo cy'Igihugu gishinzwe Guteza imbere Amakoperative**

Kigali, ku wa 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywekandibishyizweho Ikirangocya Repubulika :**

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

**Seen to be annexed to Prime Minister's order n°70/03 of 27/2/2015 determining Organizational Structure, Salaries and fringe benefits for employees of Rwanda Cooperative Agency**

Kigali, on 27/2/2015

(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 annexés à l'Arrêté du Premier Ministre n° 70/03 du 27/2/2015 déterminant la Structure Organisationnelle, Salaires et autres avantages accordés au personnel de l'Agence Rwandaise de Coopérative**

Kigali, le 27/2/2015

(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  
MINISITIRI W'INTEBE N<sup>0</sup> 70/03 RYO KU  
WA 27/2/2015 RIGENA  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MU KIGO  
CY'IGIHUGU GISHINZWE GUTEZA  
IMBEREAMAKOPERATIVE

ANNEX III TO THE PRIME MINISTER'S  
ORDER N<sup>0</sup> 70/03 OF 27/2/2015  
DETERMINING ORGANIZATIONAL  
STRUCTURE, SALARIES AND FRINGE  
BENEFITS FOR EMPLOYEES OF  
RWANDA COOPERATIVE AGENCY

ANNEXE III A L'ARRETE DU PREMIER  
MINISTRE N<sup>0</sup> 70/03 DU 27/2/2015  
DETERMINANT LA STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AUTRES AVANTAGES ACCORDES AU  
PERSONNEL DE L'AGENCE  
RWANDAISE DE COOPERATIVE

RWANDA COOPERATIVE AGENCY (RCA) - SALARY STRUCTURE

| POST                                                             | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|------------------------------------------------------------------|-----|-------|-------|-----------------------------|
| Director General of RCA                                          | 441 | F     | 2869  | 1,613,167                   |
| Cooperatives Inspection Division Manager                         | 400 | 2.III | 1890  | 1,082,378                   |
| Director of Administration and Finance                           | 400 | 3.II  | 1369  | 784,008                     |
| Director of Credit and Saving Cooperatives Coordination Unit     | 400 | 3.II  | 1369  | 784,008                     |
| Director of Non-Credit and Saving Cooperatives Coordination Unit | 400 | 3.II  | 1369  | 784,008                     |
| Director of Legal Affairs & Registration Unit                    | 400 | 3.II  | 1369  | 784,008                     |
| Director of Planning & Cooperatives Promotion Unit               | 400 | 3.II  | 1369  | 784,008                     |
| Cooperatives Development Strategy Specialist                     | 400 | 3.II  | 1369  | 784,008                     |
| HRM Specialist                                                   | 400 | 3.II  | 1369  | 784,008                     |
| Legal Affairs                                                    | 400 | 4.III | 1313  | 744,659                     |
| Human Resource Officer                                           | 400 | 4.II  | 1141  | 647,110                     |
| Public Relations Officer                                         | 400 | 4.II  | 1141  | 647,110                     |
| Chief Cooperatives Inspector EAST                                | 400 | 4.II  | 1141  | 647,110                     |
| Chief Cooperatives Inspector CoK                                 | 400 | 4.II  | 1141  | 647,110                     |
| Chief Cooperatives Inspector WEST                                | 400 | 4.II  | 1141  | 647,110                     |
| Chief Cooperatives Inspector NORTH                               | 400 | 4.II  | 1141  | 647,110                     |
| Chief Cooperatives Inspector SOUTH                               | 400 | 4.II  | 1141  | 647,110                     |
| Logistics Officer                                                | 400 | 5.II  | 951   | 539,353                     |
| System & Network Administrator Officer                           | 400 | 5.II  | 951   | 539,353                     |
| Database & Application Officer                                   | 400 | 5.II  | 951   | 539,353                     |
| Internal Auditor                                                 | 400 | 5.II  | 951   | 539,353                     |
| Procurement Officer                                              | 400 | 5.II  | 951   | 539,353                     |
| Accountant                                                       | 400 | 5.II  | 951   | 539,353                     |
| Financial Analysis Officer                                       | 400 | 5.II  | 951   | 539,353                     |
| Auditors of Credit and Saving Cooperatives                       | 400 | 5.II  | 951   | 539,353                     |



| POST                                                     | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|----------------------------------------------------------|-----|-------|-------|-----------------------------|
| Auditors of Non-Credit and saving Cooperative            | 400 | 5.II  | 951   | 539,353                     |
| Arbitration Officer                                      | 400 | 5.II  | 951   | 539,353                     |
| Legal Status Application Analysis & Registration Officer | 400 | 5.II  | 951   | 539,353                     |
| Planning, Monitoring & Evaluation Officer                | 400 | 5.II  | 951   | 539,353                     |
| Statistician                                             | 400 | 5.II  | 951   | 539,353                     |
| Research & Curricula Developement Officer                | 400 | 5.II  | 951   | 539,353                     |
| Capacity Building Officer                                | 400 | 5.II  | 951   | 539,353                     |
| Inspector EAST                                           | 400 | 5.II  | 951   | 539,353                     |
| Inspector CoK                                            | 400 | 5.II  | 951   | 539,353                     |
| Inspector West                                           | 400 | 5.II  | 951   | 539,353                     |
| Inspector North                                          | 400 | 5.II  | 951   | 539,353                     |
| Inspector South                                          | 400 | 5.II  | 951   | 539,353                     |
| Administrative Assistant of DG                           | 400 | 5.II  | 951   | 539,353                     |
| Archives & Documentation Officer                         | 400 | 6.II  | 793   | 449,744                     |
| Head of Central Secretariat                              | 400 | 7.II  | 660   | 374,314                     |
| Secretary to DAF Unit                                    | 400 | 8.II  | 508   | 288,109                     |

**Bibonywe kugira ngo bishyirwe ku migereka y'Iteka rya Minisitiri w'Intebe n°70/03 ryo ku wa 27/2/2015 rigena imbonerahamwe y'Imyanya y'Imirimo, Imishahara n'ibindi bigenerwa Abakozi mu Kigo cy'Igihugu gishinzwe Guteza imbere Amakoperative**

Kigali, ku wa 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywekandibishyizweho Ikirangocya Repubulika :**

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

**Seen to be annexed to Prime Minister's order n°70/03 of 27/2/2015 determining Organizational Structure, Salaries and fringe benefits for employees of Rwanda Cooperative Agency**

Kigali, on 27/2/2015

(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 annexés à l'Arrêté du Premier Ministre n° 70/03 du 27/2/2015 déterminant la Structure Organisationnelle, Salaires et autres avantages accordés au personnel de l'Agence Rwandaise de Coopérative**

Kigali, le 27/2/2015

(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

ITEKA RYA MINISITIRI W'INTEBE N°71/03 RYO KU WA 27/2/2015 RIGENA IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'IKIGO CYA GISIRIKARE CY'UBWISHINGIZI KU NDWARA (MMI)

PRIME MINISTER'S ORDER N°71/03 OF 27/2/2015 DETERMINING ORGANIZATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE MILITARY MEDICAL INSURANCE (MMI)

ARRETE DU PREMIER MINISTRE N°71/03 DU 27/2/2015 PORTANT STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DE L'ASSURANCE MALADIE DES MILITAIRES

ISHAKIRO

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**ITEKA RYA MINISITIRI W'INTEBE N°71/03 RYO KU WA 27/2/2015 RIGENA IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'IKIGO CYA GISIRIKARE CY'UBWISHINGIZI KU NDWARA (MMI)**

**PRIME MINISTER'S ORDER N°71/03 OF 27/2/2015 DETERMINING ORGANIZATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE MILITARY MEDICAL INSURANCE (MMI)**

**ARRETE DU PREMIER MINISTRE N°71/03 DU 27/2/2015 PORTANT STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL DE L'ASSURANCE MALADIE DES MILITAIRES**

**Minisitiri w'Intebe;**

**The Prime Minister;**

**Le Premier Ministre ;**

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

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 37, 118, 119, 121 and 201;

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 ;

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;

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

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

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;

Having reviewed 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;

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 ;

Asubiye ku Iteka rya Minisitiri w'Intebe n° 34/03 ryo kuwa 19/06/2012 rigena imbonerahamwe n'incamake y'imyanya y'imirimo by'ikigo cya Gisirikare cy'Ubwishingizi ku Ndwarwa

Having reviewed the Prime Minister's Order n° 34/03 of 19/06/2012 determining the organizational structure and summary of job positions of the Military Medical Insurance;

Revu l'Arrêté du Premier Ministre n° 34/03 du 19/06/2012 déterminant la structure organisationnelle et la synthèse des emplois de l'Assurance Maladie des Militaires ;

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

On proposal by the Minister of Public Service and Labour;

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

Inama y'Abaminisitiri yateranye ku wa 29/07/2014 imaze kubisuzuma no kubyemeza.

After consideration and approval by the Cabinet in session of 29/07/2014;

Après examen et adoption par le Conseil des Ministres en sa séance du 29/07/2014 ;

**ATEGETSE:**

**HEREBY ORDERS:**

**ARRETE :**

**Ingingo ya mbere: icyo iri teka rigamije**

**Article One: Purpose of this Order**

**Article premier : Objet du présent arrêté**

Iri teka rishyiraho imbonerahamwe y'imyanya

This Order determines the Organizational Structure,

Le présent arrêté détermine la structure

y'Imirimo, imishahara n'ibindi bigenerwa Abakozi b'Ikigo cya Gisirikare cy'Ubwishingizi ku Ndware (MMI).

**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 cya Gisirikare cy'Ubwishingizi ku Ndware (MMI) biri ku mugereka wa I n'uwa II y'iri teka.

**Ingingo 3: Igenwa ry'umushahara**

Imishahara y'Abakozi b'Ikigo cya Gisirikare cy'Ubwishingizi ku Ndware (MMI) 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 cya Gisirikare cy'Ubwishingizi ku Ndware (MMI) biri ku mugereka wa III w'iri teka.

**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 cya mbere cy'iyi ngingo ntigenerwa Umuyobozi Mukuru uri ku

salaries and fringe benefits for employees of the Military Medical Insurance (MMI).

**Article 2: Organizational structure and job profiles**

The organizational structure and job profiles for the Military Medical Insurance (MMI) are respectively on annex I and II of this Order.

**Article 3: Determination of the salary**

Salaries for employees of the Military Medical Insurance (MMI) 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 Military Medical Insurance (MMI) are on annex III to this Order.

**Article 4: Composition of the gross salary**

The monthly gross salary of the authorities and employees 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 Paragraph One of this Article shall not be granted to Director

organisationnelle, salaires et avantages accordés aux personnels de l'Assurance Maladie des Militaires (MMI).

**Article 2 : Structure organisationnelle et profils d'emploi**

La structure organisationnelle et les profils d'emplois de de l'Assurance Maladie des Militaires (MMI) sont respectivement aux annexes I et II du présent arrêté.

**Article 3 : Détermination du salaire**

Les salaires accordés aux agents de l'Assurance Maladie des Militaires (MMI) 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 dans l'Assurance Maladie des Militaires (MMI) sont à l'annexe III du présent arrêté.

**Article 4 : Composition du salaire brut**

Le salaire brut mensuel des dirigeants et des agents 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 visée au premier alinéa du précédent article n'est pas allouée au Directeur

rwego rw'umurimo rwa "F" woroherezwa ingendo 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.

General positioned on level "F" 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.

Général Agent de l'Etat au poste de niveau "F" pour lequel 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.

**Ingingo ya 5: Ibindi bigenerwa Umuyobozi Mukuru wa MMI**

**Article 5: Fringe benefits for the Director General of MMI**

**Article 5: Avantages alloués au Directeur Général du MMI**

Umuyobozi Mukuru wa MMI agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

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

Le Directeur Général du MMI bénéficie des avantages suivants :

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 (100.000 Frw) buri kwezi;

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

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

2 ° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200.000 frw) buri kwezi anyura kuri konti y'urwego bireba;

2 ° office guest's entertainment allowance of two hundred thousand Rwandan francs (200,000 Rwf) per month and transferred to the institution's account;

2 ° les frais de représentation au service équivalent à deux cent mille francs rwandais (200.000 Frw) chaque mois et domiciliés au compte de l'institution concernée ;

3 ° Leta imworohera 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 in charge of 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 Abayobozi b'Amashami n'Abakozi bari ku rwego rw'imirimo rwa "3"**

**Article 6: Fringe benefits for Directors of Units and officials on "3" job classification level**

**Article 6: Avantages alloués aux Directeurs d'Unités et fonctionnaires aux postes de niveau "3"**

Abayobozi b'Amashami n'abakozi bari ku rwego rw'imirimo rwa "3" bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

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

Les directeurs d'Unités et cadres au postes de niveau "3" bénéficient chacun d'autres avantages comme suit :

1 ° amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo itatu y'u Rwanda

1 ° a mobile phone communication allowance of thirty thousand Rwandan francs (Rwf)

1 ° les frais de communication par téléphone portable équivalent à trente mille francs

(30.000 Frw) buri kwezi;

30,000) per month;

rwandais (30.000 Frw) par mois ;

2 ° indamunite yihariye y’urugendo hakurikijwe amabwiriza ya Minisitiri ufite Abakozi ba Leta mu nshingano ze.

2 ° a special transport allowance as determined by the instructions of the Minister responsible for public service.

2 ° l’indemnité spéciale de transport conformément aux Instructions du Ministre ayant la fonction publique dans ses attributions.

Abayobozi b’Amashami bari ku rwego rw’imirimo rwa “3” 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.

Directors of Units on level “3” 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.

Les Directeurs d’Unités aux postes de niveau “3” 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

**Ingingo ya 7: Indamunite y’urugendo rw’imodoka**

**Article 7: Mileage allowance**

**Article 7: Indemnité kilométrique**

Iyo Umuyobozi Mukuru uri ku rwego rwa F agiye mu butumwa imbere mu Gihugu akoresheje imodoka ye, Leta imugenera indamunite y’urugendo hakurikijwe ibiteganywa n’Amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

When a Director General on level F goes on official mission inside the country by using her/his own vehicle, the State pay her/him mileage allowances specified in the relevant Ministerial Instructions issued by the Minister in charge of transport.

Lorsqu’un Directeur Général au poste de niveau F va en mission officielle à l’intérieur du pays en utilisant sa/son propre véhicule ; l’Etat lui octroie des indemnités kilométriques conformément aux Instructions du Ministre ayant le transport dans ses attributions.

**Ingingo ya 8: Abashinzwe kubahiriza iri teka**

**Article 8: Authorities responsible for the implementation of this Order**

**Article 8: Autorités chargées de l’exécution du présent arrêté**

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

The Minister of Defense, 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.

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

**Ingingo ya 9: Ivanwaho ry’ingingo zinyuranyije n’iri teka**

**Article 9: Repealing provision**

**Article 9 : Disposition abrogatoire**

Ingingo zose z’amateka abanziriza iri kandi zinyuranyije na ryo bivanyweho.

All prior provisions contrary to this Order are hereby repealed.

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

**Ingingo ya 10: Igihe iteka ritangira gukurikizwa**

Iri teka ritangira gukurikizwa ku munsu ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera kuwa 29/07/2014.

Kigali ku wa 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika :**

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

**Article 10: Commencement**

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes an effect as of 29/07/2014.

Kigali on 27/2/2015

(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

**Article 10 : Entrée en vigueur**

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il sort ses effets à partir du 29/07/2014.

Kigali le 27/2/2015

(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

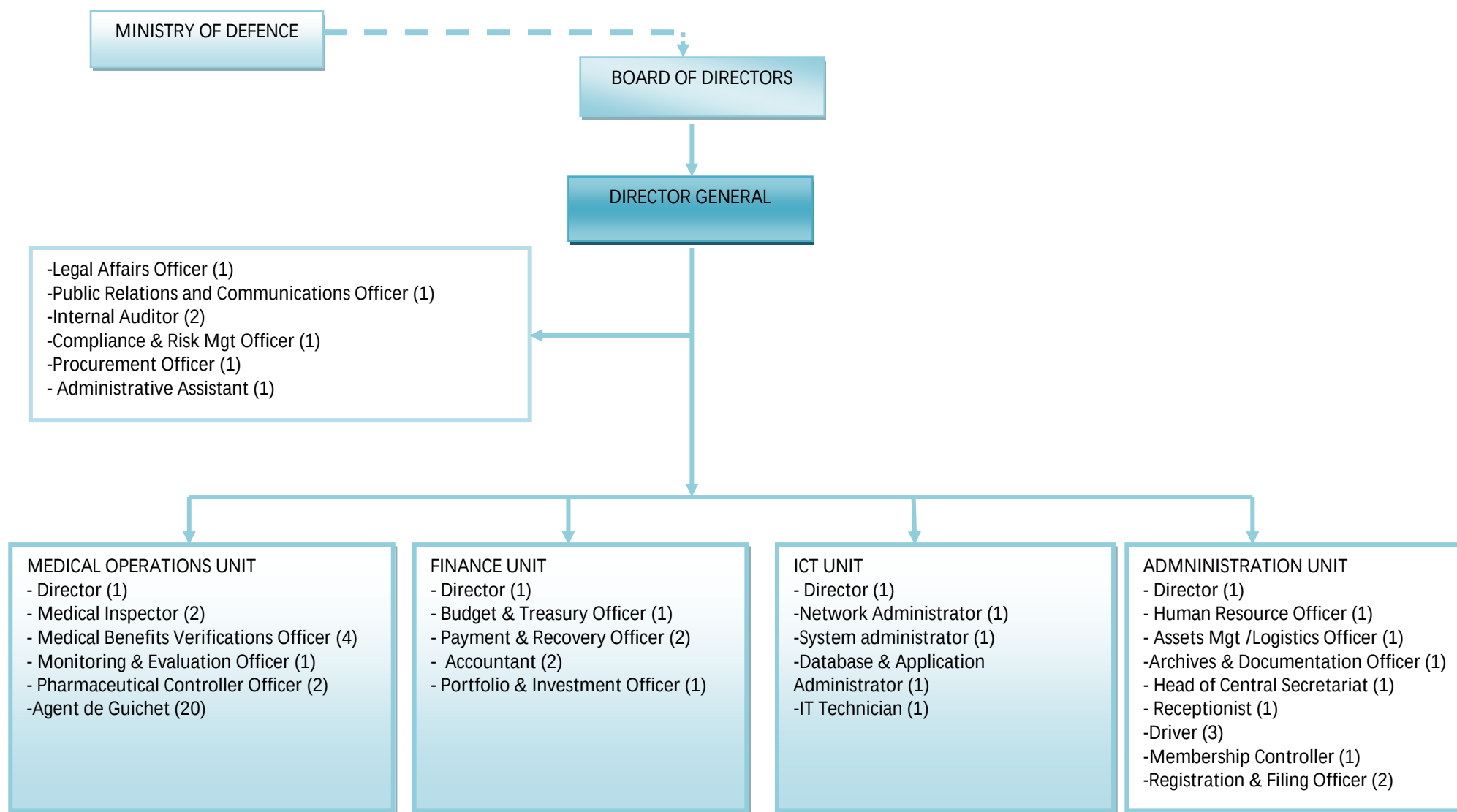


**UMUGEREKA WA I W' ITEKA RYA MINISITIRI  
W'INTEBE N°71/03 RYO KU WA 27/2/2015  
RIGENA IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI B'IKIGO CYA  
GISIRIKARE CY'UBWISHINGIZI KU NDWARA  
(MMI)**

**ANNEX I TO PRIME MINISTER'S ORDER N°  
71/03 OF 27/2/2015 DETERMINING  
ORGANIZATIONAL STRUCTURE, SALARIES  
AND FRINGE BENEFITS FOR EMPLOYEES  
OF THE MILITARY MEDICAL INSURANCE  
(MMI)**

**ANNEXE I DE L'ARRETE DU PREMIER  
MINISTRE N° 71/03 DU 27/2/2015 PORTANT  
STRUCTURE ORGANISATIONNELLE,  
SALAIRES ET AVANTAGES ACCORDES AU  
PERSONNEL DE L'ASSURANCE MALADIE  
DES MILITAIRES (MMI)**

*Official Gazette No. Special Bis of 28/02/2015*  
**MILITARY MEDICAL INSURANCE - ORGANIZATIONAL CHART**



**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 71/03 ryo ku wa 27/2/2015 rigena Imbonerahamwe y'Imyanya y'Imirimo, Imishahara n'ibindi bigenerwa Abakozi b'Ikigo b'Ikigo cya Gisirikare cy'Ubwishingizi ku Ndwarwa (MMI)**

Kigali, ku wa 27/2/2015

**(sé)**  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

**(sé)**  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika :**

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

**Seen to be annexed to Prime Minister's Order n° 71/03 of 27/2/2015 determining Organizational Structure, salaries and fringe benefits for employees of the Military Medical Insurance (MMI)**

Kigali, on 27/2/2015

**(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° 71/03 du 27/2/2015 portant structure organisationnelle, les salaires et autres avantages accordés au personnel de l'Assurance Maladie des Militaires (MMI)**

Kigali, le 27/2/2015

**(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 ITEKA RYA MINISITIRI  
W'INTEBE N°71/03 RYO KU WA 27/2/2015  
RIGENA IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI B'IKIGO CYA  
GISIRIKARE CY'UBWISHINGIZI KU NDWARA  
(MMI)

ANNEX II TO PRIME MINISTER'S ORDER N°  
71/03 OF 27/2/2015 DETERMINING  
ORGANIZATIONAL STRUCTURE, SALARIES  
AND FRINGE BENEFITS FOR EMPLOYEES  
OF THE MILITARY MEDICAL INSURANCE  
(MMI)

ANNEXE II DE L'ARRETE DU PREMIER  
MINISTRE N°71/03 DU 27/2/2015 PORTANT  
STRUCTURE ORGANISATIONNELLE,  
SALAIRES ET AVANTAGES ACCORDES AU  
PERSONNEL DE L'ASSURANCE MALADIE  
DES MILITAIRES (MMI)

**Official Gazette No. Special Bis of 28/02/2015**

**MILITARY MEDICAL INSURANCE (MMI) - JOB PROFILES**

| Administrative Unit            | Job Title                | Type of Job position linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Proposed jobs |
|--------------------------------|--------------------------|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Office of the Director General | Director General         | Director General                       | Political Appointee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 1             |
|                                | Legal Affairs            | Legal Affairs Officer                  | <p>A0 in Law</p> <p><u>Key Technical skills and Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High analytical and problem solving skills;</li> <li>- Legal research and analysis in complex areas of law;</li> <li>- Knowledge of Substantive Law and Legal Procedures;</li> <li>- Decision making skills;</li> <li>- Experience in contract drafting and negotiation;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and/or French</li> </ul>             | 1             |
|                                | Administrative Assistant | Administrative Assistant               | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit | Job Title                        | Type of Job position linked to the Job   | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed jobs |
|---------------------|----------------------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Internal Auditor                 | Internal Auditor                         | Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 Finance, Accounting, Management specialized in Finance/Accounting<br><br><u>Key Technical Skills &amp; Knowledge required:</u><br>- Detailed knowledge of financial and Audit Standards, HR & Financial regulations, Procedures and Financial software;<br>- Planning Skill;<br>- High Analytical skills;<br>- Report writing and presentation skills.<br>- Time management skills;<br>- Excellent problem-solving skills and clear logical thinking;<br>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 2             |
|                     | Public Relations & Communication | Public Relations & Communication Officer | A0 in Communication, Journalism, International Relations, Marketing<br><br><u>Key technical skills and knowledge required:</u><br>- Excellent communication skills both orally and in writing<br>- Excellent interpersonal skills<br>- Report writing and presentation skills<br>- Computer skills<br>- Creativity and initiative<br>- Good organisational and time-management skills<br>- Teamworking skills<br>- Effective public relations and public speaking skills<br>- Interviewing skills<br>- Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage                                 | 1             |

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| Administrative Unit | Job Title                    | Type of Job position linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Proposed jobs |
|---------------------|------------------------------|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Procurement                  | Procurement Officer                    | <p>A0 in Procurement, Management, Accounting, Public Finance, Law, Economics.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High Analytical Skills;</li> <li>- Negotiation Skills;</li> <li>- Knowledge of basic business and purchasing practices;</li> <li>- Excellent Communication Skills;</li> <li>- Knowledge of state contracting laws, regulations and procedures;</li> <li>- Knowledge of grades, qualities, supply and price trends of commodities;</li> <li>- Time Management Skills;</li> <li>- Decision making Skills;</li> <li>- Computer Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 1             |
|                     | Compliance & Risk Management | Compliance and Risk Management Officer | <p>A0 in Project Management or Economics</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge in Risk Management policy, system and control,</li> <li>- High analytical and problem solving skills;</li> <li>- Knowledge and understanding of the potential risks;</li> <li>- Knowledge of Insurance policies and procedures;</li> <li>- Understanding of factors that create risks;</li> <li>- Risk detection skills;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> <li>- Focus on impact and results and respond positively to feedback</li> <li>- Advocate and provide policy advice at senior management level</li> <li>- Use mature professional judgment, reporting independently significant issues directly to senior executives and to the board of directors</li> <li>- Maintain confidentiality and exercise judgment with respect to sensitive information</li> <li>- Achieve consensus on weaknesses identified in processes for evaluation and risk management and ways to remedy them</li> <li>- Advance user of computers and office software packages; handling of web based management systems; and using Enterprise Resource Planning (ERP) systems such as Oracle</li> </ul> | 1             |

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| Administrative Unit     | Job Title        | Type of Job position linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Proposed jobs |
|-------------------------|------------------|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| S/Total                 |                  |                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 8             |
| Medical Operations Unit | Director of Unit | Director of Medical Operations Unit    | <p>A0 in Medicine with 3 years of working experience or Master's degree in Public health, Medicine, Nursing with 1 year of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep understanding and knowledge of Rwanda Health sector;</li> <li>- Extensive knowledge in corporate Planning of Medical affairs, and services;</li> <li>- Surgical operations skills;</li> <li>- Knowledge of medical and health care procedures;</li> <li>- Knowledge of Insurance policies and procedures;</li> <li>- Administrative skills;</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |



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| Administrative Unit | Job Title         | Type of Job position linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed jobs |
|---------------------|-------------------|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Medical Inspector | Medical Inspector                      | <p>A0 in Medicine</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Understanding and knowledge of Rwanda Health sector;</li> <li>- Knowledge of medical and health care procedures;</li> <li>- Knowledge and understanding of Good Clinical Practice;</li> <li>- Training skills in Medical Manufacturing and practice and good Laboratory Practices;</li> <li>- Training in administration procedures required for managing an inspection;</li> <li>- Medical writing skills; .</li> <li>- Administrative skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 2             |

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| Administrative Unit | Job Title                      | Type of Job position linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Proposed jobs |
|---------------------|--------------------------------|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Medical Benefits Verifications | Medical Benefits Verifications Officer | <p>A0 in Nursing or A1 in Nursing Sciences with 3 years of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Understanding and knowledge of Rwanda Health sector;</li> <li>- Knowledge of Health Insurance system;</li> <li>- Knowledge of medical and health care procedures;</li> <li>- Skills in many areas of medical billing, including claims and payment processing, medical coding, and medical terminology;</li> <li>- Training skills in Medical Manufacturing;</li> <li>- Training in administration procedures required for managing an inspection;</li> <li>- Medical writing skills; .</li> <li>- Administrative skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 4             |

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| Administrative Unit | Job Title                      | Type of Job position linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Proposed jobs |
|---------------------|--------------------------------|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Monitoring and Evaluation      | Monitoring and Evaluation Officer      | <p>A0 in Economics, Management, Development Studies, Project Management or Public health</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- Knowledge of organizational structure, workflow &amp; operation procedures;</li> <li>- Knowledge in Monitoring &amp; Evaluation Systems;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Complex Problem Solving;</li> <li>- Time management Skills;</li> <li>- High analytical Skills;</li> <li>- Teamworking Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>    | 1             |
|                     | Pharmaceutical Control Officer | Pharmaceutical Control Officer         | <p>A0 in Pharmacy</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Laws and regulations of Pharmacies in Rwanda;</li> <li>- Knowledge in conducting quality pharmaceutical inspection;</li> <li>- Skills in Pharmaceutical standards;</li> <li>- Skills in pharmaceutical ingredients, excipients and medicinal products;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- Knowledge of organizational structure, workflow &amp; operation procedures;</li> <li>- Knowledge in Monitoring &amp; Evaluation Systems;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Complex Problem Solving;</li> <li>- Time management Skills;</li> <li>- High analytical Skills;</li> <li>- Teamworking Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 2             |

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| Administrative Unit | Job Title        | Type of Job position linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Proposed jobs |
|---------------------|------------------|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Agent de Guichet | Agent de Guichet                       | <p>A1 or A2 in Nurse Sciences with 3 years of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both oral and in writing;</li> <li>- Excellent interpersonnal skills;</li> <li>- Report writting skills;</li> <li>- Creative &amp; Initiative skills;</li> <li>- Good Organizational and Time-management Skills,</li> <li>- Financial Management skills;</li> <li>- Team working Skills;</li> <li>- Effective Public relations &amp; Public speaking skills;</li> <li>- Negotiation skills;</li> <li>- Interviewing Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                            | 20            |
| S/Total             |                  |                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 30            |
| Finance Unit        | Director of Unit | Director of Finance Unit               | <p>A0 in Finance, Accounting, Management specialising in Finance, Accounting, or Professional Qualifications CPA, ACCA and 3 years of working experience or Master's Degree in Finance, Accounting, Management specialising in Finance, Accounting with 1 year of working experience.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's financial management standards and procedures;</li> <li>- Knowledge of Accounting principles and practices and financial data reporting;</li> <li>- Knowledge of Rwanda Public Financial Law;</li> <li>- Leadership and management skills;</li> <li>- Planning and organisational, Budgeting skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software (SMART IFMIS);</li> <li>- Time management Skills</li> <li>- Interviewing Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Problem solving;</li> <li>- Fluent in Kinyarwanda, English and/ or French</li> </ul> | 1             |

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| Administrative Unit | Job Title  | Type of Job position linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Proposed jobs |
|---------------------|------------|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Accountant | Accountant                             | <p>A0 in Accounting, Finance, Management specialising in Finance, Accounting or Professional Qualifications CPA, ACCA with 2 years of working experience</p> <p><u>Key technical skills and knowledge required</u></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis technics;</li> <li>- Planning and Organizational skills;</li> <li>- Communication skills;</li> <li>- IT skills, particularly in Financial software (SMART IFMIS)</li> <li>- Judgment and Decision Making skills;</li> <li>- Knowledge to analyse complex financial information and produce reports;</li> <li>- Ability to analyze, understand and discuss new program designs</li> <li>- Deep understanding of financial accounts ;</li> <li>- Complex Problem Solving;</li> <li>- Time management skills;</li> <li>- Teamworking skills;</li> <li>- Flexibility skills;</li> <li>- Interpersonal skills;</li> <li>- Fluent in Kinyarwanda, English and/or French Knowledge of all is an advantage</li> </ul> | 2             |

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| Administrative Unit | Job Title                      | Type of Job position linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed jobs |
|---------------------|--------------------------------|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Budget and Treasury management | Budget and Treasury Officer            | <p>A0 in Finance, Accounting and Management</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Deep understanding of financial accounts;</li> <li>- High Analytical Skills</li> <li>- Interpersonal skills;</li> <li>- Time management Skills</li> <li>- Complex Problem solving;</li> <li>-Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Payment & Recovery             | Payment & Recovery Officer             | <p>A0 in Accounting &amp; Finance</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge in financial business;</li> <li>- Knowledge of operating cash register and maintaining cash drawer;</li> <li>- Proven knowledge of processing exact and efficient sale and return transactions;</li> <li>- Planning skills;</li> <li>- Communication skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and/or French</li> </ul>                                                                                                                                                                                                                                | 2             |

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| Administrative Unit | Job Title              | Type of Job position linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Proposed jobs |
|---------------------|------------------------|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Portfolio & Investment | Portfolio & Investment Officer         | <p>A0 in Finance, Accounting, Management specialising in Finance, Accounting, Development Studies, Economics.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-Skills in originating, appraising and implementing projects;</li> <li>- Strong analytical and financial analysis skills;</li> <li>- Knowledge of principles and practices of Economic development concept;</li> <li>- Skills in dealing with development partners;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluency in Kinyarwanda, English and/ or French;</li> </ul> <p>knowledge of all is an advantage</p> | 1             |
| S/Total             |                        |                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 7             |

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| Administrative Unit | Job Title        | Type of Job position linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Proposed jobs |
|---------------------|------------------|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| ICT Unit            | Director of Unit | Director of ICT                        | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 3 years of working experience or Master's Degree in Computer Science, Software Engineering, Computer Engineering, Information Management System, Information and Communication Technology, Electronics and Telecommunication Engineering with 1 year of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Research and development ICT policies and strategies;</li> <li>- Highly proficient with Microsoft Windows operating systems</li> <li>- Proficient in Microsoft Office products</li> <li>- Proficient in basic networking protocols and standards</li> <li>- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;</li> <li>- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;</li> <li>- Leadership skills;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills a</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |



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| Administrative Unit | Job Title             | Type of Job position linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed jobs |
|---------------------|-----------------------|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Network Administrator | Network Administrator                  | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information Management System, Information and Communication Technology, 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><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Research and development ICT policies and strategies;</li> <li>- Highly proficient with Microsoft Windows operating systems</li> <li>- Proficient in Microsoft Office products</li> <li>- Proficient in basic networking protocols and standards</li> <li>- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;</li> <li>- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills a</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

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| Administrative Unit | Job Title            | Type of Job position linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Proposed jobs |
|---------------------|----------------------|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | System Administrator | System Administrator                   | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, 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><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Research and development ICT policies and strategies;</li> <li>- Highly proficient with Microsoft Windows operating systems</li> <li>- Proficient in Microsoft Office products</li> <li>- Proficient in basic networking protocols and standards</li> <li>- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;</li> <li>- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

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| Administrative Unit | Job Title                               | Type of Job position linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Proposed jobs |
|---------------------|-----------------------------------------|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Database and Application Administration | Database & Application Administrator   | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, 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><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's ICT Policies and Strategies;</li> <li>- Proficient in web application security and database security;</li> <li>- Knowledge of all database vendor versions;</li> <li>- Proficient in designing, writing, editing, and debugging programs and databases;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills a</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | ICT Technician                          | IT Technician                          | <p>A1 in Computer Engineering, Electromechanical Engineering, Electronics and Telecommunication or A2 in Computer Engineering, Electromechanical Engineering, Electronics and Telecommunication with 3 years of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's ICT Policies and Strategies;</li> <li>- Proficient in web application security and database security;</li> <li>- Knowledge of all database vendor versions;</li> <li>- Proficient in designing, writing, editing, and debugging programs and databases;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills a</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                            | 1             |
| S/Total             |                                         |                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 5             |

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| Administrative Unit | Job Title             | Type of Job position linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Proposed jobs |
|---------------------|-----------------------|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Administration Unit | Director              | Director of Administration Unit        | <p>A0 in HR Management, Management with specialization on Human Resource Management Public Administration, Administrative Sciences, with 3 years of working experience or Master's Degree in HR Management, Management with specialization on Human Resource Management, Administrative Sciences, Public Administration with 1 year of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep knowledge of Rwandan public service and labor laws;</li> <li>- Knowledge in Conflict Management;</li> <li>- knowledge of the regulations applying to payroll procedures;</li> <li>- Knowledge of human resources concepts, practices, policies, and procedures;</li> <li>- Problem Solving Skills;</li> <li>- Computer Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Interview Skills;</li> <li>- High analytical Skills;</li> <li>- Teamworking Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Membership Controller | Membership Controller                  | <p>A0 in Business Information Technology, Information Systems &amp; Management</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Insurance policies and procedures in Rwanda;</li> <li>- Knowledge in Administrative procedures;</li> <li>- Computer skills;</li> <li>- Analytical skills;</li> <li>- Financial management skills;</li> <li>- Computer skills;</li> <li>- Organizational Skills;</li> <li>- Interpersonal Skills;</li> <li>- Planning Skills;</li> <li>- Communication Skills;</li> <li>- Report writing &amp; Presentation skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                    | 1             |

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| Administrative Unit | Job Title             | Type of Job position linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed jobs |
|---------------------|-----------------------|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Registration & Filing | Registration & Filing Officer          | <p>A1 in Secretarial Studies, Office Management</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of the grossary of records management terms;</li> <li>- Knoweldge in Policy and procedures of Registration and Filing;</li> <li>- Knowledge in Administrative procedures;</li> <li>- Skills in data management and data dissemination;</li> <li>- Coordinate skills in registration activities;</li> <li>-Computer literacy;</li> <li>- Bookkeeping Skills;</li> <li>- Knowledge of integrated document management</li> <li>- Organizational Skills;</li> <li>- Interpersonal Skills;</li> <li>- Planning Skills;</li> <li>- Communication Skills;</li> <li>- Report writting &amp; Presentation skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                    | 2             |
|                     | Human Resources       | Human Resources Officer                | <p>A0 in Human Resource Management, Management, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources;</li> <li>- Knowledge in the Development of Human Resources Policies and procedures</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

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| Administrative Unit | Job Title                     | Type of Job position linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Proposed jobs |
|---------------------|-------------------------------|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Assets / Logistics Management | Assets / Logistics Management Officer  | <p>A0 in Store Management, Management, Finance, Accounting, Economics, Administrative Sciences, Public Administration</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Management of Material Resources;</li> <li>- Knowledge of supply chain management;</li> <li>- Organizational Skills;</li> <li>- Computer Skills;</li> <li>- Communication Skills;</li> <li>- Report writing &amp; Presentation Skills;</li> <li>- Analytical Skills;</li> <li>- Interpersonal Skills;</li> <li>- Time management Skills;</li> <li>- Negotiation Skills;</li> <li>- Team working Skills</li> <li>- Problem Solving Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                         | 1             |
|                     | Archives & Documentation      | Archives & Documentary Officer         | <p>A0 in Library &amp; information Science or A1 in Library &amp; Information system, Bibliotheconomy, Office Management</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Proficiency in information technology;</li> <li>- Computer literacy;</li> <li>- Bookkeeping Skills;</li> <li>- Knowledge of integrated document management</li> <li>- Knowledge of archive management software</li> <li>- Knowledge of the documentation management system(DMS) would be an advantage.</li> <li>- Organizational Skills;</li> <li>- Interpersonal Skills;</li> <li>- Planning Skills;</li> <li>- Communication Skills;</li> <li>- Report writing &amp; Presentation skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit | Job Title                   | Type of Job position linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed jobs |
|---------------------|-----------------------------|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Head of Central Secretariat | Head of Central Secretariat            | <p>A1 in Secretarial Studies, Office Management, Library and Information Science or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law, Library and Information Science</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Book keeping Skills;</li> <li>- Analytical &amp; Problem solving Skills;</li> <li>- Decision Making Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit | Job Title    | Type of Job position linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Proposed jobs |
|---------------------|--------------|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Receptionist | Receptionist                           | <p>A1 in Secretariat Studies, Office Management</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Knowledge in Customer care satisfaction;</li> <li>- Knowledge in Hospitality management;</li> <li>- Public speaking skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Book keeping Skills;</li> <li>- Analytical &amp; Problem solving Skills;</li> <li>- Decision Making Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Driver       | Driver                                 | <p>Driving License category B</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge in General Mechanics;</li> <li>- Strong customer service orientation;</li> <li>- Diligent attention to detail;</li> <li>- Diligent attention to safety.</li> <li>- Ability to work on own initiative;</li> <li>- Ability to interact with many types of people;</li> <li>- Ability to maintain an amiable presence;</li> <li>- Excellent verbal communication skills;</li> <li>- Teamworking Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                              | 3             |
| S/Total             |              |                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 12            |
| GRAND TOTAL         |              |                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 62            |



**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 71/03 ryo ku wa 27/2/2015 rigena Imbonerahamwe y'Imyanya y'Imirimo, Imishahara n'ibindi bigenerwa Abakozi b'Ikigo b'Ikigo cya Gisirikare cy'Ubwishingizi ku Ndwarwa (MMI)**

Kigali, ku wa 27/2/2015

**(sé)**  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

**(sé)**  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika :**

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

**Seen to be annexed to Prime Minister's Order n° 71/03 of 27/2/2015 determining Organizational Structure, salaries and fringe benefits for employees of the Military Medical Insurance (MMI)**

Kigali, on 27/2/2015

**(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° 71/03 du 27/2/2015 portant structure organisationnelle, les salaires et autres avantages accordés au personnel de l'Assurance Maladie des Militaires (MMI)**

Kigali, le 27/2/2015

**(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 ITEKA RYA MINISITIRI  
W'INTEBE N°71/03 RYO KU WA 27/2/2015  
RIGENA IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI B B'IKIGO CYA  
GISIRIKARE CY'UBWISHINGIZI KU NDWARA  
(MMI)

ANNEX III TO PRIME MINISTER'S ORDER  
N°71/03 OF 27/2/2015 DETERMINING  
ORGANIZATIONAL STRUCTURE, SALARIES  
AND FRINGE BENEFITS FOR EMPLOYEES  
OF THE MILITARY MEDICAL INSURANCE  
(MMI)

ANNEXE III DE L'ARRETE DU PREMIER  
MINISTRE N°71/03 DU 27/2/2015 PORTANT  
STRUCTURE ORGANISATIONNELLE,  
SALAIRES ET AVANTAGES ACCORDES AU  
PERSONNEL DE L'ASSURANCE MALADIE  
DES MILITAIRES (MMI)

**MMI SALARY STRUCTURE**

| POST                                       | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|--------------------------------------------|-----|-------|-------|-----------------------------|
| Director General                           | 500 | F     | 2869  | 1,828,988                   |
| Director of Medical Operations Unit        | 500 | 3.II  | 1369  | 980,010                     |
| Director of Finance Unit                   | 500 | 3.II  | 1369  | 980,010                     |
| Director of Administration Unit            | 500 | 3.II  | 1369  | 980,010                     |
| Director of ICT                            | 500 | 3.II  | 1369  | 980,010                     |
| Legal Affairs Officer                      | 500 | 4.III | 1313  | 930,823                     |
| Medical Inspector                          | 500 | 4.III | 1313  | 930,823                     |
| Medical Benefits & Verification Officer    | 500 | 4.II  | 1141  | 808,888                     |
| Human Resource Officer                     | 500 | 4.II  | 1141  | 808,888                     |
| Public Relations and Communication Officer | 500 | 4.II  | 1141  | 808,888                     |
| Pharmaceutical Controller Officer          | 500 | 4.II  | 1141  | 808,888                     |
| Membership Controller                      | 500 | 5.II  | 951   | 674,191                     |
| Compliance & Risk Management Officer       | 500 | 5.II  | 951   | 674,191                     |
| Monitoring and Evaluation Officer          | 500 | 5.II  | 951   | 674,191                     |
| Internal Auditor                           | 500 | 5.II  | 951   | 674,191                     |
| Procurement Officer                        | 500 | 5.II  | 951   | 674,191                     |
| Assets Management /Logistics Officer       | 500 | 5.II  | 951   | 674,191                     |
| Budget and Treasury Officer                | 500 | 5.II  | 951   | 674,191                     |
| Payment and Recovery Officer               | 500 | 5.II  | 951   | 674,191                     |
| Portfolio and Investment Officer           | 500 | 5.II  | 951   | 674,191                     |
| Accountant                                 | 500 | 5.II  | 951   | 674,191                     |
| Network Administrator                      | 500 | 5.II  | 951   | 674,191                     |
| System Administrator                       | 500 | 5.II  | 951   | 674,191                     |
| Database and Application Administrator     | 500 | 5.II  | 951   | 674,191                     |
| Administrative Assistant to the DG         | 500 | 5.II  | 951   | 674,191                     |
| Archives and Documentation Officer         | 500 | 6.II  | 793   | 562,180                     |
| Head of Central Secretariat                | 500 | 7.II  | 660   | 467,893                     |
| IT Technician                              | 500 | 7.II  | 660   | 467,893                     |
| Registration and Filing Officer            | 500 | 8.II  | 508   | 360,136                     |
| Agent de Guichet                           | 500 | 8.II  | 508   | 360,136                     |
| Receptionist                               | 500 | 8.II  | 508   | 360,136                     |
| Driver                                     | 500 | 10.II | 300   | 212,679                     |

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 71/03 ryo ku wa 27/2/2015 rigena Imbonerahamwe y'Imyanya y'Imirimo, Imishahara n'ibindi bigenerwa Abakozi b'Ikigo b'Ikigo cya Gisirikare cy'Ubwishingizi ku Ndwarwa (MMI)

Kigali, ku wa 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika :**

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

Seen to be annexed to Prime Minister's Order n° 71/03 of 27/2/2015 determining Organizational Structure, salaries and fringe benefits for employees of the Military Medical Insurance (MMI)

Kigali, on 27/2/2015

(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° 71/03 du 27/2/2015 portant structure organisationnelle, les salaires et autres avantages accordés au personnel de l'Assurance Maladie des Militaires (MMI)

Kigali, le 27/2/2015

(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

ITEKA RYA MINISITIRI W'INTEBE N°72/03  
RYO KU WA le 27/2/2015 RIGENA  
IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO,  
IMISHAHARA N'IBINDI BIGENERWA  
ABAKOZI MU RWEGO RUSHINZWE  
KUGENZURA IYUBAHIRIZWA  
RY'UBURINGANIRE N'UBWUZUZANYE  
BW'ABAGORE N'ABAGABO MU ITERAMBERE  
RY'IGIHUGU

PRIME MINISTER'S ORDER N°72/03 OF le  
27/2/2015 DETERMINING  
ORGANISATIONAL STRUCTURE, SALARIES  
AND FRINGE BENEFITS FOR EMPLOYEES  
OF GENDER MONITORING OFFICE

ARRETE DU PREMIER MINISTRE N°72/03  
DU le 27/2/2015 DETERMINANT LA  
STRUCTURE ORGANISATIONNELLE, LES  
SALAIRES ET AVANTAGES ACCORDES AU  
PERSONNEL DE L'OBSERVATOIRE DU  
GENRE AU RWANDA

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**PRIME MINISTER'S ORDER N°72/03 OF le 27/2/2015 DETERMINING ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF GENDER MONITORING OFFICE**

**ARRETE DU PREMIER MINISTRE N°72/03 DU le 27/2/2015 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, LES SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DE L'OBSERVATOIRE DU GENRE AU RWANDA**

**Minisitiri w'Intebe;**

**The Prime Minister;**

**Le Premier Ministre;**

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

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 118, 119, 121 and 201;

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

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

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

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

Having reviewed 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 to date;

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 et complété à ce jour;

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

On proposal by the Minister of Public Service and Labour;

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

Inama y'Abaminisitiri yateranye ku wa 29/07/2014 imaze kubisuzuma no kubyemeza.

After consideration and approval by the Cabinet, in session of 29/07/2014;

Après examen et adoption par le Conseil des Ministres en sa séance du 29/07/2014;

**ATEGETSE:**

**HEREBY ORDERS:**

**ARRETE :**

**Ingingo ya mbere: Icyo iri teka rigamije**

**Article One: Purpose of this Order**

**Article premier: Objet du présent arrêté**

Iri teka rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi mu rwego rushinzwe kugenzura iyubahirizwa ry'Uburinganire

This Order determines the organizational structure, Salaries and fringe benefits for employees of Gender Monitoring Office.

Le présent arrêté détermine la structure organisationnelle, les salaires et les avantages accordés aux agents de l'Observatoire du Genre au

n'Ubwuzuzanye bw'Abagore n'Abagabo mu iterambere ry'Igihugu.

Rwanda.

**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 rwego rushinzwe kugenzura iyubahirizwa ry'uburinganire n'ubwuzuzanye bw'Abagore n'Abagabo mu iterambere ry'Igihugu biri ku migereka ya I na II y'iri teka.

**Ingingo 3: Igenwa ry'Umushahara**

Imishahara y'abakozi b'urwego rushinzwe kugenzura iyubahirizwa ry'uburinganire n'ubwuzuzanye bw'abagore n'abagabo mu iterambere ry'Igihugu 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 rwego rushinzwe kugenzura iyubahirizwa ry'Uburunganyire n'Ubwuzuzanye bw'Abagore n'Abagabo mu iterambere ry'Igihugu biri ku mugereka wa III w'iri teka.

**Ingingo 4: Ibigize Umushahara mbumbe**

Umushahara mbumbe wa buri kwezi ku bayobozi bakuru n'abakozi b'Urwego rushinzwe kugenzura iyubahirizwa ry'Uburunganyire n'Ubwuzuzanye bw'Abagore n'Abagabo mu iterambere ry'Igihugu ukubiyemo iby'ingenzi bikurikira:

- 1 ° umushahara fatizo;
- 2 ° indamunite y'icumbi;

**Article 2: Organizational structure and job profiles**

The organizational structure and job profiles of Gender Monitoring Office are respectively in annex I and II of this Order.

**Article 3: Determination of the salary**

Salaries for employees of Gender Monitoring Office shall be determined basing on 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 Gender Monitoring Office are in annex III to this Order.

**Article 4: Composition of Gross salary**

The monthly gross salary of the authorities and employees of Gender Monitoring Office shall mainly be composed of the following:

- 1 ° basic salary;
- 2 ° housing allowance;

**Article 2: Structure organisationnelle et profils d'emplois**

La structure organisationnelle et profils d'emplois de l'Observatoire du Genre au Rwanda sont respectivement en annexes I et II du présent arrêté.

**Article 3 : Détermination de salaire**

Les salaires accordés aux agents de l'Observatoire du Genre au Rwanda 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 dans l'Observatoire du Genre au Rwanda sont en annexe III du présent arrêté.

**Article 4: Composition du Salaire brut**

Le salaire brut mensuel des dirigeants et des agents de l'Observatoire du Genre au Rwanda comprend principalement :

- 1 ° le salaire de base;
- 2 ° l'indemnité de logement ;

3 ° indamunite y’urugendo;

3 ° transport allowance;

3 ° l’indemnité de transport ;

4 ° inkunga ya Leta mu bwiteganyirize bw’umukozi;

4 ° state contribution for social security;

4 ° la contribution de l’Etat à la sécurité sociale ;

5 ° inkunga ya Leta yo kuvuza umukozi.

5 ° State contribution for medical care.

5 ° la contribution de l’Etat aux soins médicaux.

Indamunite y’urugendo ivugwa mu gika kibanziriza iki ntigenerwa abakozi bari ku nzego z’imirimo za “G/1.IV”, boroherezwa ingendo 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.

The transport allowance specified in the previous paragraph shall not be granted to public servants positioned on level “G/1.IV”, 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 of public service.

L’indemnité de transport visée à l’alinéa précédent n’est pas allouée aux agents de l’Etat aux postes de niveau “G/1.IV”, pour lesquels le transport est facilité selon les Instructions du Ministre ayant le transport dans ses attributions, ainsi qu’à ceux au poste de niveau “3” qui bénéficient l’indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

**Ingingo ya 5: Ibindi bigenerwa Umunyamabanga Nshingwabikorwa**

**Article 5: Fringe benefits for Executive Secretary**

**Article 5: Avantages alloués Secrétaire Exécutif**

Umunyamabanga Nshingwabikorwa w’Urwego rushinzwe kugenzura iyubahirizwa ry’Uburinganire n’Ubwuzuzanye bw’Abagore n’Abagabo mu iterambere ry’Igihugu uri ku rwego rw’umurimo rwa “G” agenerwa ibindi bimufasha gutunganya imirimo bikurikira:

The Executive Secretary of Gender Monitoring Office on “G” job level shall be entitled to the following fringe benefits:

Le Secrétaire Exécutif de l’Observatoire du Genre au Rwanda au poste de niveau « G » bénéficie des avantages suivants:

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;

1 ° an office telephone communication allowance of one hundred thousand Rwandan francs (100,000 Rwf) and a mobile phone communication allowance of one hundred thousand Rwandan francs (100,000 Rwf) per month;

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 ° Leta imworoheraza mu bijyanye n’uburyo bw’ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

2 ° The Government shall facilitate his/her transport in accordance with the Instructions of the Minister in charge of 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 6: Ibindi bigenerwa abayobozi b'Amashami n'abakozi bari ku rwego rw'imirimo rwa "3"**

Abayobozi b'Amashami n'abakozi bari ku rwego rw'imirimo rwa "3" bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

- 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 (100.000 Frw) buri kwezi ya telefoni yo mu biro.

**Ingingo ya 7: Indamunite z'urugendo rw'imodoka**

Iyo Umuyobozi Mukuru uri ku rwego rw'umurimo rwa G/1.IV agiye mu butumwa imbere mu Gihugu akoresheje imodoka ye, Leta imugenera indamunite y'urugendo hakurikijwe ibiteganywa n'amabwiriza ya Minisitiri ufite Gutwara Abantu mu nshingano ze.

**Ingingo ya 8: Abashinzwe kubahiriza iri teka**

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

**Article 6: Fringe benefits for Directors of Units and Officials on "3" job level**

Directors of Units and Officials on "3" job level shall each be entitled to the following fringe benefits:

- 1 ° mobile phone communication allowance of thirty thousand Rwandan francs (30,000 Rwf) per month;
- 2 ° special transport allowance determined by the Minister in charge of 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 communication allowance of one hundred thousand Rwandan francs (100,000 Rwf) per month.

**Article 7: Mileage allowances**

When a senior official on job level G/1.IV, goes on official mission within the Country by using his/her vehicles, the State shall pay him/her mileage allowance specified in the relevant Ministerial Instructions issued by the Minister in charge of transport.

**Article 8: Authorities in charge of the implementation of this Order**

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

**Article 6: Avantages alloués aux directeurs d'Unités et Cadres aux postes de niveau "3"**

Les directeurs d'Unités et cadres aux postes de niveau "3" bénéficient chacun des avantages suivants:

- 1 ° 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 7 : Indemnités kilométriques**

Lorsqu'un haut cadre aux postes de niveau G/1.IV va en mission officielle à l'intérieur du Pays en utilisant son véhicule, l'Etat lui octroie des indemnités kilométriques conformément aux Instructions du Ministre ayant le transport dans ses attributions.

**Article 8 : Autorités chargées de l'exécution du présent arrêté**

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

**Ingingo ya 9: Ivanwaho ry'ingingo zinyuranyije n'iri teka**

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

**Ingingo ya 10: Igihe iteka ritangira gukurikizwa**

Iri teka ritangira gukurikizwa ku munsu ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera ku wa 29/07/2014.

Kigali, ku wa le 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya**  
**Repubulika:**

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

**Article 9: Repealing provision**

All prior provisions contrary to this Order are hereby repealed.

**Article 10: Commencement**

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes effect as of 29/07/2014.

Kigali, on le 27/2/2015

(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

**Article 9: Disposition abrogatoire**

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

**Article 10: Entrée en vigueur**

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il sort ses effets à partir du 29/07/2014.

Kigali le le 27/2/2015

(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 I W'ITEKA RYA MINISITIRI  
W'INTEBE N°72/03 RYO KU WA le 27/2/2015  
RIGENA IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MU RWEGO  
RUSHINZWE KUGENZURA  
IYUBAHIRIZWA RY'UBURINGANIRE  
N'UBWUZUZANYE BW'ABAGORE  
N'ABAGABO MU ITERAMBERE  
RY'IGIHUGU

ANNEX I TO THE PRIME MINISTER'S  
ORDER N° 72/03 OF le 27/2/2015  
DETERMINING ORGANISATIONAL  
STRUCTURE, SALARIES AND FRINGE  
BENEFITS FOR EMPLOYEES OF  
GENDER MONITORING OFFICE

ANNEXE I DE L'ARRETE DU PREMIER  
MINISTRE N°72/03 DU le 27/2/2015  
DETERMINANT LA STRUCTURE  
ORGANISATIONNELLE, LES SALAIRES  
ET AVANTAGES ACCORDES AU  
PERSONNEL DE L'OBSERVATOIRE DU  
GENRE AU RWANDA

**GENDER MONITORING OFFICE - ORGANISATIONAL CHART**

PMO

Consultative committee

**CHIEF GENDER MONITOR'S  
OFFICE**

Chief Gender Monitor (1)  
Gender Advisor (1)  
Internal Auditor (1)  
Administrative assistant (1)

**DEPUTY CHIEF GENDER MONITOR  
OFFICE**

Deputy Chief Gender Monitor in charge of Gender  
Mainstreaming (1)  
  
Administrative Assistant (1)

**DEPUTY CHIEF MONITOR OFFICE**

Deputy Chief Gender Monitor in charge of  
Fighting against GBV and Other Injustices (1)  
  
Administrative Assistant (1)

**EXECUTIVE SECRETARY  
OFFICE**

-Executive Secretary (1)  
-Administrative assistant (1)

-Legal Affairs Officer (1)  
-Public Relations &  
Communication officer (1)  
-Planning, M&E officer (1)  
-Procurement officer (1)  
-Statistician (1)

**MONITORING GENDER  
MAINSTREAMING UNIT**

Director (1)  
  
-Gender Monitoring and Analysis  
officer (4)  
  
-International Conventions and  
Treaties Officer (1)

**ADMINISTRATION AND FINANCE  
UNIT**

-Director (1)  
-Budget Officer (1)  
-Accountant (1)  
-Documentation and Archives Officer (1)  
-ICT & Database management Officer (1)  
-Secretary in Central Secretariat (1)  
-HR Officer (1)

**MONITORING THE FIGHTING  
AGAINST GENDER BASED  
VIOLENCE AND OTHER  
INJUSTICE UNIT**

-Director (1)  
  
-GBV Counselor (1)  
  
-GBV Monitoring & Analysis Officer  
(2)

**Bibonywe kugira ngo bigirwe Umugereka wa I w'Iteka rya Minisitiri w'Intebe n° 72/03 ryo ku wa le 27/2/2015 rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi mu Rwego rushinzwe kugenzura iyubahirizwa ry'Uburinganire n'Ubwuzuzanye bw'Abagore n'Abagabo mu Iterambere ry'Igihugu**

Kigali, ku wa le 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika:**

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

**Seen to be annex I of the Prime Minister's Order n° 72/03 of le 27/2/2015 determining organizational structure, salaries and fringe benefits for employees of Gender Monitoring Office**

Kigali, on le 27/2/2015

(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 l'annexe I de l'Arrêté du Premier Ministre n° 72/03 du le 27/2/2015 déterminant la structure organisationnelle, les salaires et avantages accordés au personnel de l'Observatoire du Genre au Rwanda**

Kigali, le le 27/2/2015

(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  
MINISITIRI W'INTEBE N°72/03 RYO KU WA  
le 27/2/2015 RIGENA IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI MU  
RWEGO RUSHINZWE KUGENZURA  
IYUBAHIRIZWA RY'UBURINGANIRE  
N'UBWUZUZANYE BW'ABAGORE  
N'ABAGABO MU ITERAMBERE  
RY'IGIHUGU

ANNEX II TO THE PRIME MINISTER'S  
ORDER N° 72/03 OF le 27/2/2015  
DETERMINING ORGANISATIONAL  
STRUCTURE, SALARIES AND FRINGE  
BENEFITS FOR EMPLOYEES OF  
GENDER MONITORING OFFICE

ANNEXE II DE L'ARRETE DU PREMIER  
MINISTRE N°72/03 DU le 27/2/2015  
DETERMINANT LA STRUCTURE  
ORGANISATIONNELLE, LES SALAIRES ET  
AVANTAGES ACCORDES AU PERSONNEL  
DE L'OBSERVATOIRE DU GENRE AU  
RWANDA

**Official Gazette No. Special Bis of 28/02/2015**

**GENDER MONITORING OFFICE- JOB PROFILES**

| Administrative Unit                | Job Title            | Title of Job positions linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Proposed Jobs |
|------------------------------------|----------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Office of the Chief Gender Monitor | Chief Gender Monitor | Chief Gender Monitor                     | Political Appointee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 1             |
|                                    | Gender Advisor       | Gender Advisor                           | <p>A0 in Law, Gender Studies, Development Studies, Administrative Sciences, Sociology and Public Administration with 3 years of working experience or Master's Degree in Law, in Gender Studies, Development Studies, Administrative Sciences, Sociology and Public Administration with 1 year of working experience</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Depth Knowledge of a abroad range of Human rights Issues</li> <li>- Deep Knowledge of Gender Mainstreaming</li> <li>- Deep Knowledge of Gender Advocacy</li> <li>- A Very good understanding of Gender issues</li> <li>- Management skills</li> <li>- High Analytical skills</li> <li>- General office skills</li> <li>- Communication skills</li> <li>- Excellent IT skills</li> <li>- Problem Solving skills</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                                    | Internal Auditor     | Internal Auditor                         | <p>A0 in Accounting, Public Finance, Management specializing in Finance/Accounting</p> <p>Key technical skills and knowledge Required</p> <ul style="list-style-type: none"> <li>- Detailed knowledge of financial and audit standards, HR and Financial regulations, procedures;</li> <li>- Knowledge of Financial software;</li> <li>- Planning skills;</li> <li>- Excellent communication, organisation and interpersonal skills;</li> <li>- Computer skills.</li> <li>- High analytical skills.</li> <li>- Report writing and presentation skills.</li> <li>- Time management skills</li> <li>- Excellent problem solving skills and clear logical sens.</li> <li>- Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage</li> </ul>                                                                                                                                                                            | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit                                                         | Job Title                   | Title of Job positions linked to the Job                      | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Proposed Jobs |
|-----------------------------------------------------------------------------|-----------------------------|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                                                                             | Administrative              | Administrative Assistant                                      | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p>Key technical skills and knowledge acquired</p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
| <b>S/Total</b>                                                              |                             |                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>4</b>      |
| Office of the Deputy Chief Gender Monitor in charge of Gender Mainstreaming | Deputy Chief Gender Monitor | Deputy Chief Gender Monitor in Charge of Gender Mainstreaming | Political Appointee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1             |
|                                                                             | Administrative Assistant    | Administrative Assistant                                      | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p>Key technical skills and knowledge acquired</p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
| <b>S/Total</b>                                                              |                             |                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>2</b>      |



**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit                                                                              | Job Title                   | Title of Job positions linked to the Job                                           | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Proposed Jobs |
|--------------------------------------------------------------------------------------------------|-----------------------------|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Office of the Deputy Chief Gender Monitor in charge of Fighting against GBV and Other Injustices | Deputy Chief Gender Monitor | Deputy Chief Gender Monitor in charge of Fighting against GBV and Other Injustices | Political Appointee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1             |
|                                                                                                  | Administrative Assistant    | Administrative Assistant                                                           | A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law<br><br>Key technical skills and knowledge acquired<br>- Office Management Skills;<br>- Excellent Communication, Organizational, Interpersonal Skills;<br>- Computer knowledge (Work Processing, Power Point and Internet)<br>- Analytical and problem solving skills;<br>- Time management skills;<br>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage | 1             |
| <b>S/Total</b>                                                                                   |                             |                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>2</b>      |
| Office of the Executive Secretary                                                                | ES                          | Executive Secretary of GMO                                                         | Political Appointee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1             |
|                                                                                                  | Legal Affairs               | Legal Affairs Officer                                                              | A0 in Law<br><br>Knowledge and technical skills required :<br>- Legal research and analysis in complex areas of law;<br>- Knowledge of Substantive Law and Legal Procedures;<br>- High analytical and problem solving skills;<br>- Decision making skills;<br>- Experience in contract drafting and negotiation;<br>- Excellent communication skills ;<br>- Very effective organization skills;<br>- Team working skills;<br>- Fluent in Kinyarwanda, English and/or French                                                           | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit | Job Title                          | Title of Job positions linked to the Job    | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|---------------------|------------------------------------|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Public relations and Communication | Public relations and Communication officer  | <p>A0 in Mass Communication, Public Relations, Journalism, Marketing</p> <p>Key Technical Skills &amp; Knowledge required :</p> <ul style="list-style-type: none"> <li>-Excellent communication skills both oral and in writing</li> <li>-Excellent interpersonnal skills</li> <li>-Report writting &amp; Presentation skills;</li> <li>- Creativity &amp; Initiative</li> <li>- Good Organizational and Time-management Skills,</li> <li>- Teamworking Skills;</li> <li>- Effective Public relations &amp; Public speaking skills;</li> <li>- Interviewing Skills</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Planning amd M& E                  | Planning, Monitoring and Evaluation Officer | <p>A0 in Economics, Project Management, Management, Development Studies</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Planning skills</li> <li>- Monitoring and Evaluation Skills</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decission Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                   | 1             |

| Administrative Unit | Job Title          | Title of Job positions linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|---------------------|--------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Public Procurement | Procurement                              | <p>A0 in Procurement, Management, Accounting, Public Finance, Law, Economy,</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of basic business and purchasing practices;</li> <li>- High Analytical Skills;</li> <li>- Negotiation Skills;</li> <li>- Excellent Communication Skills;</li> <li>- Knowledge of state contracting laws, regulations and procedures;</li> <li>- Knowledge of grades, qualities, supply and price trends of commodities;</li> <li>- Time Management Skills;</li> <li>- Decision making Skills;</li> <li>- Computer Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Statistics         | Statistician                             | <p>A0 in Statistics, Applied Mathematics, Economics</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                               | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit                  | Job Title                | Title of Job positions linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|--------------------------------------|--------------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                                      | Administrative Assistant | Administrative Assistant                 | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p>Key technical skills and knowledge acquired</p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                | 1             |
| <b>S/Total</b>                       |                          |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>7</b>      |
| Monitoring Gender Mainstreaming Unit | Director                 | Director of Gender Mainstreaming Unit    | <p>A0 in Law, Gender Studies, Development Studies, Administrative Sciences, Sociology and Public Administration with 3 years of working experience with 3 years of working experience or Master's Degree in Gender and Development, Gender Studies, Law with 1 year of working experience</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> <li>- Deep knowledge in Gender Mainstreaming skills;</li> <li>- Deep Knowledge in Gender Advocacy;</li> <li>- Good Understanding of Gender issues</li> <li>- Management skills;</li> <li>- Excellent communication, organisation and interpersonal skills;</li> <li>- Computer skills;</li> <li>- High analytical skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Excellent problem solving skills and clear logical sens;</li> <li>- Fluent in Kinyarwanda, English and/or French</li> </ul> | 1             |

| Administrative Unit | Job Title                              | Title of Job positions linked to the Job       | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Proposed Jobs |
|---------------------|----------------------------------------|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Gender Monitoring and Analysis         | Gender Monitoring and Analysis                 | <p>A0 in Law, Gender Studies, Development Studies, Sociology, Administrative Sciences, and Public Administration</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> <li>- knowledge in Gender Mainstreaming skills;</li> <li>- Knowledge in Gender Advocacy;</li> <li>- Understanding of Gender issues</li> <li>- High analytical skills;</li> <li>- Excellent communication, organisation and interpersonal skills;</li> <li>- Computer skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Fluent in Kinyarwanda, English and/or French</li> </ul> | 4             |
|                     | International Conventions and Treaties | International Conventions and Treaties officer | <p>A0 in Law, Gender Studies, International relations, Development studies, Political sciences</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> <li>- knowledge in Gender Issues</li> <li>- Knowledge in Gender Advocacy;</li> <li>- Understanding of Gender international Conventions and Treaties;</li> <li>- High analytical skills;</li> <li>- Excellent communication, organisation and interpersonal skills;</li> <li>- Computer skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Fluent in Kinyarwanda, English and/or French</li> </ul> | 1             |
| S/Total             |                                        |                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 6             |

| Administrative Unit                                                      | Job Title             | Title of Job positions linked to the Job                                                   | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Proposed Jobs |
|--------------------------------------------------------------------------|-----------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Monitoring the Fighting Against Gender Based Violence and Injustice Unit | Director of Unit      | Director of Monitoring the Fighting Against Gender Based Violence and Other Injustice Unit | <p>A0 in Law, Gender Studies, Development Studies, Administrative Sciences, and Public Administration with 3 years of working experience or Master's Degree in Gender &amp; Development, Law, Gender Studies, Development Studies, Administrative Sciences, and Public Administration with 1 year of working experience</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> <li>- Deep Understanding of Gender issues</li> <li>- Deep Knowledge in Gender Advocacy;</li> <li>- Excellent communication, organisation and interpersonal skills;</li> <li>- Computer skills;</li> <li>- High analytical skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Excellent problem solving skills and clear logical sens;</li> <li>- Fluent in Kinyarwanda, English and/or French</li> </ul> | 1             |
|                                                                          | Gender based Violence | Gender based Violence Counsellor                                                           | <p>A0 in Law, Gender Studies, Development Studies, Administrative Sciences, Clinical Psychology, Sociology and Public Administration</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> <li>- Deep Understanding of Gender Based Violence</li> <li>- understanding of Gender issues</li> <li>- Knowledge in Gender Advocacy;</li> <li>- communication, organisation and interpersonal skills;</li> <li>- High analytical skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Excellent problem solving skills and clear logical sens;</li> <li>- Fluent in Kinyarwanda, English and/or French</li> </ul>                                                                                                                                                                             | 1             |

| Administrative Unit           | Job Title                 | Title of Job positions linked to the Job  | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|-------------------------------|---------------------------|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                               | GBV Monitoring & Analysis | GBV Monitoring & Analysis                 | <p>A0 in Law, Gender Studies, Development Studies, Sociology, Administrative Sciences, and Public Administration</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> <li>- High Analytical skills;</li> <li>- Monitoring skills;</li> <li>- understanding of Gender issues;</li> <li>- Knowledge in Gender Advocacy;</li> <li>- Communication, organisation and interpersonal skills;</li> <li>- High analytical skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Excellent problem solving skills and clear logical sens;</li> <li>- Fluent in Kinyarwanda, English and/or French</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2             |
| <b>S/Total</b>                |                           |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>4</b>      |
| Administration & Finance Unit | Director                  | Director of Administration & Finance 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 &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's financial management standards and procedures;</li> <li>- Knowledge of Accounting principles and practices and financial data reporting;</li> <li>- Knowledge of Management of Material Resources;</li> <li>- Knowledge of supply chain management;</li> <li>- Knowledge of Rwanda Public Financial Law;</li> <li>- Leadership and management skills;</li> <li>- Planning and organisational, Budgeting skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software (SMART IFMIS);</li> <li>- Time management Skills</li> <li>- Interviewing Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Problem solving;</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title     | Title of Job positions linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Proposed Jobs |
|---------------------|---------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | HR Management | HR Management Officer                    | <p>A0 in Human Resource Management, Management, Public Administration, Administrative Sciences</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources;</li> <li>- Knowledge in the Development of Human Resources Policies and procedures</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |



| Administrative Unit | Job Title         | Title of Job positions linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Proposed Jobs |
|---------------------|-------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Accounting        | Accountant                               | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Knowledge to analyse complex financial information &amp; Produce reports;</li> <li>- Deep understanding of financial accounts;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- High Analytical Skills;</li> <li>- Interpersonal skills;</li> <li>- Time management Skills;</li> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Budget Management | Budget Officer                           | <p>A0 in Finance, Accounting, Management, Economics</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software(SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Deep understanding of financial accounts;</li> <li>- High Analytical Skills</li> <li>- Interpersonal skills;</li> <li>- Time management Skills</li> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                 | 1             |

| Administrative Unit | Job Title      | Title of Job positions linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Proposed Jobs |
|---------------------|----------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | ICT & Database | ICT & Database Officer                   | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, 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 &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's ICT policies and strategies;</li> <li>- Highly proficient with Microsoft Windows operating systems</li> <li>- Proficient in Microsoft Office products</li> <li>- Proficient in basic networking protocols and standards</li> <li>- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;</li> <li>- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

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| Administrative Unit | Job Title                | Title of Job positions linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|---------------------|--------------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Documentation & Archives | Documentalist                            | <p>A0 in Library &amp; information Science or A1 in Library &amp; information system and Office Management</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Proficiency in information technology;</li> <li>- Computer literacy;</li> <li>- Bookkeeping Skills;</li> <li>- Knowledge of integrated document management</li> <li>- Knowledge of archive management software</li> <li>- Knowledge of the documentation management system(DMS) would be an advantage.</li> <li>- Organizational Skills;</li> <li>- Interpersonal Skills;</li> <li>- Planning Skills;</li> <li>- Communication Skills;</li> <li>- Report writing &amp; Presentation skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Secretary                | Secretary in Central Secretariat         | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of office administration;</li> <li>- Communication skills;</li> <li>- Computer skills;</li> <li>- Interpersonal skills;</li> <li>- Excellent organizational and time management skills;</li> <li>- Good interpersonal skills.</li> <li>- Stress management skills;</li> <li>- Bookkeeping skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>                                                                                                                                            | 1             |
| S/Total             |                          |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 7             |
| Grand Total         |                          |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 32            |

**Bibonywe kugira ngo bigirwe Umugereka wa I w'Iteka rya Minisitiri w'Intebe n° 72/03 ryo ku wa le 27/2/2015 rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi mu Rwego rushinzwe kugenzura iyubahirizwa ry'Uburinganire n'Ubwuzuzanye bw'Abagore n'Abagabo mu Iterambere ry'Igihugu**

Kigali, ku wa le 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika:**

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

**Seen to be annex I of the Prime Minister's Order n° 72/03 of le 27/2/2015 determining organizational structure, salaries and fringe benefits for employees of Gender Monitoring Office**

Kigali, on le 27/2/2015

(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 l'annexe I de l'Arrêté du Premier Ministre n° 72/03 du le 27/2/2015 déterminant la structure organisationnelle, les salaires et avantages accordés au personnel de l'Observatoire du Genre au Rwanda**

Kigali, le le 27/2/2015

(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  
MINISITIRI W'INTEBE N°72/03 RYO KU WA le  
27/2/2015 RIGENA IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI MU  
RWEGO RUSHINZWE KUGENZURA  
IYUBAHIRIZWA RY'UBURINGANIRE  
N'UBWUZUZANYE BW'ABAGORE  
N'ABAGABO MU ITERAMBERE  
RY'IGIHUGU

ANNEX III TO PRIME MINISTER'S ORDER  
N° 72/03 OF le 27/2/2015 DETERMINING  
ORGANISATIONAL STRUCTURE,  
SALARIES AND FRINGE BENEFITS FOR  
EMPLOYEES OF GENDER MONITORING  
OFFICE

ANNEXE III DE L'ARRETE DU PREMIER  
MINISTRE N°72/03 DU le 27/2/2015  
DETERMINANT LA STRUCTURE  
ORGANISATIONNELLE, LES SALAIRES  
ET AVANTAGES ACCORDES AU  
PERSONNEL DE L'OBSERVATOIRE DU  
GENRE AU RWANDA

GMO - SALARY STRUCTURE

| POST                                                                                         | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|----------------------------------------------------------------------------------------------|-----|-------|-------|-----------------------------|
| Executive Secretary                                                                          | 400 | G     | 2608  | 1,330,080                   |
| Director of Monitoring and Gender Mainstreaming Unit                                         | 400 | 3.II  | 1369  | 784,008                     |
| Director of Monitoring the Fighting against Gender based violence and & Other Injustice Unit | 400 | 3.II  | 1369  | 784,008                     |
| Finance & Administration Unit Director                                                       | 400 | 3.II  | 1369  | 784,008                     |
| Gender advisor                                                                               | 400 | 3.II  | 1369  | 784,008                     |
| Legal Affairs                                                                                | 400 | 4.III | 1313  | 744,659                     |
| International Conventions & Treaties Officer                                                 | 400 | 4.II  | 1141  | 647,110                     |
| Public relations and communication officer                                                   | 400 | 4.II  | 1141  | 647,110                     |
| Human Resource Management Officer                                                            | 400 | 4.II  | 1141  | 647,110                     |
| Gender Monitoring and Analysis                                                               | 400 | 4.II  | 1141  | 647,110                     |
| GBV Concellor                                                                                | 400 | 4.II  | 1141  | 647,110                     |
| GBV Monitoring and Analysis Officer                                                          | 400 | 4.II  | 1141  | 647,110                     |
| ICT & Database Management Officer                                                            | 400 | 5.II  | 951   | 539,353                     |
| Planning, Monitoring & Evaluation Officer                                                    | 400 | 5.II  | 951   | 539,353                     |
| Statistician                                                                                 | 400 | 5.II  | 951   | 539,353                     |
| Internal Auditor                                                                             | 400 | 5.II  | 951   | 539,353                     |
| Procurement Officer                                                                          | 400 | 5.II  | 951   | 539,353                     |
| Budget officer                                                                               | 400 | 5.II  | 951   | 539,353                     |
| Accountant                                                                                   | 400 | 5.II  | 951   | 539,353                     |
| Administrative Assistant to the CGM                                                          | 400 | 5.II  | 951   | 539,353                     |
| Administrative Assistant to the DCGM                                                         | 400 | 5.II  | 951   | 539,353                     |
| Documentation and Archive Officer                                                            | 400 | 6.II  | 793   | 449,744                     |
| Administrative Assistant to the Executive Secretary                                          | 400 | 7.II  | 660   | 374,314                     |
| Secretary in Central Secretariat                                                             | 400 | 8.II  | 508   | 288,109                     |

**Bibonywe kugira ngo bigirwe Umugereka wa I w'Iteka rya Minisitiri w'Intebe n° 72/03 ryo ku wa le 27/2/2015 rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi mu Rwego rushinzwe kugenzura iyubahirizwa ry'Uburinganire n'Ubwuzuzanye bw'Abagore n'Abagabo mu Iterambere ry'Igihugu**

Kigali, ku wa le 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika:**

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

**Seen to be annex I of the Prime Minister's Order n° 72/03 of le 27/2/2015 determining organizational structure, salaries and fringe benefits for employees of Gender Monitoring Office**

Kigali, on le 27/2/2015

(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 l'annexe I de l'Arrêté du Premier Ministre n° 72/03 du le 27/2/2015 déterminant la structure organisationnelle, les salaires et avantages accordés au personnel de l'Observatoire du Genre au Rwanda**

Kigali, le le 27/2/2015

(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

ITEKA RYA MINISITIRI W'INTEBE N°73/03  
RYO KU WA 27/2/2015 RISHYIRAHU  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MU KIGO  
CY'IGIHUGU GISHINZWE GUTEZA IMBERE  
IYOHEREZWA MU MAHANGA  
RY'IBIKOMOKA KU BUHINZI N'UBWOROZI

PRIME MINISTER'S ORDER N°73/03 OF  
27/2/2015 DETERMINING ORGANIZATIONAL  
STRUCTURE, SALARIES AND FRINGE  
BENEFITS FOR EMPLOYEES OF NATIONAL  
AGRICULTURAL EXPORT DEVELOPMENT  
BOARD

ARRETE DU PREMIER MINISTRE N°73/03  
DU 27/2/2015 DETERMINANT LA  
STRUCTURE ORGANISATIONNELLE, LES  
SALAIRES ET AVANTAGES ACCORDES AU  
PERSONNEL DE L'OFFICE NATIONAL DE  
DEVELOPPEMENT DES EXPORTATIONS  
AGRICOLES

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y'imirimo

Ingingo 3: Igenwa ry'Umushahara

Ingingo 4 Ibigize umushahara mbumbe

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Mukuru

Ingingo ya 6: Ibindi bigenerwa Umuyobozi  
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Ingingo ya 7: Ibindi bigenerwa *Division Managers*  
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**ITEKA RYA MINISITIRI W'INTEBE  
N°73/03 RYO KU WA 27/2/2015 RISHYIRAHU  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MU KIGO  
CY'IGIHUGU GISHINZWE GUTEZA IMBERE  
IYOHEREZWA MU MAHANGA  
RY'IBIKOMOKA KU BUHINZI N'UBWOROZI**

**PRIME MINISTER'S ORDER N°73/03 OF  
27/2/2015 DETERMINING ORGANIZATIONAL  
STRUCTURE, SALARIES AND FRINGE  
BENEFITS FOR EMPLOYEES OF NATIONAL  
AGRICULTURAL EXPORT DEVELOPMENT  
BOARD**

**ARRETE DU PREMIER MINISTRE N°73/03  
DU 27/2/2015 DETERMINANT LA  
STRUCTURE ORGANISATIONNELLE,  
SALAIRES ET AUTRES AVANTAGES  
ACCORDES AU PERSONNEL DE L'OFFICE  
NATIONAL DE DEVELOPPEMENT DES  
EXPORTATIONS AGRICOLES**

**Minisitiri w'Intebe;**

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

Ashingiye ku Itegeko n° 39/2010 ryo ku wa 25/11/2010 rishyiraho Ikigo cy'Igihugu gishinzwe guteza imbere iyoherezwa mu mahanga ry'ibikomoka ku buhinzi n'ubworozi (NAEB) rikanagena inshingano, imiterere n'imikorere byacyo, cyane cyane mu ngingo yaryo ya 10;

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;

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

Inama y'Abaminisitiri yateranye ku wa 29/07/2014 imaze kubisuzuma no kubyemeza.

**ATEGETSE:**

**Ingingo ya mbere: Icyo iri teka rigamije**

Iri teka rishyiraho imbonerahamwe y'imyanya

**The Prime Minister;**

Pursuant to the Constitution of 04 June 2003 of the Republic of Rwanda as amended to date especially in Articles 118, 119, 121 and 201;

Pursuant to Law n° 39/2010 of 25/11/2010 establishing National Agricultural Export Development Board (NAEB) and determining its responsibilities, organization and functioning, especially in Article 10;

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

On proposal by the Minister of Public Service and Labour;

After consideration and approval by the Cabinet, in session of 29/07/2014.

**HEREBY ORDERS:**

**Article One: Purpose of this Order**

This Order establishes the Organizational Structure,

**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 118, 119, 121 et 201;

Vu la Loi n° 39/2010 du 25/11/2010 portant création de l'Office National de Développement des Exportations Agricoles (NAEB) et déterminant ses attributions, son organisation et son fonctionnement, spécialement en son article 10;

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

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

Après examen et adoption par le Conseil des Ministres en sa séance du 29/07/2014.

**ARRETE :**

**Article premier: Objet du présent Arrêté**

Le présent Arrêté détermine la structure

y'imirimo, imishahara n'ibindi bigenerwa abakozi mu Kigo cy'Igihugu gishinzwe guteza imbere iyoherezwa mu mahanga ry'ibikomoka ku Buhinzi n'Ubworozi.

**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 mu Kigo cy'Igihugu gishinzwe guteza imbere iyoherezwa mu mahanga ry'ibikomoka ku Buhinzi n'Ubworozi biri ku migereka ya I na II y'iri teka.

**Ingingo 3: Igenwa ry'Umushahara**

Imishahara y'abakozi mu mu Kigo cy'Igihugu gishinzwe guteza imbere iyoherezwa mu mahanga ry'ibikomoka ku Buhinzi n'Ubworozi 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'Igihugu gishinzwe guteza imbere iyoherezwa mu mahanga ry'ibikomoka ku Buhinzi n'Ubworozi biri ku mugereka wa III w'iri teka.

**Ingingo 4: Ibigize umushahara mbumbe**

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

- 1 ° umushahara fatizo;
- 2 ° indamunite y'icumbi;

salaries and fringe benefits for employees of National Agricultural Export Development Board.

**Article 2: Organizational structure and job profiles**

The organizational structure and job profiles for National Agricultural Export Development Board are respectively in annex I and II of this Order.

**Article 3: Determination of the salary**

Salaries for employees of National Agricultural Export Development 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 National Agricultural Export Development Board are in annex III to this Order.

**Article 4: Composition of the gross salary**

The monthly gross salary of the authorities and employees shall mainly be composed of the following:

- 1 ° basic salary;
- 2 ° housing allowance;

organisationnelle, les salaires et les avantages accordés au personnel de l'Office National de Développement des Exportations Agricoles.

**Article 2: Structure organisationnelle et profils d'emplois**

La structure organisationnelle et les profils d'emplois de l'Office National de Développement des Exportations Agricoles sont respectivement en annexes I et II du présent arrêté.

**Article 3 : Détermination de salaire**

Les salaires accordés aux agents de de l'Office National de Développement des Exportations Agricoles 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 National de Développement des Exportations Agricoles sont en annexe III du présent arrêté.

**Article 4 : Composition du salaire brut**

Le salaire brut mensuel aux dirigeants et aux agents comprend principalement :

- 1 ° le salaire de base;
- 2 ° l'indemnité de logement ;

3 ° indamunite y’urugendo;

3 ° transport allowance;

3 ° l’indemnité de transport ;

4 ° inkunga ya Leta mu bwiteganyirize bw’umukozi;

4 ° state contribution for social security;

4 ° la contribution de l’Etat à la sécurité sociale ;

5 ° inkunga ya Leta yo kuvuza umukozi.

5 ° State contribution for medical care.

5 ° la contribution de l’Etat aux soins médicaux.

Indamunite y’urugendo ivugwa mu gika cya mbere cy’iyi ngingo ntigenerwa abayobozi bari ku nzego z’imirimo za “E”, “F” na “H/2” boroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze, kimwe n’abakozi bari ku rwego rw’imirimo rwa “3” bagenerwa indamunite yihariye y’urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

The transport allowance specified in Paragraph One of this Article shall not be granted to officials positioned on job levels “E”, “F” 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 job level “3” who are entitled to special transport allowance in accordance with Instructions of the Minister in charge public service.

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” et “H/2” pour lesquels le transport est facilité selon les Instructions du Ministre ayant le transport dans ses attributions, ainsi qu’à ceux au poste de niveau “3” qui bénéficient l’indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

**Ingingo ya 5: Ibindi bigenerwa Umukuru w’Ubuyobozi**

Umukuru w’Ubuyobozi bw’Ikigo cy’Igihugu gishinzwe guteza imbere iyoherezwa mu mahanga ry’ibikomoka ku Buhinzi n’Ubworozi uri ku rwego rw’umurimo rwa “E” agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

**Article 5: Fringe benefits for the Chief Executive Officer**

The Chief Executive Officer of the National Agricultural Export Development Board on “E” job level shall be entitled to the following fringe benefits:

**Article 5: Avantages alloués au Directeur Général en Chef**

Le Directeur Général en Chef de l’Office National de Développement des Exportations Agricoles au poste de niveau « E » bénéficie des avantages suivants :

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

1 ° one hundred thousand Rwandan francs (100,000 Rwf) each month for office landline and forty thousand Rwandan francs (40,000 Rwf) per month for wireless internet connection and one hundred and fifty thousand Rwandan francs (150,000 Rwf) per month for mobile phone;

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

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

2 ° les frais de représentation au service équivalent à trois cent mille francs rwandais (300.000 Frw) chaque mois et

y'urwo rwego;

institution's bank account;

domiciliés au compte bancaire de l'institution;

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 in charge of 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 ushinzwe ibikorwa uri ku rwego rwa "F"**

**Article 6: Fringe benefits for Chief Operating Officer on "F" job level**

**Article 6: Autres avantages alloués au Directeur des Operations en Chef au poste de niveau "F"**

Umuyobozi Mukuru ushinzwe ibikorwa bw'Ikigo cy'Igihugu gishinzwe guteza imbere iyoherezwa mu mahanga ry'ibikomoka ku Buhinzi n'Ubworozi uri ku rwego rw'umurimo rwa "F" agenerwa ibindi bimufasha gutunganya imirimo bikurikira:

Chief Operating Officer of the National Agricultural Export Development Board on "F" job level shall be entitled to the following fringe benefits:

Le Directeur des Operations en Chef de l'Office National de Développement des Exportations Agricoles au poste de niveau « F » bénéficie des avantages suivants:

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;

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;

1 ° les frais de communication par téléphone de bureau équivalent à cent mille francs Rwandais (100.000 Frw) et 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 in charge of 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 Division Managers bari ku rwego rwa "2.III"**

**Article 7: Fringe benefits for Division Managers on "2.III" job level**

**Article 7: Autres avantages alloués aux Chefs de Divisions aux postes de niveau "2.III"**

Aba Division Managers bari ku rwego rw'imirimo rwa "2.III", bagenerwa buri wese ibi bikurikira:

Division Managers on "2.III" job level shall each be entitled to the following fringe benefits:

Les Chefs de Divisions aux postes de niveau "2.III" bénéficient chacun des avantages comme suit :

1 ° 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

1 ° 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;

1 ° Frais de communication par téléphone de bureau équivalent à septante mille francs Rwandais (70.000 Frw) et de téléphone portable équivalent à septante mille francs rwandais (70.000

irindwi y'u Rwanda (70.000 Frw)  
buri kwezi;

- 2 ° Leta yorohereza buri wese mu bijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

**Ingingo ya 8: Ibindi bigenerwa Abayobozi b'Amashami na Specialist bari ku rwego rw'imirimo rwa "3"**

Abayobozi b'Amashami na Specialist 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 (100.000 Frw) buri kwezi ya telefoni yo mu biro.

**Ingingo ya 7: Indamunite z'urugendo rw'imodoka**

Iyo abayobozi bakuru bari ku rwego rwa "E", "F" 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.

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

**Article 8: Fringe benefits for Directors of Units and Specialist on "3" job level**

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

- 1 ° A mobile phone communication allowance of thirty thousand Rwandan francs (30,000 Rwf) per month;
- 2 ° A special transport allowance as determined by instructions of the Minister in charge of 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 communication allowance of one hundred thousand Rwandan francs (100,000 Rwf) per month.

**Article 7: Mileage allowances**

When Senior Officials on levels "E", "F" and "H/2" go on official mission inside the Country by using their vehicles, the State shall pay them mileage allowances specified in the relevant Ministerial Instructions issued by the Minister in charge of transport.

Frw) par mois;

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

**Article 8: Avantages alloués aux Directeurs d'Unités et Spécialiste aux postes de niveau "3"**

Les Directeurs d'Unités et Spécialiste aux postes de niveau "3" bénéficient chacun des 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 7 : Indemnités kilométriques**

Lors que les hauts cadres aux postes de niveau "E", "F" 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 8: Abashinzwe kubahiriza iri teka**

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

**Article 8: Authorities in charge of the implementation of this Order**

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

**Article 8: Autorités chargées de l'exécution du présent arrêté**

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

**Ingingo ya 9: Ivanwaho ry'ingingo zinyuranyije n'iri teka**

Ingingo z'amateka abanziriza iri kandizinyuranyije na ryo zivanyweho.

**Article 9: Repealing provision**

All prior provisions contrary to this Order are hereby repealed.

**Article 9: Disposition abrogatoire**

Toutes les dispositions antérieures contraires au présent Arrêté sont abrogées.

**Ingingo ya 10: Igihe iteka ritangira gukurikizwa**

Iri teka ritangira gukurikizwa ku muni ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera ku wa 29/07/2014

**Article 10: Commencement**

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes effect as of 29/07/2014.

**Article 10: Entrée en vigueur**

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il sort ses effets à partir du 29/07/2014.

**Official Gazette No. Special Bis of 28/02/2015**

Kigali ku wa 27/2/2015

**(sé)**  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

**(sé)**  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika:**

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

Kigali on 27/2/2015

**(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

Kigali le 27/2/2015

**(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

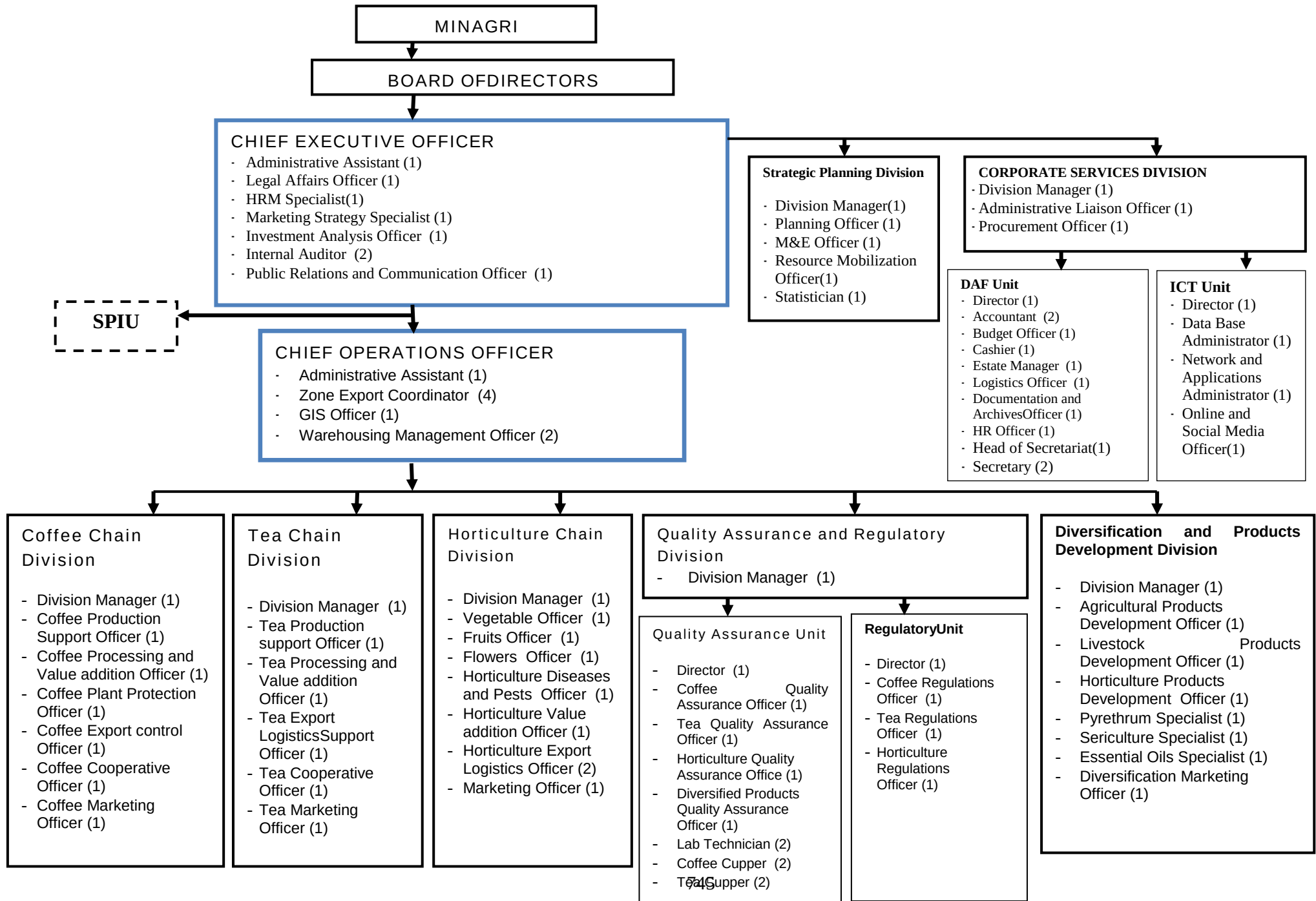
UMUGEREKA WA I W'ITEKA RYA  
MINISITIRI W'INTEBE N°73/03 RYO KU  
WA 27/2/2015 RISHYIRAHU  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MU KIGO  
CY'IGIHUGU GISHINZWE GUTEZA  
IMBERE IYOHEREZWA MU MAHANGA  
RY'IBIKOMOKA KU BUHINZI  
N'UBWOROZI

ANNEX I TO THE PRIME MINISTER'S  
ORDER N°73/03 OF 27/2/2015  
DETERMINING ORGANIZATIONAL  
STRUCTURE, SALARIES AND FRINGE  
BENEFITS FOR EMPLOYEES OF  
NATIONAL AGRICULTURAL EXPORT  
DEVELOPMENT BOARD

ANNEXE I DE L'ARRETE DU PREMIER  
MINISTRE N°73/03 DU 27/2/2015  
DETERMINANT LA STRUCTURE  
ORGANISATIONNELLE, LES SALAIRES  
ET AVANTAGES ACCORDES AU  
PERSONNEL DE L'OFFICE NATIONAL  
DE DEVELOPPEMENT DES  
EXPORTATIONS AGRICOLES



*Official Gazette No. Special Bis of 28/02/2015*  
NATIONAL AGRICULTURE EXPORT DEVELOPMENT BOARD – ORGANIZATIONAL CHART



|                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Bibonywe</b> kugira ngo bigirwe Umugereka wa I w'Iteka rya Minisitiri w'Intebe n°73/03 ryo ku wa 27/2/2015 rishyiraho Imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi mu Kigo cy'Igihugu gishinzwe guteza imbere iyoherezwa mu mahanga ry'ibikomoka ku buhinzi n'ubworozi</p> | <p><b>Seen to be Annex I of the Prime Minister's Order n° 73/03 of 27/2/2015 determining Organizational Structure, salaries and fringe benefits for employees of National Agricultural Export Development Board</b></p> | <p><b>Vu pour être l'Annexe I de l'Arrêté du Premier Ministre n° 73/03 du 27/2/2015 déterminant la Structure Organisationnelle, les salaires et avantages accordés au personnel de l'Office National de Développement des Exportations Agricoles</b></p> |
| <p>Kigali, ku wa 27/2/2015</p>                                                                                                                                                                                                                                                                               | <p>Kigali, on 27/2/2015</p>                                                                                                                                                                                             | <p>Kigali, le 27/2/2015</p>                                                                                                                                                                                                                              |
| <p>(sé)<br/><b>MUREKEZI Anastase</b><br/>Minisitiri w'Intebe</p>                                                                                                                                                                                                                                             | <p>(sé)<br/><b>MUREKEZI Anastase</b><br/>Prime Minister</p>                                                                                                                                                             | <p>(sé)<br/><b>MUREKEZI Anastase</b><br/>Premier Ministre</p>                                                                                                                                                                                            |
| <p>(sé)<br/><b>UWIZEYE Judith</b><br/>Minisitiri w'Abakozi ba Leta n'Umurimo</p>                                                                                                                                                                                                                             | <p>(sé)<br/><b>UWIZEYE Judith</b><br/>Minister of Public Service and Labour</p>                                                                                                                                         | <p>(sé)<br/><b>UWIZEYE Judith</b><br/>Ministre de la Fonction Publique et du Travail</p>                                                                                                                                                                 |
| <p><b>Bibonywe</b> kandi bishyizweho Ikirango cya Repubulika:</p>                                                                                                                                                                                                                                            | <p><b>Seen and sealed with the Seal of the Republic:</b></p>                                                                                                                                                            | <p><b>Vu et scellé du Sceau de la République :</b></p>                                                                                                                                                                                                   |
| <p>(sé)<br/><b>BUSINGYE Johnston</b><br/>Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta</p>                                                                                                                                                                                                                    | <p>(sé)<br/><b>BUSINGYE Johnston</b><br/>Minister of Justice/Attorney General</p>                                                                                                                                       | <p>(sé)<br/><b>BUSINGYE Johnston</b><br/>Ministre de la Justice/Garde des Sceaux</p>                                                                                                                                                                     |

UMUGEREKA WA II W'ITEKA RYA  
MINISITIRI W'INTEBE N°73/03 RYO  
KU WA 27/2/2015 RISHYIRAHU  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI  
MU KIGO CY'IGIHUGU  
GISHINZWE GUTEZA IMBERE  
IYOHEREZWA MU MAHANGA  
RY'IBIKOMOKA KU BUHINZI  
N'UBWOROZI

ANNEX II TO THE PRIME MINISTER'S  
ORDER N°73/03 OF 27/2/2015  
DETERMINING ORGANIZATIONAL  
STRUCTURE, SALARIES AND FRINGE  
BENEFITS FOR EMPLOYEES OF  
NATIONAL AGRICULTURAL EXPORT  
DEVELOPMENT BOARD

ANNEXE II DE L'ARRETE DU PREMIER  
MINISTRE N°73/03 DU 27/2/2015  
DETERMINANT LA STRUCTURE  
ORGANISATIONNELLE, LES SALAIRES  
ET AVANTAGES ACCORDES AU  
PERSONNEL DE L'OFFICE NATIONAL  
DE DEVELOPPEMENT DES  
EXPORTATIONS AGRICOLES

**NAEB - JOB PROFILES**

| Administrative Unit                   | Job Title                                 | Job Title                                 | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------------------------|-------------------------------------------|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Office of the Chief Executive Officer | Chief Executive Officer                   | Chief Executive Officer of NAEB           | Political Appointee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 1             |
|                                       | Public Relations & Communications Officer | Public Relations & Communications Officer | <p>A0 in Communication, Journalism, International Relations, Marketing</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Negotiation and influencing skills;</li> <li>- Strategic planning skills;</li> <li>- General management;</li> <li>- Policy analysis and formulation skills,;</li> <li>- Leadership skills;</li> <li>- Communication, reporting and writing skills;</li> <li>- Sound knowledge of English and Swahili;</li> <li>- High analytical &amp; Problem Solving skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Interpersonal Skills;</li> <li>- Effective Communication skills;</li> <li>- Time Management Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title | Job Title      | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|---------------------|-----------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | HRM       | HRM Specialist | <p>A0 in HR Management, Management with specialization in Human Resource, Business Administration with Specialization in Human Resource with 3 years of working experience or Master's Degree in HR Management, Management, Public Administration with 1 year of working experience</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Deep knowledge of Rwandan public service and labor laws;</li> <li>- Knowledge in Conflict Management;</li> <li>- Knowledge of the regulations applying to payroll procedures;</li> <li>- Knowledge of human resources concepts, practices, policies, and procedures;</li> <li>- Problem Solving Skills;</li> <li>- Computer Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Interview Skills;</li> <li>- High analytical Skills;</li> <li>- Teamworking Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title           | Job Title                     | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Proposed Jobs |
|---------------------|---------------------|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Marketing Strategy  | Marketing Strategy Specialist | <p>A0 in Business administration, Marketing, Management, Agribusiness , Agro-economics, Economics, Development Studies with 3 years of working experience or Master's Degree in Business administration, Marketing, Management, Agribusiness , Agro-economics, Economics, Development Studies</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processess and tools;</li> <li>- Knowledge of Strategic planning;</li> <li>- Knowledge of organizational structure, workflow &amp; operation procedures;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Investment Analysis | Investment Analysis Officer   | <p>A0 in Economics, Project management, Agribusiness, Management, Marketing, Business Administration, Project Management, Development Studies</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processess and tools;</li> <li>- Knowledge of Strategic planning;</li> <li>- Knowledge of organizational structure, workflow &amp; operation procedures;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                 | 1             |

| Administrative Unit | Job Title      | Job Title             | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed Jobs |
|---------------------|----------------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Internal Audit | Internal Auditor      | <p>A0 in Accounting, Public Finance, Management specializing in Finance/Accounting</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Detailed knowledge of financial and Audit Standards, HR &amp; Financial Regulations, Procedures ;</li> <li>- Financial software;</li> <li>- Planning Skill;</li> <li>- High Analytical skills;</li> <li>- Report writing and presentation skills.</li> <li>- Time management skills;</li> <li>- Excellent problem-solving skills and clear logical thinking;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                           | 2             |
|                     | Legal Affairs  | Legal Affairs Officer | <p>A0 in Law</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- knowledge and understanding of the Rwandan legal system;</li> <li>- Coordination, Instructing and Time Management;</li> <li>- High Analytical Skills, Interpersonal Skills;</li> <li>- Effective communication skills;</li> <li>- Leadership skills and Time Management Skills;</li> <li>- Computer Skills;</li> <li>- strong sense of urgency and attention to detail;</li> <li>- Excellent communication skills both written and verbal; strong presentation and interpersonal skills;</li> <li>- Proven ability to work independently at times and within a team;</li> <li>- Demonstrated ability to prioritize multiple tasks to meet deadlines;</li> <li>- Demonstrated ability to interact in a collaborative manner with other departments and teams;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit         | Job Title                | Job Title                           | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|-----------------------------|--------------------------|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                             | Administrative Assistant | Administrative Assistant to the CEO | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1             |
| <b>S/Total</b>              |                          |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>9</b>      |
| Strategic Planning Division | Division Manager         | Strategic Planning Division Manager | <p>A0 in Agriculture, Agro-Economics, Agribusiness, Economics, Management, Development Studies, Business Administration, Project Management with 5 years of working experience or Master's Degree in Agriculture, Agro-Economics, Agribusiness, Management, Economics, Public Policy, Development Studies, Project Management with 3 years of working experience</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of Rwanda's Justice Sector Policies and Strategies;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills; Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |



| Administrative Unit | Job Title        | Job Title        | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Proposed Jobs |
|---------------------|------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Planning Officer | Planning Officer | <p>A0 in Economics, Business Administration, Project Management, Management, Development Studies</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of Strategic planning;</li> <li>- Knowledge of organizational structure, workflow &amp; operation procedures;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | M & E            | M & E Officer    | <p>A0 in Economics, Business Administration, Project Management, Management, Development Studies</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of Strategic planning;</li> <li>- Knowledge of organizational structure, workflow &amp; operation procedures;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title              | Job Title                      | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Proposed Jobs |
|---------------------|------------------------|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Resources Mobilisation | Resources Mobilisation Officer | <p>A0 in Economics, Management, Marketing, Business Administration, Project Management, Management, Development Studies</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of Strategic planning;</li> <li>- Knowledge of organizational structure, workflow &amp; operation procedures;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                    | 1             |
|                     | Statistics             | Statistician                   | <p>A0 in Statistics, Applied Mathematics, Economics</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Deep understanding of Research Methodologies and Statistics Concepts;</li> <li>- Knowledge of Rwanda's Justice Policies and Strategies;</li> <li>- Knowledge of various statistical software packages;</li> <li>- Knowledge to Prepares and publishes statistical and technical reports and research papers;</li> <li>- Knowledge of the theory, systems and application of statistical research methodology</li> <li>- Computer Skills;</li> <li>- Organizational Skills and Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
| <b>S/Total</b>      |                        |                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>5</b>      |

| Administrative Unit         | Job Title              | Job Title                           | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Proposed Jobs |
|-----------------------------|------------------------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Corporate Services Division | Division Manager       | Corporate Services Division Manager | <p>A0 in Business Administration, International Business, Public Finance, Development Studies, Economics with 5 years working experience or Master's Degree in Business Administration, Public Finance, Development Studies, Economics, Project Management with 3 years of working experience</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Negotiation and influencing skills</li> <li>- Extensive knowledge and understanding of the Rwandan Finance System;</li> <li>- General management</li> <li>- Policy analysis and formulation skills,</li> <li>- Leadership skills</li> <li>- Communication, reporting and writing skills</li> <li>- Effective communication skills;</li> <li>- Time Management Skills;</li> <li>- Computer Skills;</li> <li>- High analytical &amp; Complex Problem solving Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                             | Administrative Liaison | Administrative Liaison Officer      | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Word Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                              | 1             |

| Administrative Unit           | Job Title     | Job Title                                 | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Proposed Jobs |
|-------------------------------|---------------|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                               | Procurement   | Procurement Officer                       | <p>A0 in Procurement, Management, Accounting, Public Finance, Law, Economy,</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- High Analytical Skills;</li> <li>- Negotiation Skills;</li> <li>- Knowledge of basic business and purchasing practices;</li> <li>- Excellent Communication Skills;</li> <li>- Knowledge of state contracting laws, regulations and procedures;</li> <li>- Knowledge of grades, qualities, supply and price trends of commodities;</li> <li>- Time Management Skills;</li> <li>- Decision making Skills;</li> <li>- Computer Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                         | 1             |
| <b>S/Total</b>                |               |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>3</b>      |
| Administration & Finance Unit | Unit Director | Director of Administration & Finance Unit | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA etc) or A0 in Accounting, Public Finance, Finance or Management with Specialization in Finance with 3 years of working experience</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>-Negotiation and influencing skills</li> <li>- Extensive knowledge and understanding of the Rwandan Finance System;</li> <li>-General management</li> <li>-Policy analysis and formulation skills,</li> <li>-Leadership skills</li> <li>- Communication, reporting and writing skills</li> <li>- Effective communication skills;</li> <li>- Time Management Skills;</li> <li>- Computer Skills;</li> <li>- High analytical &amp; Complex Problem solving Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title      | Job Title      | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Proposed Jobs |
|---------------------|----------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Accountant     | Accountant     | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA etc) or A0 in Accounting, Public Finance, Finance or Management with Specialization in Finance</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Knowledge to analyse complex financial information &amp; Produce reports</li> <li>- Deep understanding of financial accounts;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- High Analytical Skills</li> <li>- Interpersonal skills;</li> <li>- Time management Skills</li> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 2             |
|                     | Budget Officer | Budget Officer | <p>A0 in Finance, Accounting, Management, Economics</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Deep understanding of financial accounts;</li> <li>- High Analytical Skills</li> <li>- Interpersonal skills;</li> <li>- Time management Skills</li> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                       | 1             |

| Administrative Unit | Job Title          | Job Title       | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Proposed Jobs |
|---------------------|--------------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Cashier            | Cashier         | <p>A2 Accounting, Finance</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Planning and Organisational skills;</li> <li>- Communication skills;</li> <li>- Knowledge of financial accounts;</li> <li>- High Analytical Skills</li> <li>- Interpersonal skills;</li> <li>- Time management Skills</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                     | 1             |
|                     | Estates Management | Estates Manager | <p>A0 Civil Engineering, Electricity, Construction, Electronic, Electromechanical, Urban Planning &amp; Management, Urban Development</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Experience in Construction engineering and management and project design;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title                | Job Title                        | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|---------------------|--------------------------|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Logistics Officer        | Logistics Officer                | <p>A0 in Store Management, Management, Economics, Finance, Accounting, Public Administration, Administrative Science</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of Management of Material Resources;</li> <li>- Knowledge of supply chain management;</li> <li>- Organizational Skills;</li> <li>- Computer Skills;</li> <li>- Communication Skills;</li> <li>- Report writing &amp; Presentation Skills;</li> <li>- Analytical Skills;</li> <li>- Interpersonal Skills;</li> <li>- Time management Skills;</li> <li>- Negotiation Skills;</li> <li>- Team working Skills</li> <li>- Problem Solving Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                        | 1             |
|                     | Documentation & Archives | Documentation & Archives Officer | <p>A0 in Library &amp; Information Science or A1 in Library &amp; information Science, Bibliotheconomy</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Proficiency in information technology;</li> <li>- Computer literacy;</li> <li>- Bookkeeping Skills;</li> <li>- Knowledge of integrated document management</li> <li>- Knowledge of archive management software</li> <li>- Knowledge of the documentation management system(DMS) would be an advantage.</li> <li>- Organizational Skills;</li> <li>- Interpersonal Skills;</li> <li>- Planning Skills;</li> <li>- Communication Skills;</li> <li>- Report writing &amp; Presentation skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title                   | Job Title                   | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Proposed Jobs |
|---------------------|-----------------------------|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | HRM Officer                 | HRM Officer                 | <p>A0 in Human Resource Management, Management, Public Administration, Administrative Sciences</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources;</li> <li>- Knowledge in the Development of Human Resources Policies and procedures</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Head of Central Secretariat | Head of Central Secretariat | <p>A1 in Secretarial Studies, Office Management, Library &amp; information Science or A0 in Public Administration, Administrative Science, Management, Sociology, Social Work, Law, Library &amp; information Science with 2 years of working experience</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                           | 1             |



| Administrative Unit | Job Title     | Job Title                        | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Proposed Jobs |
|---------------------|---------------|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Secretary     | Secretary in Central Secretariat | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Science, Management, Sociology, Social Work, Law</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Word Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 2             |
| <b>S/Total</b>      |               |                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>12</b>     |
| ICT Unit            | Unit Director | Director of ICT Unit             | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, 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 or Master's degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 1 year of working experience in ICT</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's ICT Policies and Strategies as well as National ICT Policy;</li> <li>- Deep Understanding of information technology and telecommunications;</li> <li>- Knowledge to research and analyze technology problems, issues, and program requirements.</li> <li>- Knowledge of computer hardware/software technologies.</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Problem-solving skills; Analytical skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title                 | Job Title                 | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Proposed Jobs |
|---------------------|---------------------------|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Database & Administration | Database & Administration | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or A1 in Computer Science, 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, MCSD, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's ICT policies and strategies;</li> <li>- Highly proficient with Microsoft Windows operating systems</li> <li>- Proficient in Microsoft Office products</li> <li>- Proficient in basic networking protocols and standards</li> <li>- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;</li> <li>- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title                             | Job Title                            | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|---------------------|---------------------------------------|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Network & Applications Administration | Network & Applications Administrator | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, 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 &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's ICT policies and strategies;</li> <li>- Highly proficient with Microsoft Windows operating systems</li> <li>- Proficient in Microsoft Office products</li> <li>- Proficient in basic networking protocols and standards</li> <li>- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;</li> <li>- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title             | Job Title                     | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Proposed Jobs |
|---------------------|-----------------------|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Online & Social Media | Online & Social Media Officer | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, 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 &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's ICT policies and strategies;</li> <li>- Highly proficient with Microsoft Windows operating systems</li> <li>- Proficient in Microsoft Office products</li> <li>- Proficient in basic networking protocols and standards</li> <li>- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;</li> <li>- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
| S/Total             |                       |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 4             |

| Administrative Unit                    | Job Title                | Job Title                | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Proposed Jobs |
|----------------------------------------|--------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Office of the Chief Operations Officer | Chief Operations Officer | Chief Operations Officer | <p>A0 in Economics, Project management, Agribusiness, Agro-economics and agriculture engineering with 10 years of working experience or Master's Degree in Economics, Project management, Agribusiness, Agro-economics and agriculture engineering with with 8 years of working experience</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- High degree of integrity.</li> <li>- Managerial &amp; organization skills.</li> <li>- Innovative.</li> <li>- Fluent in written and spoken English or French. Knowledge of Kiswahili and Kinyarwanda will be of added advantage.</li> <li>- Understanding of code of ethics and conduct of the Rwanda public service.</li> <li>- Customer focus.</li> <li>- Computer Literate</li> </ul> | 1             |
|                                        | Administrative Assistant | Administrative Assistant | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Science, Management, Sociology, Social Work, Law</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Word Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                           | 1             |

| Administrative Unit | Job Title                | Job Title               | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|---------------------|--------------------------|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Zone Export Coordination | Zone Export Coordinator | <p>A0 Business administration, Marketing, Management, Agribusiness , Agro-economics, Economics with 3 years of working experience or Master's Degree in Business administration, Marketing, Management, Agribusiness , Agro-economics, Economics</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Strong ability to develop marketing plans and strategies and to work toward their realisation and improvement under demanding performance schedules;</li> <li>- Excellent time management, administrative and organizational skills;</li> <li>- Ability to work successfully individually and as part of a team;</li> <li>- Ability to work calmly under pressure with flexible attitude to work;</li> <li>- Excellent written and verbal communication skills</li> <li>- Organization and planning skills</li> <li>- Problem analysis and problem-solving skills</li> <li>- Team-leadership</li> </ul> | 4             |
|                     | GIS Officer              | GIS Officer             | <p>A0 in Geography, Cartography</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Extensive knowledge of Spatial Data Infrastructure;</li> <li>- Working knowledge of GIS hardware (Plotters, GPS devices, Digitizers,...)</li> <li>- Strong GIS skills with two or more GIS packages and WEB GIS;</li> <li>- Solid knowledge of Computer</li> <li>- Databases and Management Information Systems; Experience in coordination exercises and data management</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                     | 1             |

| Administrative Unit   | Job Title              | Job Title                      | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|-----------------------|------------------------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                       | Warehousing Management | Warehousing Management Officer | <p>A0 in Store Management, Management, Economics, Public Administration, Administrative Science</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of Management of Material Resources;</li> <li>- Knowledge of supply chain management;</li> <li>- Organizational Skills;</li> <li>- Computer Skills;</li> <li>- Communication Skills;</li> <li>- Report writing &amp; Presentation Skills;</li> <li>- Analytical Skills;</li> <li>- Interpersonal Skills;</li> <li>- Time management Skills;</li> <li>- Negotiation Skills;</li> <li>- Team working Skills</li> <li>- Problem Solving Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                             | 2             |
| <b>S/Total</b>        |                        |                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>9</b>      |
| Coffee Chain Division | Division Manager       | Coffee Chain Division Manager  | <p>A0 in Agriculture, Agribusiness, Agriculture Engineering, Agro-economics, Rural engineering, Crop sciences, Crop Production with 5 years of working experience or Master's Degree in Agriculture, Agribusiness, Agriculture Engineering, Agro-economics, Rural engineering, Crop sciences, Crop Production with 3 years of working experience</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- High degree of integrity.</li> <li>- Managerial &amp; organization skills.</li> <li>- Innovative.</li> <li>- Fluent in written and spoken English, French, Knowledge of Kiswahili and Kinyarwanda will be of added advantage.</li> <li>- Understanding of code of ethics and conduct of the Rwanda public service.</li> <li>- Knowledge of Coffee Industry field activities in production and marketing organization.</li> <li>- Customer focus</li> <li>- Computer Literate</li> </ul> | 1             |

| Administrative Unit | Job Title                 | Job Title                                  | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Proposed Jobs |
|---------------------|---------------------------|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Coffee Production Support | Coffee Production Support Officer          | <p>A0 in Agriculture, Agribusiness, Agriculture Engineering, Agro-economics, Rural engineering, Crop sciences, Crop Production</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge in extension services and coffee farming systems in Rwanda</li> <li>- Knowledge in English, Kinyarwanda and French</li> <li>- Demonstrated effective oral and written communication skills</li> <li>- Computer Literate</li> </ul>                                                                                                                                                                                                                                | 1             |
|                     | Coffee Processing         | Coffee Processing & Value Addition Officer | <p>A0 in Agriculture, Agribusiness, Agriculture Engineering, Agro-economics, Rural engineering, Crop sciences, Crop Production</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge in extension services and coffee farming systems in Rwanda</li> <li>- Knowledge in English, Kinyarwanda and French</li> <li>- Demonstrated effective oral and written communication skills</li> <li>- Computer Literate</li> </ul>                                                                                                                                                                                                                                | 1             |
|                     | Coffee Plant Protection   | Coffee Plant Protection Officer            | <p>A0 in Crop Protection (Plant entomology or Plant pathology), Crop sciences, Crop Production</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of taxonomy and economies of major plant pest insects, other arthropods and mollusks; and pathogens</li> <li>- Knowledge of general principles and techniques used in identifying, evaluation and controlling these pests;</li> <li>- Knowledge on various literature sources pertaining to entomology, agricultural, plant pests and integrated pest management.</li> <li>- Knowledge of Evaluation of pest status;</li> <li>- Become proficient in identifying insects and pathogens</li> </ul> | 1             |



| Administrative Unit | Job Title             | Job Title                     | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Proposed Jobs |
|---------------------|-----------------------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Coffee Export Control | Coffee Export Control Officer | <p>A0 in Business administration, Marketing, Management, Agribusiness, Agro-economics, Economics</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of principles and processes for providing customer and personal services.</li> <li>- Good communication skills.</li> <li>- High level of integrity</li> <li>- Computer Literate</li> <li>- Knowledge of inventory making, statistics, and their applications.</li> <li>- Knowledge of English and French</li> </ul> | 1             |
|                     | Coffee Cooperative    | Coffee Cooperative Officer    | <p>A0 in Agriculture, Agribusiness, Agro-economics, Rural Development, Crop sciences, Crop Production, Social Sciences</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge in extension services •Knowledge in English, Kinyarwanda and French</li> <li>- Demonstrated effective oral and written communication skills</li> <li>- Easy to communicate with farmers</li> <li>- Computer Literate</li> </ul>                                                               | 1             |

| Administrative Unit | Job Title        | Job Title                | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Proposed Jobs |
|---------------------|------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Coffee Marketing | Coffee Marketing Officer | <p>A0 in Agriculture, Agribusiness, Agriculture Engineering, Agro-economics, Rural engineering, Crop sciences, Crop Production, Business administration, Marketing, Management, Agribusiness, Economics</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Strong ability to develop marketing plans and strategies and to work toward their realisation and improvement under demanding performance schedules;</li> <li>- Excellent time management, administrative and organizational skills;</li> <li>- Excellent skills in office productivity software;</li> <li>- Ability to work successfully individually and as part of a team;</li> <li>- Ability to work calmly under pressure with flexible attitude to work;</li> <li>- Excellent written and verbal communication skills</li> <li>- Organization and planning skills</li> <li>- Problem analysis and problem-solving</li> <li>- Team-leadership</li> <li>- Formal presentation skills</li> <li>- persuasiveness, adaptability and innovation</li> <li>- judgment, decision-making</li> <li>- collaboration</li> </ul> | 1             |
| S/Total             |                  |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 7             |

| Administrative Unit | Job Title              | Job Title                      | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Proposed Jobs |
|---------------------|------------------------|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Tea Chain Division  | Division Manager       | Tea Chain Division Manager     | <p>A0 in Agriculture, Agribusiness, Agro-economics, Rural Development, Crop sciences, Crop Production, Social Sciences with 5 years of working experience or Master's Degree in Agriculture, Agribusiness, Agro-economics, Rural Development, Crop sciences, Crop Production, Social Sciences with 3 years of working experience</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- High degree of integrity.</li> <li>- Managerial &amp; organization skills.</li> <li>- Innovative.</li> </ul> <p>Fluent in written and spoken English. Knowledge of Kiswahili and Kinyarwanda will be of added advantage.</p> <ul style="list-style-type: none"> <li>- Understanding of code of ethics and conduct of the Rwanda public service.</li> <li>- Customer focus.</li> <li>- Computer Literate</li> </ul>                                           | 1             |
|                     | Tea Production Support | Tea Production Support Officer | <p>A0 in Agriculture, Agribusiness, Agriculture Engineering, Agro-economics, Rural engineering, Crop sciences, Crop Production</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Strong ability to develop marketing plans and strategies and to work toward their realisation and improvement under demanding performance schedules;;</li> <li>- Excellent time management, administrative and organizational skills;</li> <li>- Excellent skills in office productivity software;</li> <li>- Ability to work successfully individually and as part of a team;</li> <li>- Ability to work calmly under pressure with flexible attitude to work;</li> <li>- excellent written and verbal communication skills</li> <li>- organization and planning skills</li> <li>- problem analysis and problem-solving</li> <li>- team-leadership</li> </ul> | 1             |

| Administrative Unit | Job Title                       | Job Title                               | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Proposed Jobs |
|---------------------|---------------------------------|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Tea Processing & Value Addition | Tea Processing & Value Addition Officer | <p>A0 in Agriculture, Agribusiness, Agriculture Engineering, Agro-economics, Rural engineering, Crop sciences, Crop Production</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Strong ability to develop marketing plans and strategies and to work toward their realisation and improvement under demanding performance schedules;;</li> <li>- Excellent time management, administrative and organizational skills;</li> <li>- Excellent skills in office productivity software;</li> <li>- Ability to work successfully individually and as part of a team</li> <li>- Ability to work calmly under pressure with flexible attitude to work;</li> <li>- excellent written and verbal communication skills</li> <li>- organization and planning skills</li> <li>- problem analysis and problem-solving</li> <li>- team-leadership</li> <li>- formal presentation skills</li> <li>- persuasiveness, adaptability and innovation</li> <li>- judgment, decision-making</li> <li>- collaboration</li> <li>- Specifically take responsibility in organizing departmental meetings, ensuring all documentation for discussions prepared before hand and necessary logistics in place</li> </ul> | 1             |

| Administrative Unit | Job Title                    | Job Title                            | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Proposed Jobs |
|---------------------|------------------------------|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Tea Export Logistics Support | Tea Export Logistics Support Officer | <p>A0 in Agriculture, Food Sciences and Technology, Agribusiness, Agriculture Engineering, Agro-economics, Rural engineering, Crop sciences, Crop Production</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Strong ability to develop marketing plans and strategies and to work toward their realisation and improvement under demanding performance schedules;;</li> <li>- Excellent time management, administrative and organizational skills;</li> <li>- Excellent skills in office productivity software;</li> <li>- Ability to work successfully individually and as part of a team;</li> <li>- Ability to work calmly under pressure with flexible attitude to work;</li> <li>- excellent written and verbal communication skills</li> <li>- organization and planning skills</li> <li>- problem analysis and problem-solving</li> <li>- team-leadership</li> <li>- formal presentation skills</li> <li>- persuasiveness, adaptability and innovation</li> <li>- judgment, decision-making</li> <li>- collaboration</li> <li>- Prepare and distribute invitations and minutes of the department meeting within the specified time</li> </ul> | 1             |

| Administrative Unit | Job Title        | Job Title               | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|---------------------|------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Tea Cooperatives | Tea Cooperative Officer | <p>A0 in Business administration, Marketing, Management Agribusiness , Agro-economics, Economics</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Strong ability to develop marketing plans and strategies and to work toward their realisation and improvement under demanding performance schedules;;</li> <li>- Excellent time management, administrative and organizational skills;</li> <li>- Excellent skills in office productivity software;</li> <li>- Ability to work successfully individually and as part of a team;</li> <li>- Ability to work calmly under pressure with flexible attitude to work;</li> <li>- excellent written and verbal communication skills</li> <li>- organization and planning skills</li> <li>- problem analysis and problem-solving</li> <li>- team-leadership</li> <li>- formal presentation skills</li> <li>- persuasiveness, adaptability and innovation</li> <li>- judgment, decision-making</li> </ul> | 1             |

| Administrative Unit         | Job Title        | Job Title                           | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|-----------------------------|------------------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                             | Tea Marketting   | Tea Marketting Officer              | <p>A0 in Agriculture, Agribusiness, Agriculture Engineering, Agro-economics, Rural engineering, Crop sciences, Crop Production, Business administration, Marketing, Management, Agribusiness, Economics</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Strong ability to develop marketing plans and strategies and to work toward their realisation and improvement under demanding performance schedules;;</li> <li>- Excellent time management, administrative and organizational skills;</li> <li>- Excellent skills in office productivity software;</li> <li>- Ability to work successfully individually and as part of a team;</li> <li>- Ability to work calmly under pressure with flexible attitude to work;</li> <li>- excellent written and verbal communication skills</li> <li>- organization and planning skills</li> <li>- problem analysis and problem-solving</li> <li>- team-leadership</li> <li>- formal presentation skills</li> <li>- persuasiveness, adaptability and innovation</li> <li>- judgment, decision-making</li> </ul> | 1             |
| <b>S/Total</b>              |                  |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>6</b>      |
| Horticulture Chain Division | Division Manager | Horticulture Chain Division Manager | <p>A0 in Agriculture, Agribusiness, Agriculture Engineering, Agro-economics, Rural engineering, Crop sciences, Crop Production with 5 years of working experience or Master's Degree in Agriculture, Agribusiness, Agriculture Engineering, Agro-economics, Rural engineering, Crop sciences, Crop Production with 3 years of working experience</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- High degree of integrity.</li> <li>- Managerial &amp; organization skills.</li> <li>- Innovative</li> <li>- Understanding of code of ethics and conduct of the Rwanda public service.</li> <li>- Customer focus</li> <li>- Computer Literate</li> <li>- Fluent in English and/or French</li> </ul>                                                                                                                                                                                                                                                                                                                                                      | 1             |

| Administrative Unit | Job Title  | Job Title          | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Vegetables | Vegetables Officer | <p>A0 in Agriculture, Agribusiness, Agriculture Engineering, Agro-economics, Rural engineering, Crop sciences, Crop Production</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Strong ability to develop marketing plans and strategies and to work toward their realisation and improvement under demanding performance schedules;</li> <li>- Excellent time management, administrative and organizational skills;</li> <li>- Excellent skills in office productivity software;</li> <li>- Ability to work successfully individually and as part of a team;</li> <li>- Ability to work calmly under pressure with flexible attitude to work;</li> <li>- Excellent written and verbal communication skills</li> <li>- Organization and planning skills</li> <li>- Problem analysis and problem-solving skills</li> <li>- Team-leadership</li> <li>- Formal presentation skills</li> <li>- Persuasiveness, adaptability and innovation</li> <li>- Judgment, decision-making skills</li> </ul> | 1             |
|                     | Fruits     | Fruits Officer     | <p>A0 in Agriculture, Agribusiness, Agriculture Engineering, Agro-economics, Rural engineering, Crop sciences, Crop Production</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Strong ability to develop marketing plans and strategies and to work toward their realisation and improvement under demanding performance schedules;</li> <li>- Excellent time management, administrative and organizational skills;</li> <li>- Excellent skills in office productivity software;</li> <li>- Ability to work successfully individually and as part of a team;</li> <li>- Ability to work calmly under pressure with flexible attitude to work;</li> <li>- Excellent written and verbal communication skills</li> <li>- Organization and planning skills</li> <li>- Problem analysis and problem-solving skills</li> <li>- Team-leadership</li> <li>- Formal presentation skills</li> <li>- Persuasiveness, adaptability and innovation</li> <li>- Judgment, decision-making skills</li> </ul> | 1             |



| Administrative Unit | Job Title                     | Job Title                             | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|-------------------------------|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Flowers                       | Flowers Officer                       | <p>A0 in Agriculture, Agribusiness, Agriculture Engineering, Agro-economics, Rural engineering, Crop sciences, Crop Production</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Strong ability to develop marketing plans and strategies and to work toward their realisation and improvement under demanding performance schedules;</li> <li>- Excellent time management, administrative and organizational skills;</li> <li>- Excellent skills in office productivity software;</li> <li>- Ability to work successfully individually and as part of a team;</li> <li>- Ability to work calmly under pressure with flexible attitude to work;</li> <li>- Excellent written and verbal communication skills</li> <li>- Organization and planning skills</li> <li>- Problem analysis and problem-solving skills</li> <li>- Team-leadership</li> <li>- Formal presentation skills</li> <li>- Persuasiveness, adaptability and innovation</li> <li>- Judgment, decision-making skills</li> </ul> | 1             |
|                     | Horticulture Diseases & Pests | Horticulture Diseases & Pests Officer | <p>A0 in Agriculture, Agribusiness, Agriculture Engineering, Agro-economics, Rural engineering, Crop sciences, Crop Production</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of taxonomy and economies of major plant pest insects, other arthropods and molluscs</li> <li>- knowledge of general principles and techniques used in identifying, evaluation and controlling these pests;</li> <li>- Knowledge on various literature sources pertaining to entomology, agricultural, horticultural and native plants, plant pests and integrated pest management.</li> <li>- Ability to perform a variety of taxonomic and curatorial tasks;</li> <li>- evaluate pest status;</li> <li>- Knowledge in insects identification</li> </ul>                                                                                                                                                                                                                                           | 1             |

| Administrative Unit | Job Title                     | Job Title                             | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|-------------------------------|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Horticulture Value Addition   | Horticulture Value Addition Officer   | <p>A0 in Agriculture, Agribusiness, Agriculture Engineering, Agro-economics, Rural engineering, Crop sciences, Crop Production</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Strong ability to develop marketing plans and strategies and to work toward their realisation and improvement under demanding performance schedules;;</li> <li>- Excellent time management, administrative and organizational skills;</li> <li>- Excellent skills in office productivity software;</li> <li>- Ability to work successfully individually and as part of a team;</li> <li>- Ability to work calmly under pressure with flexible attitude to work;</li> <li>- excellent written and verbal communication skills</li> <li>- organization and planning skills</li> <li>- problem analysis and problem-solving</li> <li>- team-leadership</li> <li>- formal presentation skills</li> <li>- persuasiveness, adaptability and innovation</li> <li>- judgment, decision-making</li> </ul>              | 1             |
|                     | Horticulture Export Logistics | Horticulture Export Logistics Officer | <p>A0 in Agriculture, Agribusiness, Agriculture Engineering, Agro-economics, Rural engineering, Crop sciences, Crop Production</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Strong ability to develop marketing plans and strategies and to work toward their realisation and improvement under demanding performance schedules;</li> <li>- Excellent time management, administrative and organizational skills;</li> <li>- Excellent skills in office productivity software;</li> <li>- Ability to work successfully individually and as part of a team;</li> <li>- Ability to work calmly under pressure with flexible attitude to work;</li> <li>- Excellent written and verbal communication skills</li> <li>- Organization and planning skills</li> <li>- Problem analysis and problem-solving skills</li> <li>- Team-leadership</li> <li>- Formal presentation skills</li> <li>- Persuasiveness, adaptability and innovation</li> <li>- Judgment, decision-making skills</li> </ul> | 2             |

| Administrative Unit                     | Job Title        | Job Title                                       | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|-----------------------------------------|------------------|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                                         | Marketing        | Marketing Officer                               | <p>A0 in Agriculture, Agribusiness, Agriculture Engineering, Agro-economics, Rural engineering, Crop sciences, Crop Production, Business administration, Marketing, Management, Agribusiness, Economics</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Strong ability to develop marketing plans and strategies and to work toward their realization and improvement under demanding performance schedules;;</li> <li>- Excellent time management, administrative and organizational skills;</li> <li>- Excellent skills in office productivity software;</li> <li>- Ability to work successfully individually and as part of a team;</li> <li>- Ability to work calmly under pressure with flexible attitude to work;</li> <li>- excellent written and verbal communication skills</li> <li>- organization and planning skills</li> <li>- problem analysis and problem-solving</li> <li>- team-leadership</li> <li>- formal presentation skills</li> <li>- persuasiveness, adaptability and innovation</li> <li>- judgment, decision-making</li> </ul> | 1             |
| <b>S/Total</b>                          |                  |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>9</b>      |
| Quality Assurance & Regulatory Division | Division Manager | Quality Assurance & Regulatory Division Manager | <p>A0 in Agriculture, Agribusiness, Agriculture Engineering, Agro-economics, Rural engineering, Crop sciences, Crop Production with 5 years of working experience or Master's Degree in Agriculture, Agribusiness, Agriculture Engineering, Agro-economics, Rural engineering, Crop sciences, Crop Production with 3 years of working experience</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Professional training in inspection of agriculture export crops;</li> <li>- Ability in areas of quality control, incoming material, process control, product evaluation, product reliability, inventory control, research and development, and administrative application;</li> <li>- Proven ability to supervise personnel;</li> <li>- Excellent verbal/written communication skills;</li> <li>- Fluency in English and French with knowledge of Kinyarwanda as added advantage</li> </ul>                                                                                                                                                             | 1             |

| Administrative Unit | Job Title                | Job Title                          | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Proposed Jobs |
|---------------------|--------------------------|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Unit Director            | Director of Quality Assurance Unit | <p>A0 in Botanical Sciences, Food Sciences and Technology, Agribusiness, Agro-Economics, Agriculture, Crop Sciences, Crop Production with 3 years of working experience or Master's Degree in Botanical Sciences, Food Sciences and Technology, Agribusiness, Agro-Economics, Agriculture, Crop Sciences, Crop Production with 1 year of working experience</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Professional training in inspection of agriculture export crops;</li> <li>- Ability in areas of quality control, incoming material, process control, product evaluation, product reliability, inventory control, research and development, and administrative application;</li> <li>- Proven ability to supervise personnel;</li> <li>- Excellent verbal/written communication skills;</li> <li>- Fluency in English and French with knowledge of Kinyarwanda is an added advantage</li> </ul> | 1             |
|                     | Coffee Quality Assurance | Coffee Quality Assurance Officer   | <p>A0 in Botanical Sciences, Food Sciences and Technology, Agribusiness, Agro-Economics, Agriculture, Crop Sciences, Crop Production</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Professional training in inspection of agriculture export crops;</li> <li>- Ability in areas of quality control, incoming material, process control, product evaluation, product reliability, inventory control, research and development, and administrative application;</li> <li>- Proven ability to supervise personnel;</li> <li>- Excellent verbal/written communication skills;</li> <li>- Fluency in English and French with knowledge of Kinyarwanda is an added advantage</li> </ul>                                                                                                                                                                                                                        | 1             |
|                     | Tea Quality Assurance    | Tea Quality Assurance              | <p>A0 Botanical Sciences, Food Sciences and Technology, Agribusiness, Agro-Economics, Agriculture, Crop Sciences, Crop Production</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Demonstrated effectiveness in working with varied audiences, with individuals and groups, as a team member.</li> <li>- Demonstrated skills in computer, data analysis and presentation, web-based education and communication, and other electronic equipment usage.</li> <li>- Demonstrated effective oral and written communication skills</li> </ul>                                                                                                                                                                                                                                                                                                                                                                  | 1             |

| Administrative Unit | Job Title                              | Job Title                                      | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|----------------------------------------|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Horticulture Quality Assurance         | Horticulture Quality Assurance Officer         | <p>A0 in Botanical Sciences, Food Sciences and Technology, Agribusiness, Agro-Economics, Agriculture, Crop Sciences, Crop Production</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Demonstrated effectiveness in working with varied audiences, with individuals and groups, as a team member.</li> <li>- Demonstrated skills in computer, data analysis and presentation, web-based education and communication, and other electronic equipment usage.</li> <li>- Demonstrated effective oral and written communication skills</li> </ul> | 1             |
|                     | Diversified Products Quality Assurance | Diversified Products Quality Assurance Officer | <p>A0 in Botanical Sciences, Food Sciences and Technology, Agribusiness, Agro-Economics, Agriculture, Crop Sciences, Crop Production</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Demonstrated effectiveness in working with varied audiences, with individuals and groups, as a team member.</li> <li>- Demonstrated skills in computer, data analysis and presentation, web-based education and communication, and other electronic equipment usage.</li> <li>- Demonstrated effective oral and written communication skills</li> </ul> | 1             |
|                     | Lab Technician                         | Lab Technician                                 | <p>A0 in Botanical Sciences, Agriculture, Chemistry, Biology or Biotechnology</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Technical laboratory skills</li> <li>- Excellent written and verbal communication skills</li> <li>- Organization and planning skills</li> <li>- Problem analysis and problem-solving skills</li> <li>- Team-leadership with stress tolerance</li> <li>- Formal presentation skills</li> <li>- Persuasiveness, adaptability, innovation, judgment and decision making abilities</li> </ul>                      | 2             |

| Administrative Unit | Job Title     | Job Title                   | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Proposed Jobs |
|---------------------|---------------|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Coffee Cupper | Coffee Cupper               | <p>High school certificates or preferably A1 level certificate in Agriculture, Agribusiness. professional training in coffee cupping, at least 6 months of relevant cupping experience</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Demonstrated effectiveness in working with varied audiences, with individuals and groups, as a team member.</li> <li>- Demonstrated skills in computer, data analysis and presentation, web-based education and communication, and other electronic equipment usage.</li> <li>- Demonstrated effective oral and written communication skills</li> </ul>                                                                                                                                                                                                                                                                                                          | 2             |
|                     | Tea Cupper    | Tea Cupper                  | <p>High school certificates or preferably A1 level certificate in Agriculture, Agribusiness. professional training in tea cupping, at least 6 months of relevant cupping experience</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Demonstrated effectiveness in working with varied audiences, with individuals and groups, as a team member.</li> <li>- Demonstrated skills in computer, data analysis and presentation, web-based education and communication, and other electronic equipment usage.</li> <li>- Demonstrated effective oral and written communication skills</li> </ul>                                                                                                                                                                                                                                                                                                             | 2             |
| <b>S/Total</b>      |               |                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>12</b>     |
| Regulatory Unit     | Unit Director | Director of Regulatory Unit | <p>A0 in Botanical Sciences, Food Sciences and Technology, Agribusiness, Agro-Economics, Agriculture, Crop Sciences, Crop Production with 3 years of working experience or Master's Degree in Botanical Sciences, Food Sciences and Technology, Agribusiness, Agro-Economics, Agriculture, Crop Sciences, Crop Production with 1 year of working experience</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Professional training in inspection of agriculture export crops;</li> <li>- Ability in areas of quality control, incoming material, process control, product evaluation, product reliability, inventory control, research and development, and administrative application;</li> <li>- Proven ability to supervise personnel;</li> <li>- Excellent verbal/written communication skills;</li> <li>- Fluency in English and French with knowledge of Kinyarwanda as added advantage</li> </ul> | 1             |

| Administrative Unit | Job Title                | Job Title                        | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Proposed Jobs |
|---------------------|--------------------------|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Coffee Regulations       | Coffee Regulations Officer       | <p>A0 in Agriculture, Agricultural science, Botanical Sciences, Food Science and Technology with professional training in coffee inspection</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Professional training in inspection of agriculture export crops;</li> <li>- Ability in areas of quality control, incoming material, process control, product evaluation, product reliability, inventory control, research and development, and administrative application;</li> <li>- Proven ability to supervise personnel;</li> <li>- Excellent verbal/written communication skills;</li> <li>- Fluency in English and French with knowledge of Kinyarwanda as added advantage</li> </ul> | 1             |
|                     | Tea Regulations          | Tea Regulations Officer          | <p>A0 in Agriculture, Agricultural science, Botanical Sciences, Food Science and Technology with professional training in tea inspection</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Professional training in inspection of agriculture export crops;</li> <li>- Ability in areas of quality control, incoming material, process control, product evaluation, product reliability, inventory control, research and development, and administrative application;</li> <li>- Proven ability to supervise personnel;</li> <li>- Excellent verbal/written communication skills;</li> <li>- Fluency in English and French with knowledge of Kinyarwanda as added advantage</li> </ul>    | 1             |
|                     | Horticulture Regulations | Horticulture Regulations Officer | <p>A0 in Agriculture, Agricultural science, Botanical Sciences, Food Science and Technology with professional training in tea inspection</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Professional training in inspection of agriculture export crops;</li> <li>- Ability in areas of quality control, incoming material, process control, product evaluation, product reliability, inventory control, research and development, and administrative application;</li> <li>- Proven ability to supervise personnel;</li> <li>- Excellent verbal/written communication skills;</li> <li>- Fluency in English and French with knowledge of Kinyarwanda as added advantage</li> </ul>    | 1             |
| <b>S/Total</b>      |                          |                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>4</b>      |

| Administrative Unit                             | Job Title                         | Job Title                                               | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed Jobs |
|-------------------------------------------------|-----------------------------------|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Diversification & Products Development Division | Division Manager                  | Diversification & Products Development Division Manager | <p>A0 in Agriculture, Agribusiness, Agriculture Engineering, Agro-economics, Rural engineering, Crop sciences, Crop Production, with 5 years of working experience or Master's Degree in Agriculture, Agribusiness, Agriculture Engineering, Agro-economics, Rural engineering, Crop sciences, Crop Production with 3 years of working experience</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Strong ability to develop marketing plans and strategies and to work toward their realisation and improvement under demanding performance schedules</li> <li>- Proven ability to supervise personnel;</li> <li>- Excellent verbal/written communication skills;</li> <li>- Fluency in English and French with knowledge of Kinyarwanda as added advantage</li> <li>- Creative and innovative Skills</li> <li>- Strong analytical skills</li> <li>- Marketing and persuasive skills</li> <li>- Strong leadership skills in a multi- sector environment</li> <li>- Strong communication skills</li> </ul>       | 1             |
|                                                 | Agricultural Products Development | Agricultural Products Development Officer               | <p>A0 in Agriculture, Agribusiness, Agriculture Engineering, Agro-economics, Rural engineering, Crop sciences, Crop Production, Rural Development</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Strong ability to develop marketing plans and strategies and to work toward their realisation and improvement under demanding performance schedules;</li> <li>- Excellent time management, administrative and organizational skills;</li> <li>- Excellent skills in office productivity software;</li> <li>- Ability to work successfully individually and as part of a team;</li> <li>- Ability to work calmly under pressure with flexible attitude to work;</li> <li>- Excellent written and verbal communication skills</li> <li>- Organization and planning skills</li> <li>- Problem analysis and problem-solving skills</li> <li>- Team-leadership</li> <li>- Formal presentation skills</li> <li>- Persuasiveness, adaptability and innovation</li> <li>- Judgment, decision-making skills</li> </ul> | 1             |



| Administrative Unit | Job Title                         | Job Title                                 | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|-----------------------------------|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Livestock Products Development    | Livestock Products Development Officer    | <p>A0 in Veterinary Medicine</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Strong ability to develop marketing plans and strategies and to work toward their realisation and improvement under demanding performance schedules;</li> <li>- Excellent time management, administrative and organizational skills;</li> <li>- Excellent skills in office productivity software;</li> <li>- Ability to work successfully individually and as part of a team;</li> <li>- Ability to work calmly under pressure with flexible attitude to work;</li> <li>- Excellent written and verbal communication skills</li> <li>- Organization and planning skills</li> <li>- Problem analysis and problem-solving skills</li> <li>- Team-leadership</li> <li>- Formal presentation skills</li> <li>- Persuasiveness, adaptability and innovation</li> <li>- Judgment, decision-making skills</li> </ul>                                                                                                   | 1             |
|                     | Horticulture Products Development | Horticulture Products Development Officer | <p>A0 in Agriculture, Agribusiness, Agriculture Engineering, Agro-economics, Rural engineering, Crop sciences, Crop Production</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Strong ability to develop marketing plans and strategies and to work toward their realisation and improvement under demanding performance schedules;</li> <li>- Excellent time management, administrative and organizational skills;</li> <li>- Excellent skills in office productivity software;</li> <li>- Ability to work successfully individually and as part of a team;</li> <li>- Ability to work calmly under pressure with flexible attitude to work;</li> <li>- Excellent written and verbal communication skills</li> <li>- Organization and planning skills</li> <li>- Problem analysis and problem-solving skills</li> <li>- Team-leadership</li> <li>- Formal presentation skills</li> <li>- Persuasiveness, adaptability and innovation</li> <li>- Judgment, decision-making skills</li> </ul> | 1             |

| Administrative Unit | Job Title | Job Title            | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Proposed Jobs |
|---------------------|-----------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Pyrethrum | Pyrethrum Specialist | <p>A0 in Agriculture, Agribusiness, Agriculture Engineering, Agro-economics, Rural engineering, Crop sciences, Crop Production with 3 years of working experience or Master's Degree in Agriculture, Agribusiness, Agriculture Engineering, Agro-economics, Rural engineering, Crop sciences, Crop Production</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Strong ability to develop marketing plans and strategies and to work toward their realisation and improvement under demanding performance schedules;</li> <li>- Excellent time management, administrative and organizational skills;</li> <li>- Excellent skills in office productivity software;</li> <li>- Ability to work successfully individually and as part of a team;</li> <li>- Ability to work calmly under pressure with flexible attitude to work;</li> <li>- Excellent written and verbal communication skills</li> <li>- Organization and planning skills</li> <li>- Problem analysis and problem-solving skills</li> <li>- Team-leadership</li> <li>- Formal presentation skills</li> <li>- Persuasiveness, adaptability and innovation</li> <li>- Judgment, decision-making skills</li> </ul> | 1             |

| Administrative Unit | Job Title   | Job Title              | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|---------------------|-------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Sericulture | Sericulture Specialist | <p>A0 in Agriculture, Agribusiness, Agriculture Engineering, Agro-economics, Rural engineering, Crop sciences, Crop Production with 3 years of working experience or Master's Degree in Agriculture, Agribusiness, Agriculture Engineering, Agro-economics, Rural engineering, Crop sciences, Crop Production</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Strong ability to develop marketing plans and strategies and to work toward their realisation and improvement under demanding performance schedules;</li> <li>- Excellent time management, administrative and organizational skills;</li> <li>- Excellent skills in office productivity software;</li> <li>- Ability to work successfully individually and as part of a team;</li> <li>- Ability to work calmly under pressure with flexible attitude to work;</li> <li>- Excellent written and verbal communication skills</li> <li>- Organization and planning skills</li> <li>- Problem analysis and problem-solving skills</li> <li>- Team-leadership</li> <li>- Formal presentation skills</li> </ul> | 1             |

| Administrative Unit | Job Title      | Job Title                 | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Proposed Jobs |
|---------------------|----------------|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Essential Oils | Essential Oils Specialist | <p>A0 in Agriculture, Agribusiness, Agriculture Engineering, Agro-economics, Rural engineering, Crop sciences, Crop Production with 3 years of working experience or Master's Degree in Agriculture, Agribusiness, Agriculture Engineering, Agro-economics, Rural engineering, Crop sciences, Crop Production</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Strong ability to develop marketing plans and strategies and to work toward their realisation and improvement under demanding performance schedules;</li> <li>- Excellent time management, administrative and organizational skills;</li> <li>- Excellent skills in office productivity software;</li> <li>- Ability to work successfully individually and as part of a team;</li> <li>- Ability to work calmly under pressure with flexible attitude to work;</li> <li>- Excellent written and verbal communication skills</li> <li>- Organization and planning skills</li> <li>- Problem analysis and problem-solving skills</li> <li>- Team-leadership</li> <li>- Formal presentation skills</li> <li>- Persuasiveness, adaptability and innovation</li> <li>- Judgment, decision-making skills</li> </ul> | 1             |

| Administrative Unit | Job Title                 | Job Title                         | Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|---------------------------|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Diversification Marketing | Diversification Marketing Officer | <p>A0 in Agriculture, Agribusiness, Agriculture Engineering, Agro-economics, Rural engineering, Crop sciences, Crop Production, Management, Marketing, Business Administration</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Strong ability to develop marketing plans and strategies and to work toward their realisation and improvement under demanding performance schedules;</li> <li>- Excellent time management, administrative and organizational skills;</li> <li>- Excellent skills in office productivity software;</li> <li>- Ability to work successfully individually and as part of a team;</li> <li>- Ability to work calmly under pressure with flexible attitude to work;</li> <li>- Excellent written and verbal communication skills</li> <li>- Organization and planning skills</li> <li>- Problem analysis and problem-solving skills</li> <li>- Team-leadership</li> <li>- Formal presentation skills</li> <li>- Persuasiveness, adaptability and innovation</li> <li>- Judgment, decision-making skills</li> </ul> | 1             |
| S/Total             |                           |                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 8             |
| Grand Total         |                           |                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 88            |

|                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Bibonywe</b> kugira ngo bigirwe Umugereka wa I w'Iteka rya Minisitiri w'Intebe n°73/03 ryo ku wa 27/2/2015 rishyiraho Imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi mu Kigo cy'Igihugu gishinzwe guteza imbere iyoherezwa mu mahanga ry'ibikomoka ku buhinzi n'ubworozi</p> | <p><b>Seen to be Annex I of the Prime Minister's Order n° 73/03 of 27/2/2015 determining Organizational Structure, salaries and fringe benefits for employees of National Agricultural Export Development Board</b></p> | <p><b>Vu pour être l'Annexe I de l'Arrêté du Premier Ministre n° 73/03 du 27/2/2015 déterminant la Structure Organisationnelle, les salaires et avantages accordés au personnel de l'Office National de Développement des Exportations Agricoles</b></p> |
| <p>Kigali, ku wa 27/2/2015</p>                                                                                                                                                                                                                                                                               | <p>Kigali, on 27/2/2015</p>                                                                                                                                                                                             | <p>Kigali, le 27/2/2015</p>                                                                                                                                                                                                                              |
| <p>(sé)<br/><b>MUREKEZI Anastase</b><br/>Minisitiri w'Intebe</p>                                                                                                                                                                                                                                             | <p>(sé)<br/><b>MUREKEZI Anastase</b><br/>Prime Minister</p>                                                                                                                                                             | <p>(sé)<br/><b>MUREKEZI Anastase</b><br/>Premier Ministre</p>                                                                                                                                                                                            |
| <p>(sé)<br/><b>UWIZEYE Judith</b><br/>Minisitiri w'Abakozi ba Leta n'Umurimo</p>                                                                                                                                                                                                                             | <p>(sé)<br/><b>UWIZEYE Judith</b><br/>Minister of Public Service and Labour</p>                                                                                                                                         | <p>(sé)<br/><b>UWIZEYE Judith</b><br/>Ministre de la Fonction Publique et du Travail</p>                                                                                                                                                                 |
| <p><b>Bibonywe</b> kandi bishyizweho Ikirango cya Repubulika:</p>                                                                                                                                                                                                                                            | <p><b>Seen and sealed with the Seal of the Republic:</b></p>                                                                                                                                                            | <p><b>Vu et scellé du Sceau de la République :</b></p>                                                                                                                                                                                                   |
| <p>(sé)<br/><b>BUSINGYE Johnston</b><br/>Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta</p>                                                                                                                                                                                                                    | <p>(sé)<br/><b>BUSINGYE Johnston</b><br/>Minister of Justice/Attorney General</p>                                                                                                                                       | <p>(sé)<br/><b>BUSINGYE Johnston</b><br/>Ministre de la Justice/Garde des Sceaux</p>                                                                                                                                                                     |

UMUGEREKA WA III W'ITEKA  
RYA MINISITIRI W'INTEBE  
N°73/03RYO KU WA 27/2/2015  
RISHYIRAHU IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO,  
IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MU KIGO  
CY'IGIHUGU GISHINZWE GUTEZA  
IMBERE IYOHEREZWA MU  
MAHANGA RY'IBIKOMOKA KU  
BUHINZI N'UBWOROZI

ANNEX III TO THE PRIME MINISTER'S  
ORDER N°73/03 OF 27/2/2015  
DETERMINING ORGANIZATIONAL  
STRUCTURE, SALARIES AND FRINGE  
BENEFITS FOR EMPLOYEES OF  
NATIONAL AGRICULTURAL EXPORT  
DEVELOPMENT BOARD

ANNEXE III DE L'ARRETE DU PREMIER  
MINISTRE N°73/03 DU 27/2/2015  
DETERMINANT LA STRUCTURE  
ORGANISATIONNELLE, LES SALAIRES  
ET AVANTAGES ACCORDES AU  
PERSONNEL DE L'OFFICE NATIONAL  
DE DEVELOPPEMENT DES  
EXPORTATIONS AGRICOLES

**NAEB - SALARY STRUCTURE**

| <b>POST</b>                                              | <b>I.V</b> | <b>Level</b> | <b>Index</b> | <b>Gross Salary<br/>(Rwf/Month)</b> |
|----------------------------------------------------------|------------|--------------|--------------|-------------------------------------|
| Chief Executive Officer                                  | 500        | E            | 3156         | 2,011,950                           |
| Chief Operations Officer                                 | 500        | F            | 2869         | 1,828,988                           |
| Coffee Division Manager                                  | 500        | 2.III        | 1890         | 1,352,972                           |
| Corporate Service Division Manager                       | 500        | 2.III        | 1890         | 1,352,972                           |
| Diversification and Product Development Division Manager | 500        | 2.III        | 1890         | 1,352,972                           |
| Horticulture Division Manager                            | 500        | 2.III        | 1890         | 1,352,972                           |
| Quality Assurance and Regulatory Division                | 500        | 2.III        | 1890         | 1,352,972                           |
| Strategic Planning Division Manager                      | 500        | 2.III        | 1890         | 1,352,972                           |
| Tea Division Manager                                     | 500        | 2.III        | 1890         | 1,352,972                           |
| Director of Administration & Finance Unit                | 500        | 3.II         | 1369         | 980,010                             |
| Director of ICT Unit                                     | 500        | 3.II         | 1369         | 980,010                             |
| Director of Quality Assurance Unit                       | 500        | 3.II         | 1369         | 980,010                             |
| Director of Regulatory Unit                              | 500        | 3.II         | 1369         | 980,010                             |
| Essential Oil Specialist                                 | 500        | 3.II         | 1369         | 980,010                             |
| HRM Specialist                                           | 500        | 3.II         | 1369         | 980,010                             |
| Marketing Strategy Specialist                            | 500        | 3.II         | 1369         | 980,010                             |
| Pyrethrum Specialist                                     | 500        | 3.II         | 1369         | 980,010                             |
| Sericulture Specialist                                   | 500        | 3.II         | 1369         | 980,010                             |
| Zone Export Coordinator                                  | 500        | 3.II         | 1369         | 980,010                             |
| Legal Affairs                                            | 500        | 4.III        | 1313         | 930,823                             |
| Human Resource Officer                                   | 500        | 4.II         | 1141         | 808,888                             |
| Investment Analysis Officer                              | 500        | 4.II         | 1141         | 808,888                             |
| Public Relations & Communication Officer                 | 500        | 4.II         | 1141         | 808,888                             |
| Agriculture Products Development Officer                 | 500        | 5.II         | 951          | 674,191                             |
| Budget Officer                                           | 500        | 5.II         | 951          | 674,191                             |
| Coffee Processing and Value addition Officer             | 500        | 5.II         | 951          | 674,191                             |
| Coffee Cooperative Officer                               | 500        | 5.II         | 951          | 674,191                             |
| Coffee Cupper Officer                                    | 500        | 5.II         | 951          | 674,191                             |
| Coffee Export Control Officer                            | 500        | 5.II         | 951          | 674,191                             |
| Coffee Marketing Officer                                 | 500        | 5.II         | 951          | 674,191                             |
| Coffee Plant Protection Officer                          | 500        | 5.II         | 951          | 674,191                             |
| Coffee Production Support Officer                        | 500        | 5.II         | 951          | 674,191                             |
| Coffee Quality Assurance Officer                         | 500        | 5.II         | 951          | 674,191                             |
| Coffee Regulations Inspector Officer                     | 500        | 5.II         | 951          | 674,191                             |
| Database Administration Officer                          | 500        | 5.II         | 951          | 674,191                             |
| Diversification Marketing Officer                        | 500        | 5.II         | 951          | 674,191                             |
| Diversified Products Quality Control Officer             | 500        | 5.II         | 951          | 674,191                             |
| Estate Manager                                           | 500        | 5.II         | 951          | 674,191                             |
| Flowers Officer                                          | 500        | 5.II         | 951          | 674,191                             |
| Fruits Officer                                           | 500        | 5.II         | 951          | 674,191                             |
| GIS Officer                                              | 500        | 5.II         | 951          | 674,191                             |
| Horticulture Export Logistics Officer                    | 500        | 5.II         | 951          | 674,191                             |
| Horticulture Diseases and Pest Officer                   | 500        | 5.II         | 951          | 674,191                             |
| Horticulture Marketing Officer                           | 500        | 5.II         | 951          | 674,191                             |
| Horticulture Quality Assurance Officer                   | 500        | 5.II         | 951          | 674,191                             |



**Official Gazette No. Special Bis of 28/02/2015**

| <b>POST</b>                                              | <b>I.V</b> | <b>Level</b> | <b>Index</b> | <b>Gross Salary<br/>(Rwf/Month)</b> |
|----------------------------------------------------------|------------|--------------|--------------|-------------------------------------|
| Horticulture Regulations Inspector                       | 500        | 5.II         | 951          | 674,191                             |
| Horticulture Value Addition Officer                      | 500        | 5.II         | 951          | 674,191                             |
| Horticulture Products Dev. Officer                       | 500        | 5.II         | 951          | 674,191                             |
| Internal auditor                                         | 500        | 5.II         | 951          | 674,191                             |
| Lab Technician                                           | 500        | 5.II         | 951          | 674,191                             |
| Livestock Products Development Officer                   | 500        | 5.II         | 951          | 674,191                             |
| Logistics Officer                                        | 500        | 5.II         | 951          | 674,191                             |
| M&E Officer                                              | 500        | 5.II         | 951          | 674,191                             |
| Network and Applications Officer                         | 500        | 5.II         | 951          | 674,191                             |
| Online and Social Media Officer                          | 500        | 5.II         | 951          | 674,191                             |
| Planning Officer                                         | 500        | 5.II         | 951          | 674,191                             |
| Procurement Officer                                      | 500        | 5.II         | 951          | 674,191                             |
| Resource Mobilisation Officer                            | 500        | 5.II         | 951          | 674,191                             |
| Statistician                                             | 500        | 5.II         | 951          | 674,191                             |
| Tea Processing and Value addition Officer                | 500        | 5.II         | 951          | 674,191                             |
| Tea Cooperative Officer                                  | 500        | 5.II         | 951          | 674,191                             |
| Tea Cupper Officer                                       | 500        | 5.II         | 951          | 674,191                             |
| Tea Export Logistics Support Officer                     | 500        | 5.II         | 951          | 674,191                             |
| Tea Marketing Officer                                    | 500        | 5.II         | 951          | 674,191                             |
| Tea Production Support Officer                           | 500        | 5.II         | 951          | 674,191                             |
| Tea Quality Control Officer                              | 500        | 5.II         | 951          | 674,191                             |
| Tea Regulations Inspector                                | 500        | 5.II         | 951          | 674,191                             |
| Vegetable Officer                                        | 500        | 5.II         | 951          | 674,191                             |
| Warehouse Management Officer                             | 500        | 5.II         | 951          | 674,191                             |
| Accountant                                               | 500        | 5.II         | 951          | 674,191                             |
| Administrative Assistant to the Chief Executive Officer  | 500        | 5.II         | 951          | 674,191                             |
| Administrative Assistant to the Chief Operations Officer | 500        | 5.II         | 951          | 674,191                             |
| Administrative Liaison Officer                           | 500        | 5.II         | 951          | 674,191                             |
| Cashier                                                  | 500        | 6.II         | 793          | 562,180                             |
| Documentation & Archives Officer                         | 500        | 6.II         | 793          | 562,180                             |
| Head of Central Secretariat                              | 500        | 7.II         | 660          | 467,893                             |
| Secretary                                                | 500        | 8.II         | 508          | 360,136                             |

**Bibonywe kugira ngo bigirwe Umugereka wa I w'Iteka rya Minisitiri w'Intebe n°73/03 ryo ku wa 27/2/2015 rishyiraho Imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi mu Kigo cy'Igihugu gishinzwe guteza imbere iyoherezwa mu mahanga ry'ibikomoka ku buhinzi n'ubworozi**

Kigali, ku wa 27/2/2015

**(sé)**  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

**(sé)**  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika:**

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

**Seen to be Annex I of the Prime Minister's Order n° 73/03 of 27/2/2015 determining Organizational Structure, salaries and fringe benefits for employees of National Agricultural Export Development Board**

Kigali, on 27/2/2015

**(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 l'Annexe I de l'Arrêté du Premier Ministre n° 73/03 du 27/2/2015 déterminant la Structure Organisationnelle, les salaires et avantages accordés au personnel de l'Office National de Développement des Exportations Agricoles**

Kigali, le 27/2/2015

**(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

ITEKA RYA MINISITIRI W'INTEBE N° 74/03  
RYO KU WA 27/2/2015 RIGENA  
IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO,  
IMISHAHARA N'IBINDI BIGENERWA  
ABAKOZI MURI KOMISIYO Y'IGIHUGU  
ISHINZWE ABANA

PRIME MINISTER'S ORDER N° 74/03 OF  
27/2/2015 DETERMINING ORGANISATIONAL  
STRUCTURE, SALARIES AND FRINGE  
BENEFITS OF THE NATIONAL  
COMMISSION FOR CHILDREN EMPLOYEES

ARRETE DU PREMIER MINISTRE N° 74/03  
DU 27/2/2015 DETERMINANT LA  
STRUCTURE ORGANISATIONNELLE,  
SALAIRES ET AUTRES AVANTAGES  
ACCORDES AU PERSONNEL DE LA  
COMMISSION NATIONALE POUR LES  
ENFANTS

ISHAKIRO

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**ITEKA RYA MINISITIRI W'INTEBE N° 74/03 RYO KU WA 27/2/2015 RIGENA IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI KOMISIYO Y'IGIHUGU ISHINZWE ABANA**

**PRIME MINISTER'S ORDER N° 74/03 OF 27/2/2015 DETERMINING ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS OF THE EMPLOYEES OF THE NATIONAL COMMISSION FOR CHILDREN**

**ARRETE DU PREMIER MINISTRE N° 74/03 DU 27/2/2015 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL DE LA COMMISSION NATIONALE POUR LES ENFANTS**

**Minisitiri w'Intebe;**

**The Prime Minister;**

**Le Premier Ministre;**

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

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date especially in Articles 37, 118, 119, 121 and 201;

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

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

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

Asubiye ku Iteka rya Minisitiri w'Intebe n°171/03 ryo kuwa 23/11/2011 rigena imbonerahamwe n'incamake y'imyanya y'imirimo bya Komisiyo y'Igihugu ishinzwe Abana;

Having reviewed the Prime Minister's Order n°171/03 of 23/11/2011 determining the organizational structure and summary of job positions of the National Commission for Children;

Revu l'Arrêté du Premier Ministre n°171/03 du 23/11/2011 déterminant la structure organisationnelle et la synthèse des emplois de la Commission Nationale pour les Enfants ;

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;

Having reviewed 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 to date;

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 et complété à ce jour;

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

On proposal by the Minister Public Service and Labour;

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

Inama y'Abaminisitiri yateranye ku wa 29/07/2014 imaze kubisuzuma no kubyemeza.

After consideration and approval by the Cabinet in session of 29/07/2014;

Après examen et adoption par le Conseil des Ministres en sa séance du 29/07/2014;

**ATEGETSE:**

**HEREBY ORDERS:**

**ARRETE :**

**Ingingo ya mbere: Icyo iri teka rigamije**

Iri teka rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Komisiyo y'Igihugu ishinzwe Abana.

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

Imbonerahamwe y'imyanya y'imirimo by' Abakozi n'ibisabwa ku myanya y'imirimo muri Komisiyo y'Igihugu ishinzwe Abana biri ku migereka ya I na II y'iri teka.

**Ingingo 3: Igenwa ry'umushahara**

Imishahara y'abakozi ba Komisiyo y'Igihugu ishinzwe Abana 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 muri Komisiyo y'Igihugu y'Abana biri ku mugereka wa III w'iri teka.

**Ingingo 4: Ibigize Umushahara mbumbe**

Umushahara mbumbe wa buri kwezi w'umukozi ukubiyemo iby'ingenzi bikurikira:

- 1 ° umushahara fatizo;
- 2 ° indamunite y'icumbi;
- 3 ° indamunite y'urugendo;

**Article One: Purpose of this Order**

This Order determines the mission, functions, organizational structure, salaries and fringe benefits of the employees of the National Commission for Children.

**Article 2: Organizational structure and job profiles**

The organizational structure and job profiles of the organizational structure of the National Commission for Children are respectively in annex I and II of this Order.

**Article 3: Determination of the salary**

Salaries of the National Commission for Children employees shall be determined on the basis of 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 National Commission for are in annex III of this Order.

**Article 4: Composition of the Gross salary**

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

- 1 ° basic salary;
- 2 ° housing allowance;
- 3 ° transport allowance;

**Article premier: Objet du présent arrêté**

Le présent arrêté détermine la structure organisationnelle, salaires et autres avantages accordés aux agents de la Commission National des Enfants.

**Article 2: Structure organisationnelle et profils d'emploi**

La structure organisationnelle et les profils d'emplois de la Commission National des Enfants sont respectivement en annexes I et II du présent arrêté.

**Article 3 : Détermination du salaire**

Les salaires accordés aux agents de la Commission National des Enfants 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 dans la Commission Nationale pour les Enfants sont en annexe III du présent arrêté.

**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 ° inkunga ya Leta mu bwiteganyirize bw'umukozi;

5 ° inkunga ya Leta yo kuvuza umukozi.

4 ° state contribution for social security;

5 ° State contribution for medical care.

4 ° la contribution de l'Etat à la sécurité sociale ;

5 ° la contribution de l'Etat aux soins médicaux.

Indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo ntigenerwa Abakozi bari ku nzego z'imirimo za "G" boroherezwa ingengo hakurikijwe amabwiriza ya Minisitiri ufite Gutwara Abantu mu nshingano ze. Indamunite y'urugendo kandi ntigenerwa abakozi bari ku rwego rwa "3" bagenerwa indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite Abakozi ba Leta mu nshingano ze.

The transport allowance specified in paragraph one of this Article shall not be granted to public servants positioned on level "G" whose transport is facilitated in accordance with Instructions of the Minister in charge of transport. The transport allowance 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 responsible for public service.

L'indemnité de transport visée l'alinéa premier du présent article n'est pas allouée aux Agents de l'Etat aux postes de niveau "G" 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.

**Ingingo 5 : Ibindi bigenerwa Umunyamabanga Nshingwabikorwa muri NCC**

Umunyamabanga Nshingwabikorwa muri NCC agenerwa ibindi bimufasha 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. amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200.000 Frw) buri kwezi anyura kuri konti y'urwego bireba;
3. Leta imworohera mu bijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

**Article 5: Fringe benefits of the Executive Secretary of NCC**

The Executive Secretary of NCC shall be entitled to the following fringe benefits:

1. a monthly office telephone communication allowance of one hundred thousand Rwandan francs (100,000 Rwf) and a mobile phone communication allowance of one hundred thousand Rwandan francs (100,000Rwf);
2. office entertainment allowance of two hundred thousand Rwandan francs (200,000Rwf) per month payable at the concerned institution's bank account ;
3. A Government transport facilitation in accordance with the Instructions of the Minister responsible for transport.

**Article 5: Autres avantages alloués au Secrétaire Exécutif de NCC**

Le Secrétaire Exécutif de NCC bénéficie des avantages suivants :

1. les frais de communication par téléphone et fax 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. les frais de représentation au service équivalant à deux cent mille francs rwandais (200.000 Frw) chaque mois payable au compte de l'institution concernée;
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 wa Gitagata Centre n'Abayobozi b'amashami bari ku rwego rw'imirimo rwa "3"**

Umuyobozi wa Gitagata Centre n'Abayobozi b'Amashami bari ku rwego rw'imirimo rwa "3" bagenerwa buri wese ibindi bimufasha gutunganya imirimo bikurikira:

- 1 ° amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo itatu y'u Rwanda (30.000 Frw) buri kwezi n'amafaranga ibihumbi ijana y'u Rwanda (Rwf 100.000) buri kwezi ya telefoni yo mu biro;
- 2 ° indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite Abakozi ba Leta mu nshingano ze.

**Ingingo ya 7: Indamunite z'urugendo rw'imodoka**

Iyo Umuyobozi Mukuru uri ku rwego rwa "G" agiye mu butumwa imbere mu Gihugu akoresheje imodoka ye, Leta imugenera indamunite y'urugendo hakurikijwe ibiteganywa n'Amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

**Ingingo ya 8: Abashinzwe gushyira mu bikorwa iri teka**

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

**Article 6: Fringe benefits for Head of Gitagata Centre and Director of Unit on "3" job level**

The Head of Gitagata Centre and Director of Unit on "3" job level shall each be entitled to the following fringe benefits:

- 1 ° A monthly mobile phone communication allowance of thirty thousand Rwandan francs (30, 000 Rwf) and an office landline of one hundred thousand Rwandan francs (100,000Rwf);
- 2 ° a special transport allowance determined in accordance with the instructions of the Minister responsible for public service.

**Article 7: Mileage allowances**

When a senior official on level "G" goes on official mission inside the country with his/her vehicle, the State shall pay him/her mileage allowances specified in the relevant Ministerial Instructions issued by the Minister in charge of transport.

**Article 8: Authorities responsible for the implementation of this Order**

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

**Article 6: Avantages alloués au directeur de du Centre Gitagata et Directeur d'Unité au poste de niveau "3"**

Le Directeur du Centre de Gitagata et chaque directeur d'Unité au poste de niveau "3" bénéficient chacun des avantages suivants:

- 1 ° des frais de communication par téléphone portable équivalant à trente mille francs rwandais (30,000 Frw) par mois et des frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) par mois ;
- 2 ° l'indemnité spéciale de transport conformément aux Instructions du Ministre ayant la fonction publique dans ses attributions.

**Article 7 : Indemnités kilométriques**

Lorsqu'un haut cadre aux postes de niveaux "G" va en mission officielle à l'intérieur du pays en utilisant son véhicule, l'Etat lui octroie une indemnité kilométrique conformément aux Instructions du Ministre ayant le transport dans ses attributions.

**Article 8: Autorités chargées de l'exécution du présent arrêté**

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

**Ingingo ya 9: Ivanwaho ry'ingingo zinyuranyije n'iri teka**

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

**Ingingo ya 10: Igihe iteka ritangira gukurikizwa**

Iri teka ritangira gukurikizwa ku munsu ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera kuwa 29/07/2014.

Kigali ku wa 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika:**

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

**Article 9: Repealing provision**

All other prior provisions contrary to this Order are hereby repealed.

**Article 10: Commencement**

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes effect as of 29/07/2014.

Kigali on 27/2/2015

(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

**Article 9: Disposition abrogatoire**

Toutes les dispositions antérieures contraires au présent Arrêté sont abrogées.

**Article 10: Entrée en vigueur**

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il produit ses effets à partir du 29/07/2014.

Kigali le 27/2/2015

(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

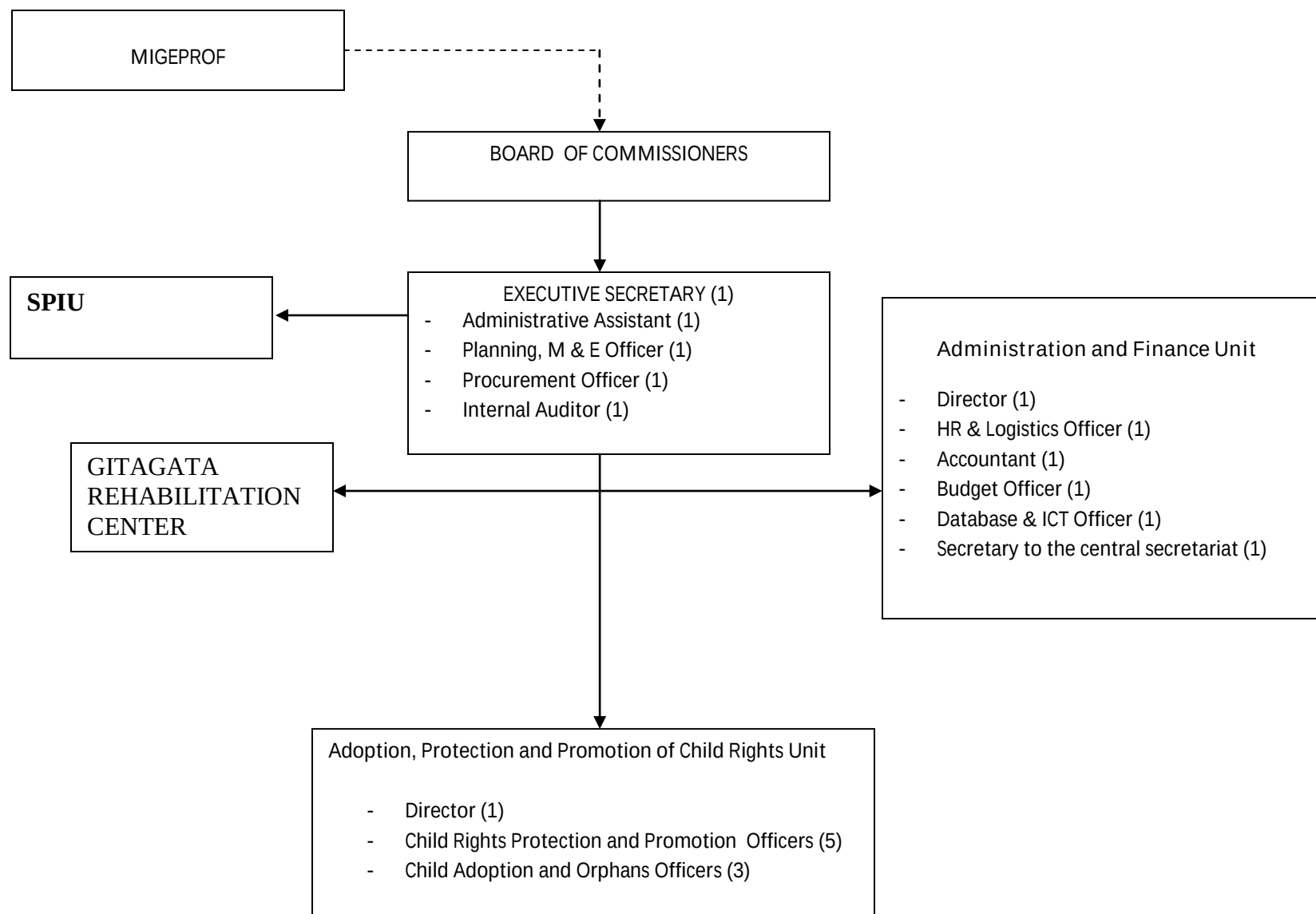


UMUGEREKA WA I W'ITEKA RYA MINISITIRI  
W'INTEBE N° 74/03 RYO KU WA 27/2/2015  
RIGENA IMBONERAHAMWE Y'IMYANYA  
Y'MIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MURI KOMISIYO  
Y'IGIHUGU ISHINZWE ABANA

ANNEXE I TO PRIME MINISTER'S ORDER N°  
74/03 OF 27/2/2015 DETERMINING  
ORGANISATIONAL STRUCTURE, SALARIES  
AND FRINGE BENEFITS OF THE  
EMPLOYEES OF THE NATIONAL  
COMMISSION FOR CHILDREN

ANNEXE I DE L'ARRETE DU PREMIER  
MINISTRE N° 74/03 DU 27/2/2015  
DETERMINANT LA STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AUTRES AVANTAGES ACCORDES AU  
PERSONNEL DE LA COMMISSION  
NATIONALE POUR LES ENFANTS

*Official Gazette No. Special Bis of 28/02/2015*  
**NATIONAL COMMISSION FOR THE CHILDREN - ORGANIZATIONAL CHART**



**Bibonywe kugira ngo bishyirwe ku migereka y' Iteka rya Minisitiri w'Intebe n° 74/03 ryo ku wa 27/2/2015 rigena Imbonerahamwe y'Imyanya y'Imirimo, Imishahara n'ibindi bigenerwa Abakozi muri Komisiyo y'Igihugu ishinze Abana**

**Seen to be annexed to Prime Minister's order n° 74/03 of 27/2/2015 determining, Organizational Structure, Salaries and Fringe benefits of the employees of the National Commission for Children**

**vu pour être annexés à l'Arrêté du Premier Ministre n° 74/03 du 27/2/2015 déterminant la Structure Organisationnelle, Salaires et autres avantages accordés au personnel de la Commission National pour les Enfants**

Kigali, ku wa 27/2/2015

Kigali, on 27/2/2015

Kigali, le 27/2/2015

**(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 II W'ITEKA RYA MINISITIRI  
W'INTEBE N° 74/03 RYO KU WA 27/2/2015  
RIGENA IMBONERAHAMWE Y'IMYANYA  
Y'MIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MURI KOMISIYO  
Y'IGIHUGU ISHINZWE ABANA**

**ANNEXE II TO PRIME MINISTER'S ORDER  
N° 74/03 OF 27/2/2015 DETERMINING  
ORGANISATIONAL STRUCTURE, SALARIES  
AND FRINGE BENEFITS OF THE  
EMPLOYEES OF THE NATIONAL  
COMMISSION FOR CHILDREN**

**ANNEXE II DE L'ARRETE DU PREMIER  
MINISTRE N° 74/03 DU 27/2/2015  
DETERMINANT LA STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AUTRES AVANTAGES ACCORDES AU  
PERSONNEL DE LA COMMISSION  
NATIONALE POUR LES ENFANTS**

**NATIONAL COUNCIL FOR CHILDREN - JOB PROFILES**

| Administrative Unit               | Job Title           | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|-----------------------------------|---------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Office of the Executive Secretary | Executive Secretary | Executive Secretary to NCC               | Political appointee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 1             |
|                                   | Internal Audit      | Internal Auditor                         | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 Finance, Accounting, Management specialized in Finance/Accounting</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Detailed knowledge of financial and Audit Standards, HR &amp; Financial regulations, Procedures and Financial software;</li> <li>- Planning Skill;</li> <li>- High Analytical skills;</li> <li>- Report writing and presentation skills.</li> <li>- Time management skills;</li> <li>- Excellent problem-solving skills and clear logical thinking;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                | 1             |
|                                   | Procurement         | Procurement officer                      | <p>A0 in Procurement, Management, Public Finance, Economics, Law, Accounting</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High Analytical Skills;</li> <li>- Negotiation Skills;</li> <li>- Knowledge of basic business and purchasing practices;</li> <li>- Excellent Communication Skills;</li> <li>- Knowledge of state contracting laws, regulations and procedures;</li> <li>- Knowledge of grades, qualities, supply and price trends of commodities;</li> <li>- Time Management Skills;</li> <li>- Decesion making Skills;</li> <li>- Computer Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .</li> </ul> | 1             |

| Administrative Unit | Job Title                | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Proposed Jobs |
|---------------------|--------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Planning, M & E          | Planning, M & E Officer                  | <p>A0 in Management, Economics, Development Studies, Project Mngement, Businesss Administration</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processess and tools;</li> <li>- Knowledge of Rwanda's Public service and labour Sector Policies and Strategies;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgmet &amp; Decission Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Administrative Assistant | Administrative Assistant                 | <p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management, Administrative Sciences, Sociology, Social work, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>-Time management skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                       | 1             |
| S/Total             |                          |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 5             |

| Administrative Unit        | Job Title        | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Proposed Jobs |
|----------------------------|------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Finance and Administration | Director of Unit | Director of Finance and Administration   | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or Bachelor's degree in Accounting, Public Finance, Finance, or Mnagement with specialisation in Finance with 3 years of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's financial management standards and procedures;</li> <li>- Knowledge of Accounting principles and practices and financial data reporting.</li> <li>- Knowledge of Rwanda Public Financial Law;</li> <li>- Leadership and management skills;</li> <li>- Planning and organisational, Budgeting skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Time management Skills</li> <li>- Interviewing Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Proble solving;</li> <li>- fluent in Kinyarwanda, English and/ or French;</li> </ul> <p>knowledge of all is an advantage</p> | 1             |

| Administrative Unit | Job Title  | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Proposed Jobs |
|---------------------|------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Accounting | Accountant                               | <p>A0 in Finance, Accounting, Management with specialization in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA,)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software(SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Knowledge to analyse complex financial information &amp; Produce reports</li> <li>- Deep understanding of financial accounts;</li> <li>- High Analytical Skills</li> <li>- Interpersonal skills;</li> <li>- Time management Skills</li> <li>- Complex Problem solving;</li> <li>-Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Budget     | Budget Officer                           | <p>A0 in Finance, Accounting, Management, and Economics</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software(SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Deep understanding of financial accounts;</li> <li>- High Analytical Skills</li> <li>- Interpersonal skills;</li> <li>- Time management Skills</li> <li>- Complex Problem solving;</li> <li>-Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                       | 1             |



| Administrative Unit | Job Title        | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed Jobs |
|---------------------|------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Database and ICT | Database and ICT Officer                 | <p>A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering ; Certifications in CCNA, MCSE, MCSA, MCTs (NET), LAMP/WAMP Framework or MCITP are an added advantage or A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Broad understanding of computer systems, computer applications and operating systems;</li> <li>- Broad range of technical computer skills;</li> <li>- Analytical and problem-solving skills;</li> <li>- Wide knowledge of office software applications;</li> <li>- Good presentation and communication skills.</li> <li>- Excellent interpersonal skills;</li> </ul> | 1             |

| Administrative Unit | Job Title  | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|---------------------|------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | HR Officer | HR Officer                               | <p>A0 in Human Resource Management, Management, Public Administration, Administrative Sciences</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources;</li> <li>- Knowledge in the Development of Human Resources Policies and procedures</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Secretary  | Secretary to 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 &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                    | 1             |

| Administrative Unit                                     | Job Title                           | Title of Job positions linked to the Job                            | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|---------------------------------------------------------|-------------------------------------|---------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| S/Total                                                 |                                     |                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 6             |
| Adoption, Protection and Promotion of Child Rights Unit | Director of Unit                    | Director of Adoption, Protection and Promotion of Child Rights Unit | <p>A0 in Law, Education Sciences, Psychology, Sociology Social work with 3 years of working Experience or Masters degree in Law, Education Sciences, Sociology, Psychology, and Social work with 1 year of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Existensive knowledge in Family Law in general and child rights in particular;</li> <li>- Strong knowledge in children protection and promotion policies and strategies;</li> <li>- Strong Management and Leadership Skills;</li> <li>- Excellent Communication;</li> <li>- Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                                                         | Child Rights Protection & Promotion | Child Rights Protection & Promotion Officer                         | <p>A0 in Law, Education Sciences, Psychology, Sociology, Social work</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Existensive knowledge in Family Law in general and child rights in particular;</li> <li>- Strong knowledge in children protection and promotion policies and strategies;</li> <li>- Excellent Communication and advocacy skills;</li> <li>- Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                          | 5             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit | Job Title                  | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Proposed Jobs |
|---------------------|----------------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Child Adoption and Orphans | Child Adoption and Orphans Officer       | <p>A0 in Law, Education Sciences, Psychology, Sociology, Social work and Public Administration, Administrative Sciences,</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Existensive knowledge in Family Law in general and child rights in particular;</li> <li>- Excellent Communication and Hospitality Skills;</li> <li>- Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet);</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 3             |
| S/Total             |                            |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 9             |
| Grand / Total       |                            |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 20            |
|                     |                            |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |               |

**Bibonywe kugira ngo bishyirwe ku migereka y' Iteka rya Minisitiri w'Intebe n° 74/03 ryo ku wa 27/2/2015 rigena Imbonerahamwe y'Imyanya y'Imirimo, Imishahara n'ibindi bigenerwa Abakozi muri Komisiyo y'Igihugu ishinzwe Abana**

**Seen to be annexed to Prime Minister's order n° 74/03 of 27/2/2015 determining, Organizational Structure, Salaries and Fringe benefits of the employees of the National Commission for Children**

**vu pour être annexés à l'Arrêté du Premier Ministre n° 74/03 du 27/2/2015 déterminant la Structure Organisationnelle, Salaires et autres avantages accordés au personnel de la Commission National pour les Enfants**

Kigali, ku wa 27/2/2015

Kigali, on 27/2/2015

Kigali, le 27/2/2015

**(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 III W'ITEKA RYA  
MINISITIRI W'INTEBE N° 74/03 RYO KU WA  
27/2/2015 RIGENA IMBONERAHAMWE  
Y'IMYANYA Y'MIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI MURI  
KOMISIYO Y'IGIHUGU ISHINZWE ABANA

ANNEXE III TO PRIME MINISTER'S ORDER  
N° 74/03 OF 27/2/2015 DETERMINING  
ORGANISATIONAL STRUCTURE, SALARIES  
AND FRINGE BENEFITS OF THE  
EMPLOYEES OF THE NATIONAL  
COMMISSION FOR CHILDREN

ANNEXE III DE L'ARRETE DU PREMIER  
MINISTRE N° 74/03 DU 27/2/2015  
DETERMINANT LA STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AUTRES AVANTAGES ACCORDES AU  
PERSONNEL DE LA COMMISSION  
NATIONALE POUR LES ENFANTS

**NCC - SALARY STRUCTURE**

| POST                                                                      | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|---------------------------------------------------------------------------|-----|-------|-------|-----------------------------|
| Executive Secretary                                                       | 400 | G     | 2608  | 1330080                     |
| Director of Adoption, Protection and Promotion of<br>Children Rights Unit | 400 | 3.II  | 1369  | 784,008                     |
| Director of Administration and Finance                                    | 400 | 3.II  | 1369  | 784,008                     |
| Human Resources and Logistics Officer                                     | 400 | 4.II  | 1141  | 647,110                     |
| Children Rights Protection and Promotion Officer                          | 400 | 5.II  | 951   | 539,353                     |
| Children Adoption and Orphans Officer                                     | 400 | 5.II  | 951   | 539,353                     |
| Planning, Monitoring and Evaluation Officer                               | 400 | 5.II  | 951   | 539,353                     |
| Internal Auditor                                                          | 400 | 5.II  | 951   | 539,353                     |
| Accountant                                                                | 400 | 5.II  | 951   | 539,353                     |
| Procurement Officer                                                       | 400 | 5.II  | 951   | 539,353                     |
| Budget Officer                                                            | 400 | 5.II  | 951   | 539,353                     |
| Data Base and ICT Officer                                                 | 400 | 5.II  | 951   | 539,353                     |
| Administrative Assistant                                                  | 400 | 7.II  | 660   | 374,314                     |
| Secretary                                                                 | 400 | 8.II  | 508   | 288,109                     |

**Bibonywe kugira ngo bishyirwe ku migereka y' Iteka rya Minisitiri w'Intebe n° 74/03 ryo ku wa 27/2/2015 rigena Imbonerahamwe y'Imyanya y'Imirimo, Imishahara n'ibindi bigenerwa Abakozi muri Komisiyo y'Igihugu ishinze Abana**

**Seen to be annexed to Prime Minister's order n° 74/03 of 27/2/2015 determining, Organizational Structure, Salaries and Fringe benefits of the employees of the National Commission for Children**

**vu pour être annexés à l'Arrêté du Premier Ministre n° 74/03 du 27/2/2015 déterminant la Structure Organisationnelle, Salaires et autres avantages accordés au personnel de la Commission National pour les Enfants**

Kigali, ku wa 27/2/2015

Kigali, on 27/2/2015

Kigali, le 27/2/2015

**(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



ITEKA RYA MINISITIRI W'INTEBE N° 75/03 RYO KU WA 27/02/2015 IGENA IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MU KIGO NGORORAMUCO CYA GITAGATA

PRIME MINISTER'S ORDER N°75/03 OF 27/02/2015 DETERMINING ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF GITAGATA REHABILITATION CENTER

ARRETE DU PREMIER MINISTRE N°75/03 DU 27/02/2015 PORTANT STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL DU CENTRE DE REHABILITATION DE GITAGATA

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**ITEKA RYA MINISITIRI W'INTEBE N°75/03 RYO KU WA 27/02/2015 IGENA IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MU KIGO NGORORAMUCO CYA GITAGATA**

**PRIME MINISTER'S ORDER N°75/03 OF 27/02/2015 DETERMINING ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF GITAGATA REHABILITATION CENTER**

**ARRETE DU PREMIER MINISTRE N°75/03 DU 27/02/2015 PORTANT STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AUX PERSONNEL DU CENTRE DE REHABILITATION DE GITAGATA**

**Minisitiri w'Intebe;**

**The Prime Minister;**

**Le Premier Ministre;**

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

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

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

Pursuant to Law No 86/2013 of 11/09/2013 establishing the general statutes for Public Service, especially in its article 52 and 54;

Vu la Loi N°86/2013 du 11/09/2013 portant statut général de la fonction publique, spécialement en son article 52 et 54 ;

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 ryujwe kugeza ubu;

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 to date;

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 et complété à ce jour;

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

On proposal by the Minister Public Service and Labour;

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

Inama y'Abaminisitiri yateranye ku wa 29/07/2014 imaze kubisuzuma no kubyemeza.

After consideration and approval by the Cabinet in session of 29/07/2014;

Après examen et adoption par le Conseil des Ministres en sa séance du 29/07/2014

**ATEGETSE:**

**HEREBY ORDERS:**

**ARRETE :**

**Ingingo ya mbere: Icyo iri teka rigamije**

Iri teka rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi mu Kigo Ngororamuco cya GITAGATA.

**Article One: Purpose of this Order**

This Order determines the organizational structure, salaries and fringe benefits for employees of GITAGATA Rehabilitation Center.

**Article premier: Objet du présent Arrêté**

Le présent arrêté fixe la mission, fonctions, structure organisationnelle, salaires et autres avantages accordés aux agents du Centre de Réhabilitation de GITAGATA.

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

Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo mu Kigo Ngororamuco cya GITAGATA biri ku migereka ya I na II y'iri teka.

**Article 2: Organizational structure and job profiles**

The Organizational structure and job profiles of GITAGATA Rehabilitation Center are respectively in annex I and II of this Order.

**Article 2: Structure organisationnelle et profils d'emplois**

La Structure organisationnelle et profils d'emplois du Centre de Réhabilitation de GITAGATA sont respectivement en annexe I et II du présent arrêté.

**Ingingo ya 3: Igenwa ry'Umushahara**

Imishahara y'Abakozi mu Kigo Ngororamuco cya GITAGATA igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara mu Butegetsi bwa Leta.

**Article 3: Determination of the Salary**

Salaries for employees of GITAGATA Rehabilitation Center shall be determined basing on job classification and in accordance with general principles on salary calculation in Public Service.

**Article 3 : Détermination du Salaire**

Les salaires accordés aux Agents du Centre de Réhabilitation de GITAGATA sont déterminés suivant la classification des emplois et conformément aux principes généraux de fixation des salaires dans la fonction publique.

Urwego, umubare fatizo, agaciro k'umubare fatizo n'umushahara mbumbe bigendana na buri mwanya w'umurimo mu Kigo Ngororamuco cya GITAGATA biri ku mugereka wa III w'iri teka.

The level, index value and the gross salary corresponding to each job position in GITAGATA Rehabilitation Center are in annex III to this Order.

Le niveau, l'indice, la valeur indiciaire et le salaire brut correspondant à chaque emploi du Centre de Réhabilitation de GITAGATA sont en annexe III du présent arrêté.

**Ingingo ya 4: Ibigize Umushahara mbumbe**

Umushahara mbumbe wa buri kwezi ku bayobozi bakuru n'abakozib'ikigo Ngororamuco cya GITAGATA ukubiyemo iby'ingenzi bikurikira:

**Article 4: Composition of Gross salary**

The monthly gross salary of the authorities and employees of GITAGATA Rehabilitation Center shall mainly be composed of the following:

**Article 4: Composition du Salaire brut**

Le salaire brut mensuel aux dirigeants et aux agents du Centre de Réhabilitation de GITAGATA comprend principalement :

- 1 ° umushahara fatizo;
- 2 ° indamunite y'icumbi;
- 3 ° indamunite y'urugendo;

1. basic salary;
2. housing allowance;
3. transport allowance;

- 1 ° le salaire de base;
- 2 ° l'indemnité de logement ;
- 3 ° l'indemnité de transport ;

4 ° inkunga ya Leta mu bwiteganyirize bw’umukozi;

5 ° inkunga ya Leta yo kuvuza umukozi.

Indamunite y’urugendo ivugwa mu gika kibanziriza iki ntigenerwa 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 w’Ikigo cya GITAGATA uri ku rwego rw’Imirimo rwa 3.III**

Umuyobozi w’Ikigo uri ku rwego rwa “3.III” agenerwa ibindi bimufasha gutunganya imirimo bikurikira:

1. amafaranga y’itumanaho rya telefoni igendanwa angana n’ibihumbi mirongo itatu y’u Rwanda(30.000 Frw)buri kwezi n’amafaranga ibihumbi ijana y’u Rwanda (Rwf 100,000) buri kwezi ya telefoni yo mu biro;
2. indamunite yihariye y’urugendo hakurikijwe amabwiriza ya Minisitiri ufite Abakozi ba Leta mu nshingano ze.

**Ingingo ya 6: Abashinzwe gushyira mu bikorwa iri teka**

Minisitiri w’Abakozi ba Leta n’Umurimo, Minisitiri w’Uburinganire n’Iterambere ry’Umuryangona

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 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 Director of GITAGATA Rehabilitation Center on “3.III” job level**

The Director of the Center on “3.II”job level shall each be entitled to the following fringe benefits:

1. A mobile phone communication allowance of thirty thousand Rwandan francs (Rwf 30, 000) per month and an office landline of one hundred thousand Rwandan francs (Rwf 100,000) per month;
2. a special transport allowance for those who were appointed by Cabinet Meeting as determined by the Minister having public service among his/her attributions.

**Article 6: Authorities responsible for the implementation of this Order**

The Minister of Public Service and Labour, the Minister of Gender and Family Promotion and the

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“3” qui bénéficient l’indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

**Article 5: Autres avantages alloués au Directeur du Centre de Réhabilitation de GITAGATA au poste de niveau “3.II”**

Le Directeur du Centre au poste de niveau “3.II”bénéficie chacun des avantages suivants:

1. Les frais de communication par téléphone portable équivalant à trente mille francs rwandais (30, 000 Frw) par mois et des frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) par mois ;
2. indemnité spéciale de transport conformément aux Instructions du Ministre ayant la fonction publique dans ses attributions.

**Article 6 : Autorités chargées de l’exécutiondu présent arrêté**

Le Ministre de la Fonction Publique et du Travail, Ministre du Genre et de la Promotion Familiale et

**Official Gazette No. Special Bis of 28/02/2015**

Minisitiri w'Imari n'Igenamigambi bashinzwe kubahiriza iri teka.

Minister of Finance and Economic Planning are entrusted with the implementation of this Order.

le Ministre des Finances et de la Planification Economique sont chargés de l'exécution du présent Arrêté.

**Ingingo ya 7: Ivanwaho ry'ingingo zinyuranyije n'iri teka**

**Article 7: Repealing provision**

**Article 7: Disposition abrogatoire**

Ingingo z'amateka abanziriza iri kandi zinyuranyije na ryo bivanyweho.

All other prior provisions contrary to this Order are hereby repealed.

Toutes les autres dispositions antérieures contraires au présent Arrêté sont abrogées.

**Ingingoya 8: Igihe itekaritangira gukurikizwa**

**Article 8: Commencement**

**Article 8: Entrée en vigueur**

Iriteka ritangira gukurikizwa ku muni ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera kuwa 29/07/2014.

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It shall take effects from 29/07/2014.

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il sort ses effets à partir du 29/07/2014.

Kigali ku wa 27/02/2015

Kigali on 27/02/2015

Kigali le 27/02/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**MUREKEZI Anastase**  
Prime Minister

(sé)  
**MUREKEZI Anastase**  
Premier Ministre

(sé)  
**Judith UWIZEYE**  
Minisitiri w'Abakozi ba Leta n'Umurimo

(sé)  
**Judith UWIZEYE**  
Minister of Public Service and Labour

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

**Bibonywe kandi bishyizweho Ikirango cya  
Repubulika:**

**Seen and sealed with the Seal of the Republic:**

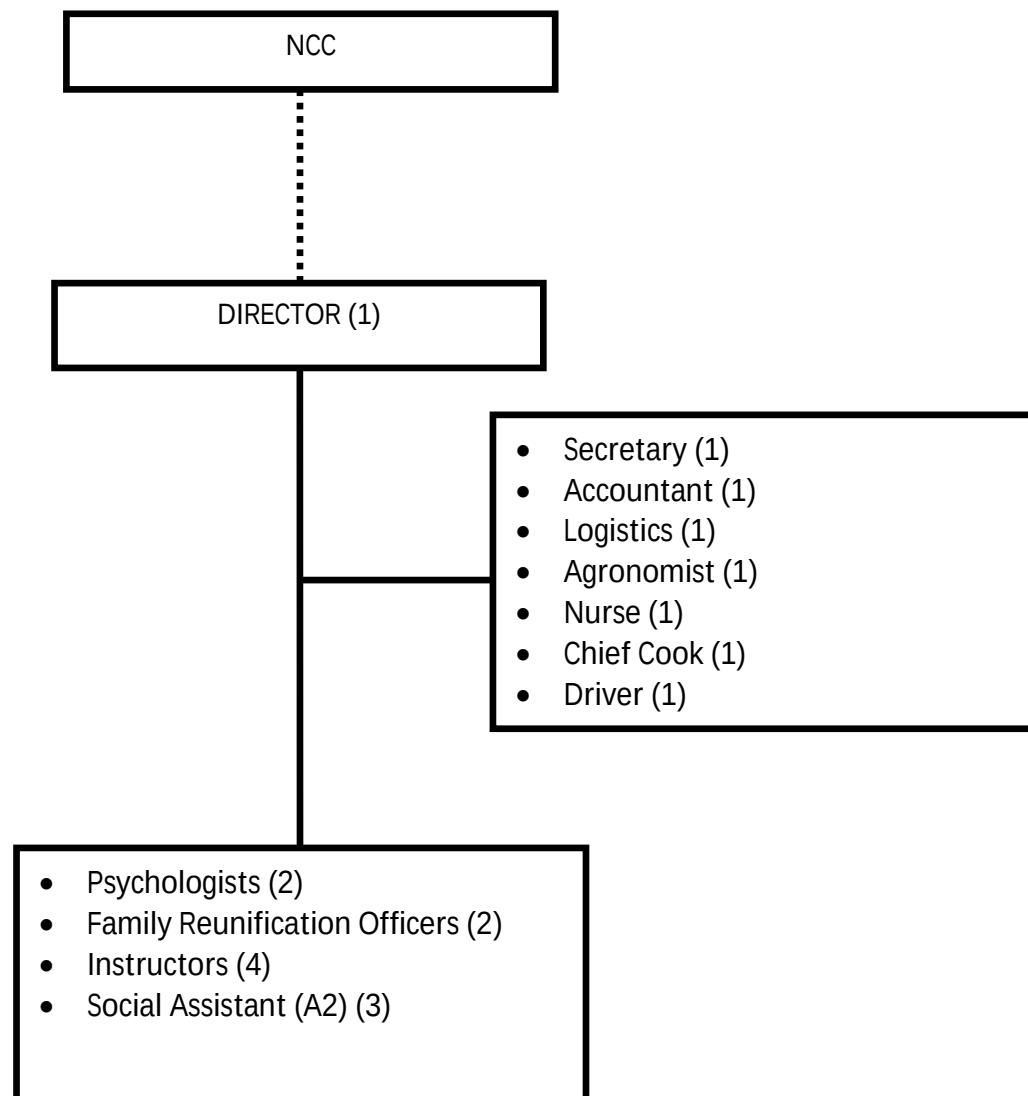
**Vu et scellé du Sceau de la République :**

(sé)  
**BUSINGYE Johnston**  
Minisitiri w'Ubutabera/Intumwa Nkuru yaLeta

(sé)  
**BUSINGYE Johnston**  
Minister of Justice/Attorney General

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

GITAGATA REHABILITATION CENTER - ORGANISATIONAL CHART



**CRP GITAGATA - JOB PROFILE**

| Administrative Unit    | Job Title | Title of Job positions linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Proposed Jobs |
|------------------------|-----------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Office of the Director | Director  | Director of Gitagata                     | <p>A0 in Psychology, Sociology, Mental health, Clinical Psychology and Education with 3 years of working experience or a Master's Degree in Psychology, Sociology, Mental Health, Clinical Psychology and Education with 1 year working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of Handling Psychological disorders;</li> <li>- High analytical and problem solving skills;</li> <li>- Strong Management and Leadership Skills;</li> <li>- Ability to work with a variety of people including persons with mental disabilities;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul> | 1             |
|                        | Secretary | Secretary                                | <p>A1 in Secretarial Studies, Office Management; Or A0 in Management, Public Administration, Administrative Sciences, Sociology, social work, Law</p> <p><u>Key technical skills and knowledge acquired</u></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                            | 1             |



| Administrative Unit | Job Title  | Title of Job positions linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Proposed Jobs |
|---------------------|------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Accounting | Accountant                               | <p>A0 in Finance, Accounting, Management specialized in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Knowledge to analyse complex financial information &amp; Produce reports</li> <li>- Deep understanding of financial accounts;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- High Analytical Skills</li> <li>- Interpersonal skills;</li> <li>- Time management Skills</li> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title | Title of Job positions linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Proposed Jobs |
|---------------------|-----------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Logistics | Logistic Officer                         | <p>AO in Management, Accounting, Store Management, Administrative Sciences and Public Administration</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Management of Material Resources;</li> <li>- Knowledge of supply chain management;</li> <li>- Organizational Skills;</li> <li>- Computer Skills;</li> <li>- Communication Skills;</li> <li>- Report writing &amp; Presentation Skills;</li> <li>- Analytical Skills;</li> <li>- Interpersonal Skills;</li> <li>- Time management Skills;</li> <li>- Negotiation Skills;</li> <li>- Team working Skills</li> </ul>  | 1             |
|                     | Agronomy  | Agronomist                               | <p>Ao in Agriculture, Rural development, Agricultural Economics</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Agricultural practices;</li> <li>- Extensive knowledge in Production and processing;</li> <li>- Computer skills;</li> <li>- Excellent communication skills,</li> <li>- Interpersonal and writing skills,</li> <li>- Organizational Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Complex Problem Solving skills;</li> <li>- Time management Skills;</li> <li>- High analytical Skills;</li> <li>- Teamworking Skills;</li> </ul> | 1             |

| Administrative Unit | Job Title  | Title of Job positions linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Proposed Jobs |
|---------------------|------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Nurse      | Nurse                                    | <p>A1 in Nursing</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in Nursing;</li> <li>- Hospitality skills;</li> <li>- Computer skills;</li> <li>-Excellent communication skills,</li> <li>- Interpersonal and writing skills,</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Complex Problem Solving skills;</li> <li>- Time management Skills;</li> <li>- High analytical Skills;</li> <li>- Teamworking Skills;</li> </ul> | 1             |
|                     | Chief Cook | Chief Cook                               | <p>A2 in Catering, Food and Beverages</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge Catering Services</li> <li>- Hospitality skills;</li> <li>- Excellent communication skills,</li> <li>- Interpersonal and writing skills,</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Complex Problem Solving skills;</li> <li>- Time management Skills;</li> <li>- High analytical Skills;</li> </ul>                                | 1             |

| Administrative Unit | Job Title  | Title of Job positions linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Proposed Jobs |
|---------------------|------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Driving    | Driver                                   | <p>Driving License (category B )</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge in General Mechanics;</li> <li>- Experience and Good record in driving</li> <li>- Diligent attention to safety.</li> <li>- Ability to work on own initiative;</li> <li>- Ability to interact with many categories of people;</li> <li>- Ability to maintain an amiable presence;</li> <li>- Excellent verbal communication skills;</li> </ul>                                          | 1             |
|                     | S/Total    |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 8             |
|                     | Psychology | Psychology                               | <p>A0 in Psychology, Mental Health, Clinical Psychology, Education and Sociology, Social Work.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Handling Psychological disorders;</li> <li>- High analytical and problem solving skills;</li> <li>- Management Skills</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul> | 2             |

| Administrative Unit | Job Title            | Title of Job positions linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Proposed Jobs |
|---------------------|----------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Family Reunification | Family Reunification officer             | <p>A0 in Social sciences, Political sciences, Clinical Psychology and Education</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge in Reunification and Tracing;</li> <li>- Knowledge of Handling Psychological disorders;</li> <li>- High analytical and problem solving skills;</li> <li>- Decision making skills;</li> <li>- communication skills ;</li> <li>- organization skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul>  | 2             |
|                     | Instructors          | Instructors/ Trainers                    | <p>A0 in Social Sciences, Clinical Psychology, Education, Social Work</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Handling Psychological disorders;</li> <li>- High analytical and problem solving skills;</li> <li>- Audience Friendship Skills;</li> <li>- Class Management Skills;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> </ul>                    | 4             |
|                     | Social Assistant     | Social Assistant                         | <p>A2 in Human Sciences or A1 in Social sciences, Education, Clinical Psychology and sociology</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Handling Psychological disorders;</li> <li>- problem solving skills;</li> <li>- Knowledge of Managing Students</li> <li>- Decision making skills;</li> <li>- communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul> | 3             |
|                     | S/Total              |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 11            |
|                     | Grand Total          |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 19            |

| GITAGATA REHABILITATION CENTRE SALARY STRUCTURE |     |       |       |                             |
|-------------------------------------------------|-----|-------|-------|-----------------------------|
| POST                                            | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
| Director                                        | 330 | 3.III | 1575  | 744,135                     |
| Accountant                                      | 300 | 5.II  | 951   | 404,515                     |
| Agronomist                                      | 300 | 5.II  | 951   | 404,515                     |
| Family Reunification Officer                    | 300 | 5.II  | 951   | 404,515                     |
| Instructors/Trainer                             | 300 | 5.II  | 951   | 404,515                     |
| Logistics                                       | 300 | 5.II  | 951   | 404,515                     |
| Psychologist                                    | 300 | 5.II  | 951   | 404,515                     |
| Nurse A1                                        | 300 | 7.II  | 660   | 280,736                     |
| Secretary                                       | 300 | 8.II  | 508   | 216,081                     |
| Chief Cook                                      | 300 | 8.II  | 508   | 216,081                     |
| Social Assistant A2                             | 300 | 8.II  | 508   | 216,081                     |
| Driver                                          | 300 | 10.II | 300   | 127,607                     |

ITEKA RYA MINISITIRI W'INTEBE N°76/03  
RYO KU WA 27/02/2015 IGENA  
IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO,  
IMISHAHARA N'IBINDI BIGENERWA  
ABAKOZI MU NAMA Y'IGIHUGU Y'ABAGORE

PRIME MINISTER'S ORDER N°76/03 OF  
27/02/2015 DETERMINING  
ORGANISATIONAL STRUCTURE, SALARIES  
AND FRINGE BENEFITS FOR EMPLOYEES  
OF NATIONAL WOMEN'S COUNCIL

ARRETE DU PREMIER MINISTRE N°76/03  
DU 27/02/2015 PORTANT STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AUTRES AVANTAGES ACCORDES AU  
PERSONNEL DU CONSEIL NATIONAL DES  
FEMMES

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**ITEKA RYA MINISITIRI W'INTEBE N°76/03 RYO KU WA 27/02/2015 RIGENA IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MU NAMA Y'IGIHUGU Y'ABAGORE**

**PRIME MINISTER'S ORDER N°76/03 OF 27/02/2015 DETERMINING ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF NATIONAL WOMEN'S COUNCIL**

**ARRETE DU PREMIER MINISTRE N°76/03 DU 27/02/2015 PORTANT STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL DU CONSEIL NATIONAL DES FEMMES**

**Minisitiri w'Intebe;**

**The Prime Minister;**

**Le Premier Ministre;**

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

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

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

Pursuant to Law N° 86/2013 of 11/09/2013 establishing the general statutes for Public Service, especially in its article 52 and 54;

Vu la Loi N°86/2013 du 11/09/2013 portant statut général de la fonction publique, spécialement en son article 52 et 54 ;

Asubiye ku Iteka rya Minisitiri w'Intebe N°172/03 ryo kuwa 23/11/2011 rigena imbonerahamwe n'incamake y'imyanya y'imirimo by'Inama y'Igihugu y'Abagore;

Reviewing the Prime Minister's Order N°172/03 of 23/11/2011 determining the organisational structure and summary of job positions of the National Women's Council;

Revu l'Arrêté du Premier Ministre N°172/03 du 23/11/2011 déterminant la structure organisationnelle et la synthèse des emplois du Conseil National des Femmes;

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;

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 to date;

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 et complété à ce jour;

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

On proposal by the Minister Public Service and Labour;

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

Inama y'Abaminisitiri yateranye ku wa 29/07/2014 imaze kubisuzuma no kubyemeza.

After consideration and approval by the Cabinet in session of 29/07/2014;

Après examen et adoption par le Conseil des Ministres en sa séance du 29/07/2014;

**ATEGETSE:**

**HEREBY ORDERS:**

**ARRETE :**

**Ingingo ya mbere: Icyo iri teka rigamije**

Iri teka rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi mu Inama y'Igihugu y'Abagore.

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

Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimu mu Nama y'Igihugu y'Abagore biri ku migereka ya Ina II y'iri teka.

**Ingingo ya 3: Igenwa ry'Umushahara**

Imishahara y'Abakozi b'Inama y'Igihugu y'Abagore 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 Nama y'Igihugu y'Abagore biri ku mugereka wa III w'iri teka.

**Ingingo ya 4: Ibigize Umushahara mbumbe**

Umushahara mbumbe wa buri kwezi ku bayobozi bakuru n'abakozi b'Inama y'Igihugu y'Abagore ukubiyemo iby'ingenzi bikurikira:

1 ° umushahara fatizo;

**Article One: Purpose of this Order**

This Order determines the organizational structure, salaries and fringe benefits of the employees of National Women's Council.

**Article 2: Organizational structure and job profiles**

The Organizational structure and job profiles Of National Women's Council are respectively in annex I and II of this Order.

**Article 3: Determination of the Salary**

Salaries of employees of National Women's Council shall be determined basing on 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 National Women's Council are in annex III to this Order.

**Article 4: Composition of Gross salary**

The monthly gross salary of the authorities and employees of National Women's Council shall mainly be composed of the following:

1. basic salary;

**Article premier: Objet du présent Arrêté**

Le présent arrêté fixera la mission, fonctions, structure organisationnelle, salaires et autres avantages accordés au personnel du Conseil National des Femmes.

**Article 2: Structure organisationnelle et profils d'emplois**

La Structure organisationnelle et profils d'emplois du Conseil National des Femmes sont respectivement en annexes I et II du présent arrêté.

**Article 3 : Détermination du Salaire**

Les salaires accordés aux Agents du Conseil National de Femmes 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 du Conseil National des Femmes sont en annexe III du présent arrêté.

**Article 4: Composition du Salaire brut**

Le salaire brut mensuel aux dirigeants et aux agents du Conseil National de Femmes comprend principalement :

1 ° le salaire de base;

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

2. housing allowance;
3. transport allowance;
4. state contribution for social security;
5. State contribution for medical care.

- 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.

Indamunite y'urugendo ivugwa mu gika kibanziriza iki ntigenerwa Abakozi bari ku nzego z'imirimo za "G", 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.

The transport allowance specified in the previous paragraph shall not be granted to public servants positioned on level "G" 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.

L'indemnité de transport dont question à l'alinéa précédent n'est pas allouée aux Agents de l'Etat aux postes de niveau "G" 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.

**Ingingo ya 5 : Ibindi bigenerwa Umunyamabanga Nshingwabikorwa w'Inama y'Igihugu y'Abagore**

**Article 5: Fringe benefits of the Executive Secretary of the National Women's Council**

**Article 5: Autres avantages alloués au Secrétaire Exécutif de NWC**

Umunyamabanga Nshingwabikorwa w'Inama y'Igihugu y'Abagore agenerwa ibindi bimufasha gutunganya imirimo bikurikira:

The Executive Secretary of the National Women's Council shall be entitled to the following fringe benefits:

Le Secrétaire Exécutif de NWC bénéficie des avantages suivants :

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. amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200.000 Frw) buri kwezi anyura kuri konti y'urwego bireba.

1. an office telephone communication allowance of one hundred thousand Rwandan francs (Rwf 100,000) and a mobile phone communication allowance of one hundred thousand Rwandan francs (Rwf 100,000) per month;
2. office entertainment allowance of two hundred thousand Rwandan francs (Rwf 200,000) per month payable at the concerned institution's bank account ;

1. les frais de communication par téléphone de bureau équivalent à cent mille francs Rwandais (100.000 Frw) et de téléphone portable équivalent à cent mille francs rwandais (100.000 Frw) par mois;
2. les frais de représentation au service équivalent à deux cent mille francs rwandais (200.000 Frw) chaque mois payable 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 Abayobozi b'Amashami, bari ku rwego rw'imirimo rwa "3"**

**Article 6: Fringe benefits of Directors of Units on "3" job level**

**Article 6: Autres avantages alloués aux Directeurs d'Unités aux postes de niveau "3"**

Abayobozi b'Amashamibari ku rwego rwa "3" bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

The Directors of Units on "3" job level shall each be entitled to the following fringe benefits:

Les Directeurs d'Unités aux postes de niveau "3" bénéficient chacun des avantages suivants:

1. amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo itatu y' u Rwanda (30.000 Frw) buri kwezi n' amafaranga ibihumbi ijana y' u Rwanda (100.000 Frw) buri kwezi ya telefoni yo mu biro;

1. A mobile phone communication allowance of thirty thousand Rwandan francs (Rwf 30,000) per month and an office landline of one hundred thousand Rwandan francs (Rwf 100,000) per month;

1. Les frais de communication par téléphone portable équivalant à trente mille francs rwandais (30.000 Frw) par mois et des frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) par mois ;

2. indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite Abakozi ba Leta mu nshingano ze.

2. a special transport allowance as determined by the Minister responsible for public service.

2. indemnité spéciale de transport conformément aux Instructions du Ministre ayant la fonction publique dans ses attributions.

**Ingingo ya 7: Indamunite z'urugendo rw'imodoka**

**Article 7: Mileage allowances**

**Article 7 : Indemnités kilométriques**

Iyo Abayobozi Bakuru bari ku rwego rwa "G" bagiyeye 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.

If Senior Officials on levels "G" go on official mission inside the country by using their vehicles, the State shall pay them mileage allowances specified in the relevant Ministerial Instructions issued by the Minister responsible for transport.

Lors que les hauts cadres aux postes de niveaux "G" 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 8: Abashinzwe gushyira mu bikorwa iri teka**

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

**Ingingo ya 9: Ivanwaho ry'ingingo zinyuranyije n'iri teka**

Ingingo z'amateka abanziriza iri kandizinyuranyije na ryo bivanyweho.

**Ingingo ya 10: Igihe Iteka ritangira gukurikizwa**

Iri teka ritangira gukurikizwa ku munsu ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera ku wa 29/07/2014.

Kigali ku wa 27/02/2015

**Article 8: Authorities responsible for the implementation of this Order**

The Minister of Public Service and Labor, the Minister of Gender and Family Promotion, the Minister of Infrastructure and the Minister of Finance and Economic Planning are entrusted with the implementation of this Order.

**Article 9: Repealing provision**

All other prior provisions contrary to this Order are hereby repealed.

**Article 10: Commencement**

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes effect as of 29/07/2014.

Kigali on 27/02/2015

**Article 8 : Autorités chargées de l'exécution du présent arrêté**

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

**Article 9: Disposition abrogatoire**

Toutes les autres dispositions antérieures contraires au présent Arrêté sont abrogées.

**Article 10: Entrée en vigueur**

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il produit ses effets à partir du 29/07/2014.

Kigali le 27/02/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**MUREKEZI Anastase**  
Prime Minister

(sé)  
**MUREKEZI Anastase**  
Premier Ministre

(sé)  
**UWIZEYE Judith**  
Minisitiriw'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

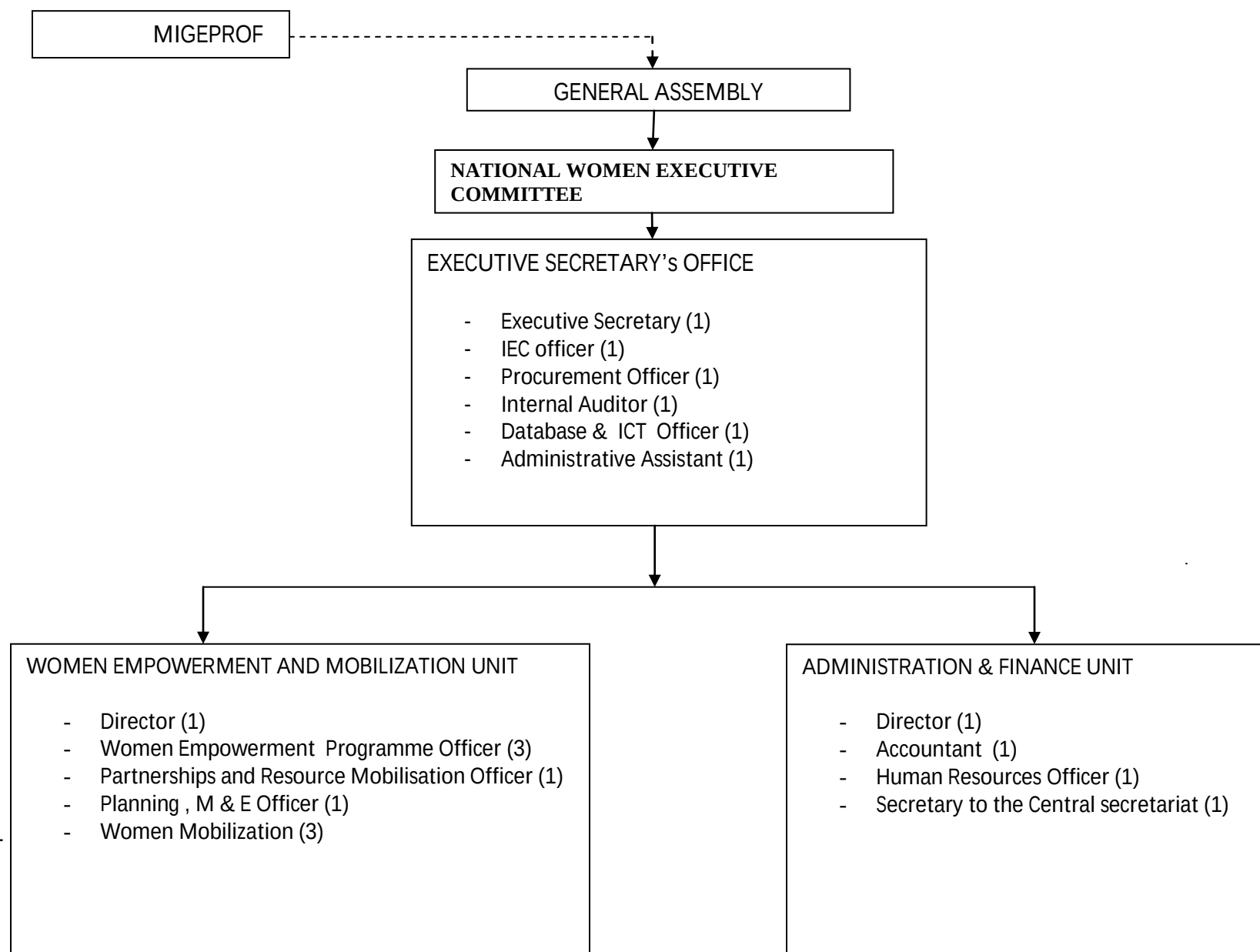
(sé)  
**BUSINGYE Johnston**  
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I W'ITEKA RYA  
MINISITIRI W'INTEBE N°76/03 RYO KU WA  
27/02/2015 RIGENA IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI MU NAMA  
Y'IGIHUGU Y'ABAGORE

ANNEXE I TO PRIME MINISTER'S ORDER  
N°76/03 OF 27/02/2015 DETERMINING  
ORGANISATIONAL STRUCTURE, SALARIES  
AND FRINGE BENEFITS FOR EMPLOYEES OF  
NATIONAL WOMEN'S COUNCIL

ANNEXE I DE L'ARRETE DU PREMIER  
MINISTRE N°76/03 DU 27/02/2015  
PORTANT STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AUTRES AVANTAGES ACCORDES AU  
PERSONNEL DU CONSEIL NATIONAL DES  
FEMMES

## NATIONAL WOMEN COUNCIL – ORGANIZATIONAL CHART





**UMUGEREKA WA II W'ITEKA RYA  
MINISITIRI W'INTEBE N°76/03 RYO KU WA  
27/02/2015 RIGENA IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI MU  
INAMA Y'IGIHUGU Y'ABAGORE**

**ANNEXE II TO PRIME MINISTER'S ORDER  
N°76/03 OF 27/02/2015 DETERMINING  
ORGANISATIONAL STRUCTURE,  
SALARIES AND FRINGE BENEFITS FOR  
EMPLOYEES OF NATIONAL WOMEN'S  
COUNCIL**

**ANNEXE II DE L'ARRETE DU  
PREMIER MINISTRE N°76/03 DU  
27/02/2015 PORTANT STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AUTRES AVANTAGES ACCORDES  
AUPERSONNEL DU CONSEIL  
NATIONAL DES FEMMES**

NATIONAL WOMEN COUNCIL - SUMMARY OF JOB PROFILE

| Administrative Unit | Job Title                                | Title of Job positions linked to the Job         | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed Jobs |
|---------------------|------------------------------------------|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Office of the ES    | Executive Secretary                      | Executive Secretary to the NWC                   | Political appointee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1             |
|                     | Information, Education and Communication | Information, Education and Communication officer | <p>A0 in Journalism, Communication, International Relations, Marketing, Linguistics and Literature</p> <p><u>Key Technical Skills &amp; Knowledge required :</u></p> <ul style="list-style-type: none"> <li>-Extensive knowledge in oral and written communication,</li> <li>-Excellent interpersonnal skills;</li> <li>-Report writting &amp; Presentation skills;</li> <li>- Creativity &amp; Initiative;</li> <li>- Good Organizational and Time-management Skills,</li> <li>- Team working Skills;</li> <li>- Interviewing Skills</li> <li>- fluent in Kinyarwanda, Englis and/ or French; knowledge of all is an advantage</li> </ul>                                                                            | 1             |
|                     | Internal Audit                           | Internal Auditor                                 | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting, Management specialized in Finance/Accounting</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Detailed knowledge of financial and Audit Standards, HR &amp; Financial regulations,Procedures and Financial software;</li> <li>- Planning Skill;</li> <li>- High Analytical skills;</li> <li>- Report writing and presentation skills.</li> <li>- Time management skills;</li> <li>- Excellent problem-solving skills and clear logical thinking;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title      | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|----------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | ICT & Database | ICT & Database officer                   | <p>A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering ; Certifications in CCNA, MCSE, MCSA, MCTs (NET),LAMP/WAMP Framework or MCITP are an added advantage or A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System,Electronics and Telecommunication Engineering Certifications in CCNA, MCSE, MCSA, MCTs (.NET),LAMP/WAMP Framework or MCITP are an added advantage</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Broad understanding of computer systems, computer applications and operating systems;</li> <li>- Broad range of technical computer skills;</li> <li>- Analytical and problem-solving skills;</li> <li>- Wide knowledge of office software applications;</li> <li>- Good presentation and communication skills.</li> <li>- Excellent interpersonal skills;</li> </ul> | 1             |
|                     | Procurement    | Procurement Officer                      | <p>A0 in Procurement, Management,Public Finance, Economics, Law, Accounting</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High Analytical Skills;</li> <li>- Negotiation Skills;</li> <li>- Knowledge of basic business and purchasing practices;</li> <li>- Excellent Communication Skills;</li> <li>- Knowledge of state contracting laws, regulations and procedures;</li> <li>- Knowledge of grades, qualities, supply and price trends of commodities;</li> <li>- Time Management Skills;</li> <li>- Decision making Skills;</li> <li>- Computer Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .</li> </ul>                                                                                                                                                                                                                                                                                                                                                  | 1             |

| Administrative Unit                     | Job Title                | Title of Job positions linked to the Job            | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Proposed Jobs |
|-----------------------------------------|--------------------------|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                                         | Administrative Assistant | Administrative Assistant to ES                      | <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 &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                              | 1             |
| S/Total                                 |                          |                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 6             |
| Women Empowerment and Mobilization Unit | Director of Unit         | Director of Women Empowerment and Mobilization Unit | <p>A0 in Economics, Socio-Economics, Gender and Development, Management, Entrepreneurship, Development Studies with 3 years of working Experience or Masters in Economics, Socio-Economics, Gender and Development, Management, Entrepreneurship, Development Studies with 1 year of working experience.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge of Gender Implementation Laws and Policies ;</li> <li>- Detailed knowledge in Project Planning and Management and Mobilization;</li> <li>- Excellent communication, organisation and interpersonal skills;</li> <li>- Strong Leadership skills;</li> <li>- Computer skills;</li> <li>- High analytical skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Excellent problem solving skills and clear logical sens;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul> | 1             |

| Administrative Unit | Job Title                             | Title of Job positions linked to the Job      | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|---------------------|---------------------------------------|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Women Empowerment Program             | Women Empowerment Program officer             | <p>A0 in Economics, Socio-Economics, Gender and Development, Management, Entrepreneurship, Development Studies, Education Sience, Sociology, Law, Management, Entrepreneurship.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge of Gender Policies and issues;</li> <li>- Detailed knowledge in Project Planning and Management</li> <li>- Excellent communication, organisation and interpersonal skills;</li> <li>- Strong Leadership skills;</li> <li>- Computer skills;</li> <li>- High analytical skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Excellent problem solving skills and clear logical sens;</li> <li>- Fluent in Kinyarwanda, English and/or French</li> </ul>                                                                  | 3             |
|                     | Partnership and Resource Mobilisation | Partnership and Resource Mobilisation officer | <p>A0 in Sociology, Education, Economics, Management, Business Administration, Gender and Development, Development Studies, Project Management</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>-Knowledge of accessing to the Financial opportunities;</li> <li>- Ability to work and create relationship and partneship with both internal and external stakeholders and donors;</li> <li>- Negotiation and mobilisation Skills;</li> <li>- Planning skills;</li> <li>- Excellent communication, organisation and interpersonal skills;</li> <li>- Computer skills;</li> <li>- High analytical skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Excellent problem solving skills and clear logical sens;</li> <li>- Fluent in Kinyarwanda, English and/or French</li> </ul> | 1             |

| Administrative Unit | Job Title          | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Proposed Jobs |
|---------------------|--------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Planning,M&E       | Planning, M & E Officer                  | <p>A0 in Management, Economics, Development Studies,Project Mnagement, Business Administration</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processess and tools;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decission Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French;knowledge of all is an advantage</li> </ul> | 1             |
|                     | Women Mobilisation | Women Mobilisation officer               | <p>A0 in Gender studies, Management, Economics, Gender and Development, Development Studies,Project Management, Rural Development, Public Administration,Management, Administrative Sciences, Sociology, Education Science, Business Administration.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>-Mobilisation skills</li> <li>-organisational skills</li> <li>- Planning skills;</li> <li>- Excellent communication, organisation and interpersonal skills;</li> <li>- Computer skills;</li> <li>- High analytical skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Excellent problem solving skills and clear logical sens;</li> <li>- Fluent in Kinyarwanda, English and/or French</li> </ul>                                                                                                                                              | 3             |

| Administrative Unit<br>S/Total | Job Title        | Title of Job positions<br>linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Proposed<br>Jobs |
|--------------------------------|------------------|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
|                                |                  |                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 9                |
| Finance and<br>Administration  | Director of Unit | Director of Finance<br>and Administration   | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or Bachelor's degree in Accounting, Public Finance, Finance, or Mngement with specialisation in Finance with at least 3 years working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's financial management standards and procedures;</li> <li>- Knowledge of Accounting principles and practices and financial data reporting;</li> <li>- Knowledge of Rwanda Public Financial Law;</li> <li>- Leadership and management skills;</li> <li>- Planning and organisational, Budgeting skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Time management Skills</li> <li>- Interviewing Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Proble solving;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1                |

| Administrative Unit | Job Title      | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed Jobs |
|---------------------|----------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Human Resource | Human Resource Officer                   | <p>A0 in Human Resource Management, Management, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources;</li> <li>- Knowledge in the Development of Human Resources Policies and procedures</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |



| Administrative Unit | Job Title           | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Proposed Jobs |
|---------------------|---------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Accounting          | Accountant                               | <p>A0 in Accounting, Finance, Management with specialization in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Knowledge to analyse complex financial information &amp; Produce reports;</li> <li>- Deep understanding of financial accounts;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- High Analytical Skills;</li> <li>- Interpersonal skills;</li> <li>- Time management Skills;</li> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Central Secretariat | Secretary                                | <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 &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                  | 1             |
| S/Total             |                     |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 4             |
|                     |                     |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 19            |

**UMUGEREKA WA III W'ITEKA RYA  
MINISITIRI W'INTEBE N°76/03 RYO KU  
WA 27/02/2015 RIGENA IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI MU  
NAMA Y'IGIHUGU Y'ABAGORE**

**ANNEXE III TO PRIME MINISTER'S ORDER  
N°76/03 OF 27/02/2015 DETERMINING  
ORGANISATIONAL STRUCTURE,  
SALARIES AND FRINGE BENEFITS FOR  
EMPLOYEES OF NATIONAL WOMEN'S  
COUNCIL**

**ANNEXE III DE L'ARRETE DU  
PREMIER MINISTRE N°76/03 DU  
27/02/2015 PORTANT STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AUTRES AVANTAGES ACCORDES  
AUPERSONNEL DU CONSEIL  
NATIONAL DES FEMMES**

NATIONAL WOMEN COUNCIL (NWC) - SALARY STRUCTURE

| POST                                                | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|-----------------------------------------------------|-----|-------|-------|-----------------------------|
| Executive Secretary                                 | 400 | G     | 2608  | 1,330,080                   |
| Director of Women Empowerment and Mobilisation Unit | 400 | 3.II  | 1369  | 784,008                     |
| Director of Administration and Finance Unit         | 400 | 3.II  | 1369  | 784,008                     |
| Information Education & Communication Officer       | 400 | 4.II  | 1141  | 647,110                     |
| Human Resource Officer                              | 400 | 4.II  | 1141  | 647,110                     |
| Women Mobilisation Officer                          | 400 | 5.II  | 951   | 539,353                     |
| Database & ICT Officer                              | 400 | 5.II  | 951   | 539,353                     |
| Planning, Monitoring and Evaluation Officer         | 400 | 5.II  | 951   | 539,353                     |
| Partnerships and Resource Mobilisation Officer      | 400 | 5.II  | 951   | 539,353                     |
| Women Empowerment Programme Officer                 | 400 | 5.II  | 951   | 539,353                     |
| Procurement Officer                                 | 400 | 5.II  | 951   | 539,353                     |
| Internal Auditor                                    | 400 | 5.II  | 951   | 539,353                     |
| Accountant                                          | 400 | 5.II  | 951   | 539,353                     |
| Administrative Assistant to the Executive Secretary | 400 | 7.II  | 660   | 374,314                     |
| Secretary                                           | 400 | 8.II  | 508   | 288,109                     |

**Bibonywe kugira ngo bishyirwe ku migereka y'Iteka rya Minisitiri w'Intebe n°76/03 ryo ku wa 27/02/2015 rigena Imbonerahamwe y'Imyanya y'Imirimo, Imishahara n'ibindi bigenerwa Abakozi mu Nama y'Igihugu y'Abagore**

**Seen to be annexed to Prime Minister's order n°76/03 of 27/02/2015 determining, Organisational Structure, Salaries and Fringe benefits for Employees of the National Women's Council.**

**Vu pour être annexés à l'Arrêté du Premier Ministre n°76/03 du 27/02/2015 portant Structure Organisationnelle, Salaires et autres avantages accordés au personnel du Conseil National des Femmes.**

Kigali, kuwa 27/02/2015

Kigali, on 27/02/2015

Kigali, le 27/02/2015

(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

ITEKA RYA MINISITIRI W'INTEBE N° 77/03 RYO KU WA 27/02/2015 RISHYIRAHU IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'IKIGEGA CY'IMARI YO GUSANA IMIHANDA

PRIME MINISTER'S ORDER N°77/03 OF 27/02/2015 DETERMINING ORGANIZATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF ROAD MAINTENANCE FUND

ARRETE DU PREMIER MINISTRE N°77/03 DU 27/02/2015 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, LES SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU FONDS D'ENTRETIEN ROUTIER

**ISHAKIRO**

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**ITEKA RYA MINISITIRI W'INTEBE N°77/03 RYO KU WA 27/02/2015 RISHYIRAHU IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'IKIGEGA CY'IMARI YO GUSANA IMIHANDA**

**PRIME MINISTER'S ORDER N°77/03 OF 27/02/2015 DETERMINING ORGANIZATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF ROAD MAINTENANCE FUND**

**ARRETE DU PREMIER MINISTRE N°77/03 DU 27/02/2015 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, LES SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU FONDS D'ENTRETIEN ROUTIER**

**Minisitiri w'Intebe;**

**The Prime Minister;**

**Le Premier Ministre;**

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

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 118, 119, 121 and 201;

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

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

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

Ashingiye ku Itegeko n° 49/2013 ryo ku wa 28/06/2013 rishyiraho Ikigega cy'Imari yo Gusana Imihanda (RMF) rikanagena inshingano, imiterere n'imikorere byacyo, cyane cyane mu ngingo yaryo ya 10;

Pursuant to Law n° 49/2013 of 28/06/2013 Establishing Road Maintenance Fund (RMF) and determining its mission, organization and functioning; especially in Article 10;

Vu la Loi n° 49/2013 du 28/06/2013 portant création du Fonds d'Entretien Routier (RMF) et déterminant sa Mission, sa Structure et Son Fonctionnement, spécialement en son article 10;

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

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 to date;

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 et complété à ce jour;

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

On proposal by the Minister of Public Service and Labour;

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

Inama y'Abaminisitiri yateranye ku wa 29/07/2014 imaze kubisuzuma no kubyemeza.

After consideration and approval by the Cabinet, in its session of 29/07/2014;

Après examen et adoption par le Conseil des Ministres en sa séance du 29/07/2014;

**ATEGETSE:**

**HEREBY ORDERS:**

**ARRETE:**

**Ingingo ya mbere: Icyo iri teka rigamije**

Iri teka rishyiraho imbonerahamwe y'imyanya, imishahara n'ibindi bigenerwa Abakozi b'Ikigega cy'Imari yo Gusana Imihanda (RMF).

**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 Kigega cy'Imari yo Gusana Imihanda (RMF) biri ku migereka ya I na II y'iri teka.

**Ingingo ya 3: Igenwa ry'Umushahara**

Imishahara y'abakozi b'Ikigega cy'Imari yo Gusana Imihanda 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 Kigega cy'Imari yo Gusana Imihanda biri ku mugereka wa III w'iri teka.

**Ingingo ya 4: Ibigize umushahara mbumbe**

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

1 ° umushahara fatizo;

**Article One: Purpose of this Order**

This Order determines organizational structure salaries and fringe benefits for employees of Road Maintenance Fund (RMF).

**Article 2: Organizational structure and job profiles**

The organizational structure and job profiles for Road Maintenance Fund (RMF) are respectively in annex I and II of this Order.

**Article 3: Determination of the salary**

Salaries for employees of Road Maintenance Fund 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 Road Maintenance Fund are in annex III to this Order.

**Article 4: Composition of the gross salary**

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

1 ° basic salary;

**Article premier: Objet du présent arrêté**

Le présent arrêté détermine la structure organisationnelle, les salaires et les avantages accordés au personnel du Fonds d'Entretien Routier (RMF).

**Article 2: Structure organisationnelle et profils d'emploi**

La structure organisationnelle et les profils d'emplois du Fonds d'Entretien Routier (RMF) sont respectivement en annexes I et II du présent arrêté.

**Article 3: Détermination de salaire**

Les salaires accordés au personnel du Fonds d'Entretien Routier 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 dans le Fonds d'Entretien Routier (RMF) sont en annexe III du présent arrêté.

**Article 4: Composition du salaire brut**

Le salaire brut mensuel pour chaque agent comprend principalement :

1 ° le salaire de base;

|                                                   |                                             |                                                       |
|---------------------------------------------------|---------------------------------------------|-------------------------------------------------------|
| 2 ° indamunite y'icumbi;                          | 2 ° housing allowance;                      | 2 ° l'indemnité de logement ;                         |
| 3 ° indamunite y'urugendo;                        | 3 ° transport allowance;                    | 3 ° l'indemnité de transport ;                        |
| 4 ° inkunga ya Leta mu bwiteganyirize bw'umukozi; | 4 ° state contribution for social security; | 4 ° la contribution de l'Etat à la sécurité sociale ; |
| 5 ° inkunga ya Leta yo kuvuza umukozi.            | 5 ° State contribution for medical care.    | 5 ° la contribution de l'Etat aux soins médicaux.     |

Indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo ntigenerwa Umuyobozi uri ku rwego rw'umirimo rwa "G/1.IV" woroherezwa urugendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze, ndetse n'abakozi bari ku rwego rw'imirimo rwa "3" bagenerwa indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

The transport allowance specified in Paragraph One of this Article shall not be granted to official positioned on job level "G/1.IV" 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 job level "3" who are entitled to special transport allowance in accordance with Instructions of the Minister in charge of public service.

L'indemnité de transport visée à l'alinéa premier du présent article n'est pas allouée à l'agent de l'Etat au poste de niveau "G/1.IV" pour lequel le transport est facilité selon les Instructions du Ministre ayant le transport dans ses attributions, ainsi qu'à ceux aux postes de niveau "3" qui bénéficient l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

#### **Ingingo ya 5: Ibindi bigenerwa Umuyobozi Mukuru**

#### **Article 5: Fringe benefits for the Director General**

#### **Article 5: Autres avantages alloués au Directeur Général**

Umuyobozi Mukuru w'Ikigega cy'Imari yo Gusana Imihanda agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

The Director General of Road Maintenance Fund shall be entitled to the following fringe benefits:

Le Directeur Général du Fonds d'Entretien Routier bénéficie des avantages suivants :

|                                                                                                                                                                                         |                                                                                                                                                                                      |                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 (100.000 Frw) buri kwezi; | 1 ° one hundred thousand Rwandan francs (100,000 Rwf) each month for office landline and one hundred thousand Rwandan francs (100,000 Rwf) per month for mobile phone communication; | 1 ° les frais de téléphone de bureau équivalent à cent mille francs rwandais (100.000 Frw) par mois et ceux de téléphone portable équivalent à cent mille francs rwandais (100.000 Frw) par mois ; |
| 2 ° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200.000 Frw) buri kwezi anyura kuri konti                                                       | 2 ° office guest's entertainment allowance of two hundred thousand Rwandan francs (200,000 Rwf) per month and transferred to                                                         | 2 ° les frais de représentation au service équivalent à deux cent mille francs rwandais (200.000 Frw) chaque mois et                                                                               |



y'urwego;

the institution's bank account;

domiciliés au compte bancaire de l'institution;

3 ° Leta imworohera 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 in charge of 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 Abayobozi b'Amashami bari ku rwego rw'imirimo rwa "3"**

**Article 6: Fringe benefits for Directors of Units on "3" job level**

**Article 6: Avantages alloués aux Directeurs d'Unités aux postes de niveau "3"**

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

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

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

1 ° amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo itatu y'u Rwanda (30.000 Frw) buri kwezi;

1 ° a mobile phone communication allowance of thirty thousand Rwandan francs (30,000 Rwf) per month;

1 ° les frais de communication par téléphone portable équivalant à trente mille francs rwandais (30.000 Frw) par mois.

2 ° indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite Abakozi ba Leta mu nshingano ze.

2 ° a special transport allowance as determined by instructions of the Minister in charge of public service.

2 ° l'indemnité spéciale de transport conformément aux Instructions du Ministre ayant la fonction publique dans ses attributions.

Abayobozi b'Amashami bari ku rwego rw'imirimo rwa "3" bafite itsinda ry'abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe y'Urwego bakorera, bagenerwa kandi amafaranga ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi ya telefoni yo mu biro.

Directors of Units on level "3" 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 communication allowance of one hundred thousand Rwandan francs (100,000 Rwf) per month.

Les Directeurs d'Unités aux postes de niveau "3" 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.

**Ingingo ya 7: Indamunite z'urugendo rw'imodoka**

**Article 7: Mileage allowances**

**Article 7: Indemnités kilométriques**

Iyo Umuyobozi Mukuru uri ku rwego rw'umurimo rwa "G/1.IV" agiye mu butumwa imbere mu Gihugu akoresheje imodoka ye, Leta imugenera indamunite

When a senior official on "G/1.IV" job level goes on official mission inside the country by using his/her vehicle, the State shall pay him/her mileage

Lorsqu'un haut cadre au poste de niveaux "G/1.IV" va en mission officielle à l'intérieur du Pays en utilisant son véhicule, l'Etat lui octroie une

y'urugendo hakurikijwe ibiteganywa n'amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

allowances specified in the relevant Ministerial Instructions issued by the Minister in charge of transport.

indemnité kilométrique conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Ingingo ya 8: Abashinzwe kubahiriza iri teka**

**Article 8: Authorities in charge of the implementation of this Order**

**Article 8: Autorités chargées de l'exécution du présent arrêté**

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

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

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

**Ingingo ya 9: Ivanwaho ry'ingingo zinyuranyije n'iri teka**

**Article 9: Repealing provision**

**Article 9: Disposition abrogatoire**

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

All prior provisions contrary to this Order are hereby repealed.

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

**Ingingo ya 10: Igihe iteka ritangira gukurikizwa**

**Article 10: Commencement**

**Article 10: Entrée en vigueur**

Iri teka ritangira gukurikizwa ku munsu ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera ku wa 29/07/2014.

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes effect as of 29/07/2014.

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il sort ses effets à partir du 29/07/2014.

Kigali ku wa 27/02/2015

Kigali on 27/02/2015

Kigali le 27/02/2015

(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

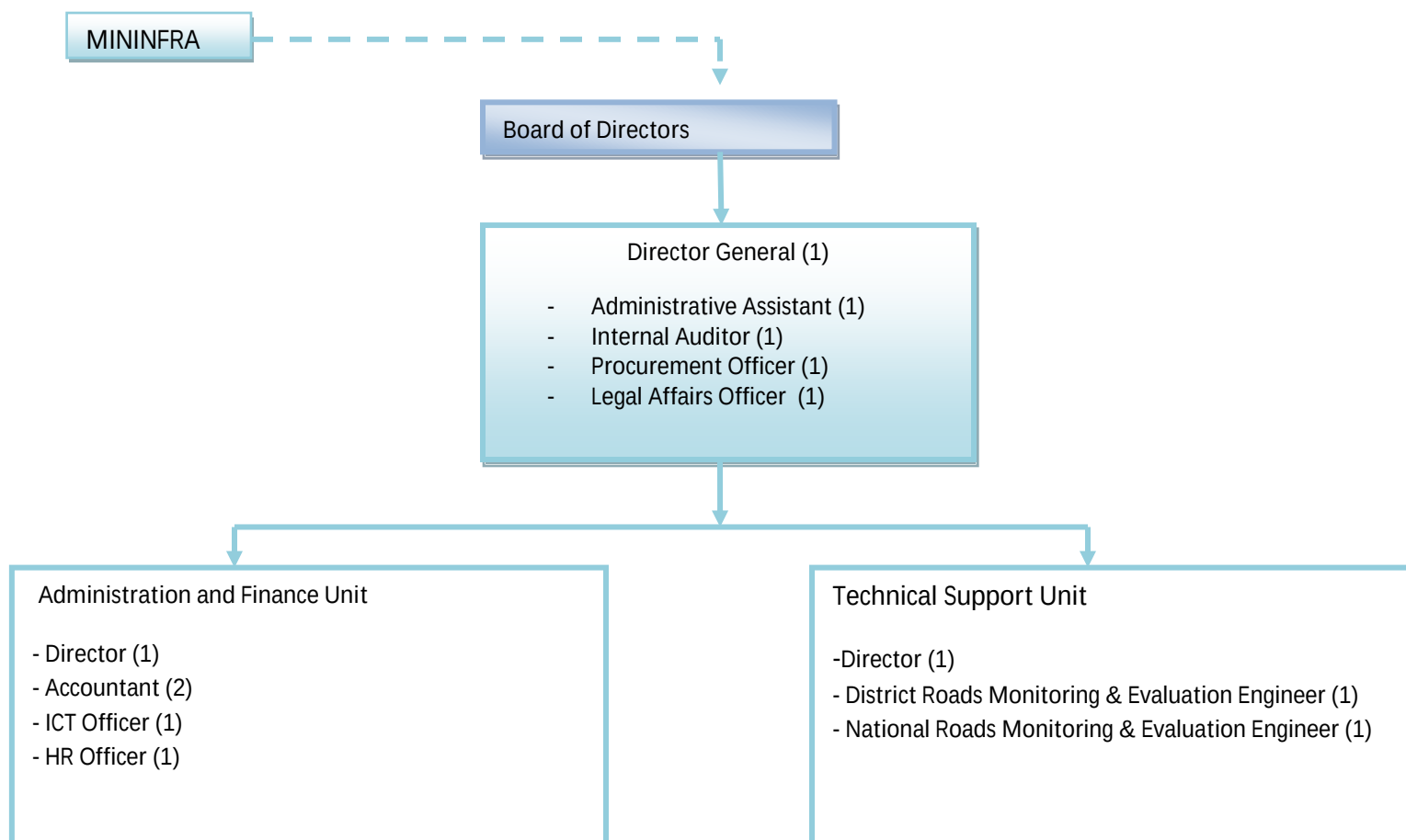
(sé)  
**BUSINGYE Johnston**  
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I W'ITEKA RYA MINISITIRI  
W'INTEBE N<sup>0</sup>77/03 RYO KU WA 27/02/2015  
RIGENA IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI B'IKIGEGA CY'IMARI  
YO GUSANA IMIHANDA

ANNEXE I TO THE PRIME MINISTER'S  
ORDER N<sup>0</sup>77/03 OF 27/02/2015  
DETERMINING ORGANISATIONAL  
STRUCTURE, SALARIES AND FRINGE  
BENEFITS FOR ROADS MAINTENANCE  
FUND

ANNEXE I DE L'ARRETE DU PREMIER  
MINISTRE N<sup>0</sup>77/03 DU 27/02/2015  
DETERMINANT LA STRUCTURE  
ORGANISATIONNELLE, LES SALAIRES ET  
AVANTAGES ACCORDES AU PERSONNEL  
DU FONDS D'ENTRETIEN ROUTIER

ROAD MAINTENANCE FUND - ORGANISATIONAL CHART



**Bibonywe kugira ngo bigirwe Umugereka wa I w'Iteka rya Minisitiri w'Intebe n° 77/03 ryo ku wa 27/02/2015 rishyiraho imbonerahamwe y'imyanya y'Imirimo, imishahara n'ibindi bigenerwa Abakozi b'Ikigega cy'Imari yo gusana Imihanda**

Kigali, ku wa 27/02/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika:**

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

**Seen to be annex I to the Prime Minister's Order n°77/03 of 27/02/2015 establishing the Organizational Structure, Salaries and fringe benefits for employees of Roads Maintenance Fund**

Kigali, on 27/02/2015

(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 l'annexe I de l'Arrêté du Premier Ministre n°77/03 du 27/02/2015 déterminant la structure organisationnelle, les salaires et avantages accordés au personnel dans le fonds d'entretien routier**

Kigali, le 27/02/2015

(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  
MINISITIRIW'INTEBE N<sup>0</sup>77/03 RYO KU WA  
27/02/2015 RIGENA IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI B'IKIGEGA  
CY'IMARI YO GUSANA IMIHANDA

ANNEXE II TO THE PRIME MINISTER'S  
ORDER N<sup>0</sup>77/03 OF 27/02/2015 DETERMINING  
ORGANISATIONAL STRUCTURE, SALARIES  
AND FRINGE BENEFITS FOR ROADS  
MAINTENANCE FUND

ANNEXE II DE L'ARRETE DU PREMIER  
MINISTRE N<sup>0</sup>77/03 DU 27/02/2015  
DETERMINANT LA STRUCTURE  
ORGANISATIONNELLE, LES SALAIRES ET  
AVANTAGES ACCORDES AU PERSONNEL  
DU FONDS D'ENTRETIEN ROUTIER

ROAD MAINTENANCE FUND - JOB PROFILES

| Administrative Unit            | Job Title                | Title of Job Position linked to the Job      | Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Proposed Jobs |
|--------------------------------|--------------------------|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Office of the Director General | Director General         | Director General of Fond d'Entretien Routier | Cabinet Appointee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 1             |
|                                | Administrative Assistant | Administrative Assistant                     | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Management, Administrative Sciences, Sociology, Social Work, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage</li> </ul>                      | 1             |
|                                | Internal Auditor         | Internal Auditor                             | <p>A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Detailed knowledge of financial and Audit Standards, HR &amp; Financial regulations, Procedures and Financial software;</li> <li>- Planning Skill;</li> <li>- High Analytical skills;</li> <li>- Report writing and presentation skills.</li> <li>- Time management skills;</li> <li>- Excellent problem-solving skills and clear logical thinking;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |



**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit | Job Title             | Title of Job Position linked to the Job | Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Proposed Jobs |
|---------------------|-----------------------|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Procurement           | Procurement Officer                     | <p>A0 in Procurement, Management, Accounting, Law, Public Finance, Economics</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High Analytical Skills;</li> <li>- Negotiation Skills;</li> <li>- Knowledge of basic business and purchasing practices;</li> <li>- Excellent Communication Skills;</li> <li>- Knowledge of state contracting laws, regulations and procedures;</li> <li>- Knowledge of grades, qualities, supply and price trends of commodities;</li> <li>- Time Management Skills;</li> <li>- Decision making Skills;</li> <li>- Computer Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .</li> </ul> | 1             |
|                     | Legal Affairs Officer | Legal Affairs Officer                   | <p>A0 in Law</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High analytical and problem solving skills</li> <li>- Legal research and analysis in complex areas of law</li> <li>- Knowledge of Substantive Law and Legal Procedures</li> <li>- Decision making skills</li> <li>- Experience in contract drafting and negotiation</li> <li>- Excellent communication skills</li> <li>- Very effective organization skills</li> <li>- Computer skills</li> <li>- Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage.</li> </ul>                                                                                                                  | 1             |
| S/Total             |                       |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 5             |

| Administrative Unit    | Job Title        | Title of Job Position linked to the Job | Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Proposed Jobs |
|------------------------|------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Technical Support Unit | Director of Unit | Director Technical Support Unit         | <p>A0 in Construction Management, Civil Engineering, Real Estate &amp; Construction Management, Road Engineering &amp; Construction, Building &amp; Construction, Civil Infrastructure Engineering, Road Safety Management with 3 years of working experience or Mater's Degree in Construction Management, Civil Engineering, Real Estate &amp; Construction Management, Road Engineering &amp; Construction, Building &amp; Construction, Civil Infrastructure Engineering, Road Safety Management</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep understanding on Government policies implementation;</li> <li>- High Analytical skills;</li> <li>- Coordination, planning and organizational skills</li> <li>- Report writing and presentation skills;</li> <li>- Leadership skills;</li> <li>- Computer Literate;</li> <li>- Interpersonal skills;</li> <li>-Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit | Job Title                 | Title of Job Position linked to the Job | Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Proposed Jobs |
|---------------------|---------------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Monitoring and Evaluation | Monitoring & Evaluation Engineers       | <p>A0 in Construction Management, Civil Engineering, Real Estate &amp; Construction Management, Road Engineering &amp; Construction, Building &amp; Construction, Civil Infrastructure Engineering, Road Safety Management with 3 years of working experience or Mater's Degree in Construction Management, Civil Engineering, Real Estate &amp; Construction Management, Road Engineering &amp; Construction, Building &amp; Construction, Civil Infrastructure Engineering, Road Safety Management</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep understanding on Government policies implementation;</li> <li>- High Analytical skills;</li> <li>- Coordination, planning and organizational skills</li> <li>- Report writing and presentation skills;</li> <li>- Leadership skills;</li> <li>- Computer Literate;</li> <li>- Interpersonal skills;</li> <li>-Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 2             |
| S/Total             |                           |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 3             |

| Administrative Unit             | Job Title        | Title of Job Position linked to the Job     | Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------------------|------------------|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Administration and Finance Unit | Director of Unit | Director of Administration and Finance Unit | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA); Or A0 Public Finance, Finance, Accounting or Management with specialization in Finance/Accounting with 3 years of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's financial management standards and procedures;</li> <li>- Knowledge of Accounting principles and practices and financial data reporting.</li> <li>- Knowledge of Rwanda Public Financial Law;</li> <li>- Leadership and management skills;</li> <li>- Planning and organisational, Budgeting skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Time management Skills</li> <li>- Interviewing Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Proble solving;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title  | Title of Job Position linked to the Job | Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Proposed Jobs |
|---------------------|------------|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Accountant | Accountant                              | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Knowledge to analyse complex financial information &amp; Produce reports;</li> <li>- Deep understanding of financial accounts;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- High Analytical Skills;</li> <li>- Interpersonal skills;</li> <li>- Time management Skills;</li> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 2             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit | Job Title | Title of Job Position linked to the Job | Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Proposed Jobs |
|---------------------|-----------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | ICT       | ICT Officer                             | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or ICT related field; Or A1 in an ICT related field. Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (NET), LAMP/WAMP Framework or MCITP are an added advantage</p> <p><u>Key technical skills and Knowledge required</u></p> <ul style="list-style-type: none"> <li>- Broad understanding of computer systems, computer applications and operating systems;</li> <li>- Broad range of technical computer skills;</li> <li>- Analytical and problem-solving skills;</li> <li>- Wide knowledge of office software applications;</li> <li>- Good presentation and communication skills.</li> <li>- Excellent interpersonal skills;</li> <li>- Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage.</li> </ul> | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit | Job Title       | Title of Job Position linked to the Job | Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Proposed Jobs |
|---------------------|-----------------|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Human Ressource | Human Ressource Officer                 | <p>A0 in Human Resource Management, Management, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources;</li> <li>- Knowledge in the Development of Human Resources Policies and procedures</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
| S/Total             |                 |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 5             |
| Grand Total         |                 |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 13            |

**Bibonywe kugira ngo bigirwe Umugereka wa II w'Iteka rya Minisitiri w'Intebe n° 77/03 ryo ku wa 27/02/2015 rishyiraho imbonerahamwe y'imyanya y'Imirimo, imishahara n'ibindi bigenerwa Abakozi b'Ikigega cy'Imari yo gusana Imihanda**

**Seen to be annex II to the Prime Minister's Order n°77/03 of 27/02/2015 establishing the Organizational Structure, Salaries and fringe benefits for employees of Roads Maintenance Fund**

**Vu pour être l'annexe II de l'Arrêté du Premier Ministre n° 77/03 du 27/02/2015 . déterminant la structure organisationnelle, les salaires et avantages accordés au personnel dans le fonds d'entretien routier**

Kigali, ku wa 27/02/2015

Kigali, on 27/02/2015

Kigali, le 27/02/2015

**(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 III W'ITEKA RYA  
MINISITIRI W'INTEBE N<sup>0</sup> 77/03 RYO KU WA  
27/02/2015 RIGENA IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI B'IKIGEGA  
CY'IMARI YO GUSANA IMIHANDA

ANNEXE III TO THE PRIME MINISTER'S  
ORDER N<sup>0</sup>77/03 OF 27/02/2015 DETERMINING  
ORGANISATIONAL STRUCTURE, SALARIES  
AND FRINGE BENEFITS FOR ROADS  
MAINTENANCE FUND

ANNEXE III DE L'ARRETE DU PREMIER  
MINISTRE N<sup>0</sup>77/03 DU 27/02/2015  
DETERMINANT LA STRUCTURE  
ORGANISATIONNELLE, LES SALAIRES ET  
AVANTAGES ACCORDES AU PERSONNEL  
DU FONDS D'ENTRETIEN ROUTIER

**ROAD MAINTENANCE FUND (RMF) - SALARY STRUCTURE**

| POST                                              | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|---------------------------------------------------|-----|-------|-------|-----------------------------|
| Director General                                  | 500 | G     | 2608  | 1,662,600                   |
| Director of Administration and Finance Unit       | 500 | 3.II  | 1369  | 980,010                     |
| Director of Technical Support Unit                | 500 | 3.II  | 1369  | 980,010                     |
| Human Resources Officer                           | 500 | 4.II  | 1141  | 808,888                     |
| District Roads Monitoring and Evaluation Engineer | 500 | 4.II  | 1141  | 808,888                     |
| National Roads Monitoring and Evaluation Engineer | 500 | 4.II  | 1141  | 808,888                     |
| ICT Officer                                       | 500 | 5.II  | 951   | 831,691                     |
| Internal Auditor                                  | 500 | 5.II  | 951   | 674,191                     |
| Procurement Officer                               | 500 | 5.II  | 951   | 674,191                     |
| Accountant                                        | 500 | 5.II  | 951   | 674,191                     |
| Legal Affairs Officer                             | 500 | 5.II  | 951   | 674,191                     |
| Administrative Assistant                          | 500 | 7.II  | 660   | 467,893                     |

**Bibonywe kugira ngo bigirwe umugereka wa III w'Iteka rya Minisitiri w'Intebe n° 77/03 ryo ku wa 27/02/2015 rishyiraho imbonerahamwe y'imyanya y'Imirimo, imishahara n'ibindi bigenerwa Abakozi b'Ikigega cy'Imari yo gusana Imihanda**

Kigali, ku wa 27/02/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika:**

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

**Seen to be Annex III to the Prime Minister's Order n° 77/03 of 27/02/2015 establishing the Organizational Structure, Salaries and fringe benefits for employees of Roads Maintenance Fund**

Kigali, on 27/02/2015

(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 l'Annexe III de l'Arrêté du Premier Ministre n° 77/03 du 27/02/2015 déterminant la structure organisationnelle, les salaires et avantages accordés au personnel du Fonds d'Entretien Routier**

Kigali, le 27/02/2015

(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

ITEKA RYA MINISITIRI W'INTEBE N° 78/03 RYO KU WA 27/02/2015 RISHYIRAHU IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'IKIGO CY'IGIHUGU GISHINZWE ITERAMBERE RYA TRANSIPORO

PRIME MINISTER'S ORDER N°78/03 OF 27/02/2015 DETERMINING THE ORGANIZATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF RWANDA TRANSPORT DEVELOPMENT AGENCY

ARRETE DU PREMIER MINISTRE N°78/03 DU 27/02/2015 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, LES SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DE L'OFFICE RWANDAIS POUR LE DEVELOPPEMENT DU TRANSPORT

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**ITEKA RYA MINISITIRI W'INTEBE N°78/03 RYO KU WA 27/02/2015 RISHYIRAHU IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'IKIGO CY'IGIHUGU GISHINZWE ITERAMBERE RYA TRANSIPORO**

**PRIME MINISTER'S ORDER N°78/03 OF 27/02/2015 DETERMINING THE ORGANIZATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF RWANDA TRANSPORT DEVELOPMENT AGENCY**

**ARRETE DU PREMIER MINISTRE N°78/03 DU 27/02/2015 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, LES SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DE L'OFFICE RWANDAIS POUR LE DEVELOPPEMENT DU TRANSPORT**

**Minisitiri w'Intebe;**

**The Prime Minister;**

**Le Premier Ministre;**

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

Pursuant to the Constitution of 04 June 2003 of the Republic of Rwanda as amended to date especially in Articles 37, 118, 119, 121 and 201;

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;

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;

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

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

Ashingiye ku Itegeko n° 02/2010 ryo kuwa 20/01/2010 rishyiraho Ikigo cy'Igihugu gishinzwe Iterambere rya Transiporo rikanagena inshingano, imiterere n'imikorere byacyo, cyane cyane mu ngingo yaryo ya 11;

Pursuant to Law n° 02/2010 of 20/01/2010 Establishing Rwanda Transport Development Agency and determining its Mission, Structure and Functioning; especially in Article 11;

Vu la Loi n° 02/2010 du 20/01/2010 portant création l'Office Rwandais pour la Promotion du Développement du Transport et déterminant sa Mission, sa Structure et Son Fonctionnement, spécialement en son article 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;

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 to date;

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 et complété à ce jour;

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

On proposal by the Minister of Public Service and Labor;

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

Inama y'Abaminisitiri yateranye ku wa 29/07/2014 imaze kubisuzuma no kubyemeza.

After consideration and approval by the Cabinet, in its session of 29/07/2014;

Après examen et adoption par le Conseil des Ministres en sa séance du 29/07/2014;

**ATEGETSE:**

**HEREBY ORDERS:**

**ARRETE:**

**Ingingo ya mbere: Icyo iri teka rigamije**

Iri teka rishyiraho imbonerahamwe y'imyanya y'imirimo imishahara n'ibindi bigenerwa Abakozi b'Ikigo cy'Igihugu gishinzwe Iterambere rya Transiporo.

**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 gishinzwe Iterambere rya Transiporo biri ku migereka ya I na II y'iri teka.

**Ingingo ya 3: Igenwa ry'Umushahara**

Imishahara y'Abakozi b'Ikigo cy'Igihugu gishinzwe Iterambere rya Transiporo 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'Igihugu gishinzwe Iterambere rya Transiporo biri ku mugereka wa III w'iri teka.

**Ingingo ya 4: Ibigize umushahara mbumbe**

Umushahara mbumbe wa buri kwezi w'umukozi ukubiyemo iby'ingenzi bikurikira:

1 ° umushahara fatizo;

**Article One: Purpose of this Order**

This Order determines the organizational structure, salaries and fringe benefits of Rwanda Transport Development Agency employees.

**Article 2: Organizational structure and job profiles**

The organizational structure and job profiles of Rwanda Transport Development Agency are in annex I and II of this Order respectively.

**Article 3: Determination of the Salary**

Salaries of the Rwanda Transport Development Agency employees shall be determined on the basis of 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 Rwanda Transport Development Agency are in annex III to this Order.

**Article 4: Composition of the gross salary**

The monthly gross salary of an employee shall mainly be composed of the following:

1 ° basic salary;

**Article premier: Objet du présent arrêté**

Le présent arrêté détermine la structure organisationnelle, les salaires et les avantages accordés au personnel de l'Office Rwandais pour la Promotion du Développement du Transport

**Article 2: Structure organisationnelle et profils d'emplois**

La structure organisationnelle et les profils d'emplois de l'Office Rwandais pour la Promotion du Développement du Transport sont respectivement en annexes I et II du présent arrêté.

**Article 3: Détermination de salaire**

Les salaires accordés au personnel de l'Office Rwandais pour la Promotion du Développement du Transport 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 dans l'Office Rwandais pour la Promotion du Développement du Transport sont en annexe III du présent arrêté.

**Article 4: Composition du salaire brut**

Le salaire brut mensuel pour chaque agent comprend principalement :

1 ° le salaire de base;

|                                                   |                                             |                                                       |
|---------------------------------------------------|---------------------------------------------|-------------------------------------------------------|
| 2 ° indamunite y'icumbi;                          | 2 ° housing allowance;                      | 2 ° l'indemnité de logement ;                         |
| 3 ° indamunite y'urugendo;                        | 3 ° transport allowance;                    | 3 ° l'indemnité de transport ;                        |
| 4 ° inkunga ya Leta mu bwiteganyirize bw'umukozi; | 4 ° state contribution for social security; | 4 ° la contribution de l'Etat à la sécurité sociale ; |
| 5 ° inkunga ya Leta yo kuvuza umukozi.            | 5 ° State contribution for medical care.    | 5 ° la contribution de l'Etat aux soins médicaux.     |

Indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngongo ntigenerwa abayobozi bari ku nzego z'imirimo za "F", "G/1.IV" na "H/2" boroherezwa ingendo 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.

The transport allowance specified in Paragraph One of this Article shall not be granted to officials positioned on job levels "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 job level "3" who are entitled to special transport allowance in accordance with Instructions of the Minister in charge of public service.

L'indemnité de transport dont question à l'alinéa premier du présent article n'est pas allouée aux agents de l'Etat aux postes de niveau "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 qu'à ceux au poste de niveau "3" qui bénéficient l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

#### **Ingingo ya 5: Ibindi bigenerwa Umuyobozi Mukuru wa RTDA**

Umuyobozi Mukuru w'Ikigo cy'Igihugu gishinzwe Iterambere rya Transiporo uri ku rwego rw'umurimo rwa "F" 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 ine y'u Rwanda (40.000 Frw) buri kwezi ya internet igendanwa n'aya telefoni igendanwa angana n'ibihumbi ijana na mirongo itanu (150.000 Frw) buri kwezi;

#### **Article 5: Fringe benefits for the Director General of RTDA**

The Director General of Rwanda Transport Development Agency positioned on job level "F" shall be entitled to the following fringe benefits:

- 1 ° one hundred thousand Rwandan francs (100,000 Rwf) each month for office landline, forty thousand Rwandan francs (40,000 Rwf) per month for wireless internet connection and one hundred and fifty thousand Rwandan francs (150,000 Rwf) per month for mobile phone;

#### **Article 5: Avantages alloués au Directeur Général de RTDA**

Le Directeur Général de l'Office Rwandais pour la Promotion du Développement du Transport au poste de niveau F 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 équivalant à quarante mille francs rwandais (40.000 Frw) par mois et ceux de téléphone portable équivalant 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 ° official guest 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 équivalant 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 in charge of 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 Head of Department uri ku rwego rw'umurimo rwa "1.IV"**

**Article 6: Fringe benefits of the Head of Department on "1.IV" Job level**

**Article 6: Avantages alloués au chef du département au poste de niveaux "1.IV"**

"Head of Department" uri ku rwego rw'umurimo rwa "1.IV" agenerwa ibindi bimufasha gutunganya imirimo ku buryo bukurikira:

The Head of Department positioned on "1.IV" job level shall be entitled to the following fringe benefits:

Le Chef du Département au poste de niveaux "1.IV" bénéficie des avantages comme suit :

1 ° "Head of Department" agenerwa 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;

1 ° The Head of Department shall be entitled to 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;

1 ° Le Chef du Département bénéficie des frais de téléphone de bureau équivalent à cent mille francs rwandais (100.000 Frw) par mois et des frais de téléphone portable équivalant à cent mille francs rwandais (100.000 Frw) par mois ;

2 ° "Head of Department" yoroherezwa kandi mu bijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

2 ° The Head of Department shall also be entitled to transport facilitation in accordance with the Instructions of the Minister in charge of transport.

2 ° Le Chef de Département bénéficie aussi d'une facilitation de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Ingingo ya 7: Ibindi bigenerwa Divison Managers bari ku rwego rwa "2.III"**

**Article 7: Fringe benefits of the Division Manager on "2.III" job level**

**Article 7: Avantages alloués aux chefs des divisions aux postes de niveau "2.III"**

Divison Managers bari ku rwego rwa "2.III" bagenerwa buri wese ibindi bibafasha gutunganya imirimo ku

The Division Manager on "2.III" job level shall be entitled to fringe benefits as follows:

Les chefs des divisions aux postes de niveau "2.III" bénéficient chacun des avantages comme suit:

buryo bukurikira:

1 ° Buri *Divison Manager* 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 ° Buri *Division Manager* yororoherezwa kandi mu bijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze;

1 ° Every Division Manager 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 (70,000 Rwf) per month; and

2 ° Each Head of Division shall also be entitled to transport facilitation in accordance with the Instructions of the Minister in charge of transport;

1 ° Chaque Chef de Division bénéficie des frais de communication par téléphone de bureau équivalent à septante mille francs Rwandais (70.000 Frw) et de téléphone portable équivalent à septante mille francs rwandais (70.000 Frw) par mois;

2 ° Chaque chef de division bénéficie aussi d'une facilitation de transport conformément aux instructions du Ministre ayant le transport dans ses attributions;

**Ingingo ya 8: Ibindi bigenerwa Abayobozi b'Amashami n'Abakozi bari ku rwego rw'imirimo rwa "3"**

Umuyobozi w'Ishami n'Abakozi 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.

**Article 8: Fringe benefits for Directors of Units and public servants on "3" job level**

A Director of Unit and public servants 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 (30,000 Rwf) per month;

2 ° special transport allowance as determined by instructions of the Minister in charge of public service.

**Article 8: Avantages alloués aux Directeurs d'Unités et cadres aux postes de niveau "3"**

Le Directeurs d'Unités et cadres aux postes de niveau "3" bénéficient chacun des avantages comme suit:

1 ° Les frais de communication par téléphone portable équivalent à trente mille francs rwandais (30.000 Frw) par mois.

2 ° l'indemnité spéciale de transport conformément aux Instructions du Ministre ayant la fonction publique dans ses attributions.

Umuyobozi w'ishami uri ku rwego rw'imirimo rwa "3.II" ufite itsinda ry'Abakozi ba Leta ayobora hashingiwe ku mbonerahamwe yemewe y'Urwego bakorera, bagenerwa kandi amafaranga ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi ya telefoni yo mu

A Director of Unit positioned on "3.II" job level with a pool of public servants under his/her responsibilities in accordance with the approved organizational structure shall also be entitled to an office telephone communication allowance of one

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

biro.

hundred thousand Rwandan francs (100,000 Rwf) per month.

de bureau équivalent à cent mille francs rwandais (100.000 Frw) par mois.

**Ingingo ya 9: Indamunite z’urugendo rw’imodoka**

**Article 9: Mileage allowances**

**Article 9: Indemnités kilométriques**

Iyo abayobozi bakuru bari ku nzego z’imirimo za “F”, “G/1.IV” na “H/2” bagiye mu butumwa imbere mu Gihugu bakoresheje imodoka zabo, Leta ibagenera indamunite z’urugendo hakurikijwe ibiteganywa n’amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

If Senior Official positioned on “F”, “G/1.IV” or “H/2” job levels goes on official mission within the Country by using his/her vehicle, the State shall pay him/her mileage allowances specified in the relevant Ministerial Instructions issued by the Minister in charge of transport.

Lors que les hauts cadres aux postes de niveaux “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 10: Abashinzwe gushyira mu bikorwa iri teka**

**Article 10: Authorities responsible for the implementation of this Order**

**Article 10: Autorités chargées de l’exécution du présent arrêté**

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

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

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

**Ingingo ya 11: Ivanwaho ry’ingingo zinyuranyije n’iri teka**

**Article 11: Repealing provision**

**Article 11: Disposition abrogatoire**

Ingingo z’amateka abanziriza iri kandi zinyuranyije na ryo zivanyweho.

All prior provisions contrary to this Order are hereby repealed.

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

**Ingingo ya 12: Igihe iteka ritangira gukurikizwa**

**Article 12: Commencement**

**Article 12: Entrée en vigueur**

Iri teka ritangira gukurikizwa ku munsu ritangarijweho mu Igazeti ya Leta ya Repubulika y’u Rwanda. Agaciro karyo gahera ku wa 29/07/2014.

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes effect as of 29/07/2014.

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il sort ses effets à partir du 29/07/2014.

Kigali ku wa 27/02/2015

Kigali on 27/02/2015

Kigali le 27/02/2015

(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 Labor

(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

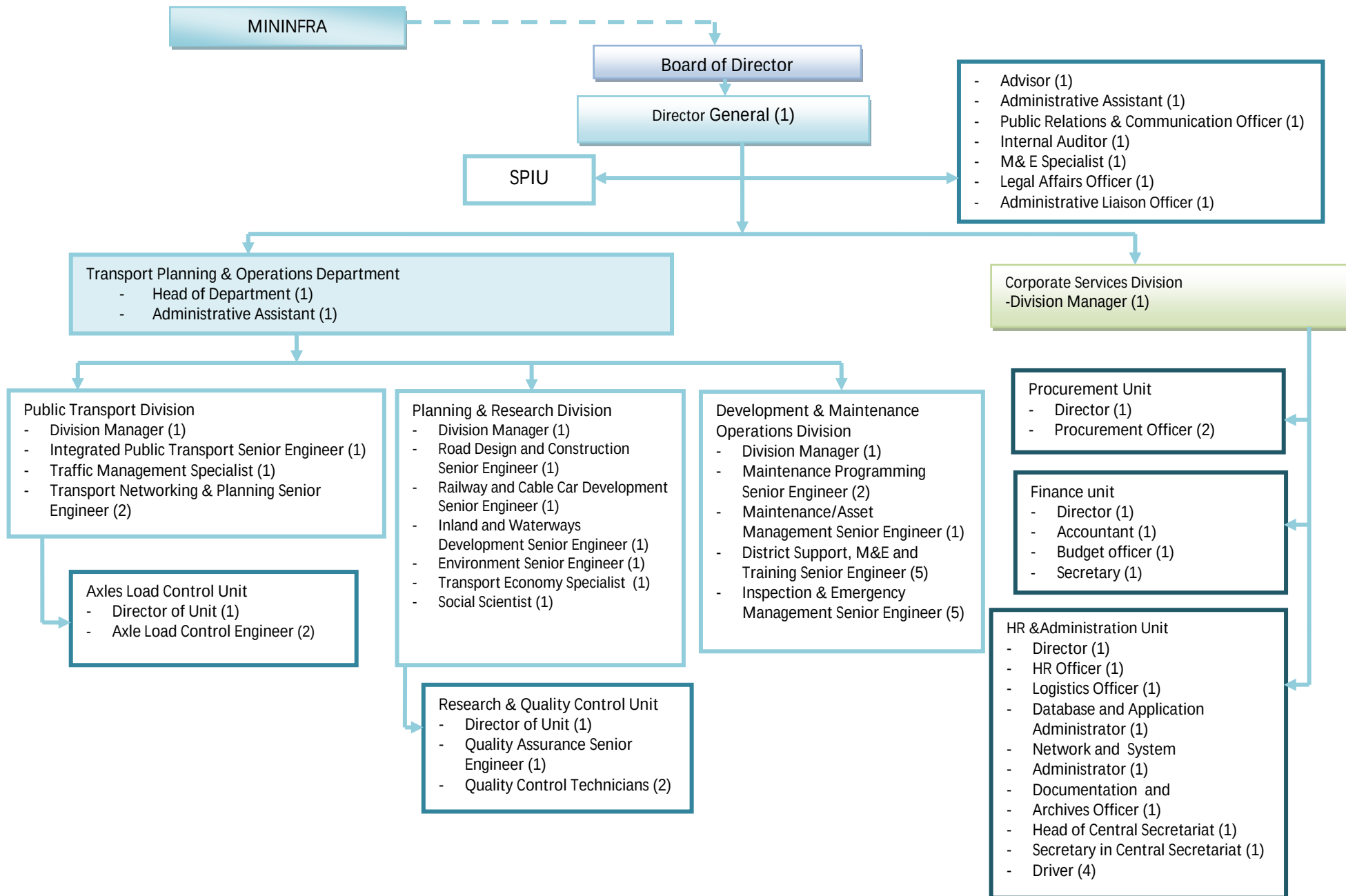
(sé)  
**BUSINGYE Johnston**  
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I W' ITEKA RYA MINISITIRI  
W'INTEBE N°78/03 RYO KU WA 27/02/2015  
RIGENA IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MU KIGO CY'IGIHUGU  
GISHINZWE ITERAMBERE RYA TRANSIPORO

ANNEXE I TO THE PRIME MINISTER'S  
ORDER N°78/03 OF 27/02/2015 DETERMINING  
ORGANISATIONAL STRUCTURE, SALARIES  
AND FRINGE BENEFITS FOR EMPLOYEES  
OF RWANDA TRANSPORT DEVELOPMENT  
AGENCY

ANNEXE I DE L'ARRETE DU PREMIER  
MINISTRE N°78/03 DU 27/02/2015  
DETERMINANT LA STRUCTURE  
ORGANISATIONNELLE, LES SALAIRES ET  
AVANTAGES ACCORDES AU PERSONNEL  
DE L'OFFICE RWANDAIS POUR LE  
DEVELOPPEMENT DU TRANSPORT

# RWANDA TRANSPORT DEVELOPMENT AGENCY (RTDA) - ORGANIZATIONAL CHART



**Bibonywe kugira ngo bishyirwe ku Mugereka wa I w'Iteka rya Minisitiri w'Intebe n° 78/03 ryo ku wa 27/02/2015 rishyiraho imbonerahamwe y'imyanya y'Imirimo, imishahara n'ibindi bigenerwa abakozi b, Ikigo cy'Igihugu gishinzwe Transiporo**

Kigali, ku wa 27/02/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika:**

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

**Seen to be annex I of the Prime Minister's Order n°78/03 of 27/02/2015 establishing the Organizational Structure, Salaries and fringe benefits for employees of Rwanda Transport Development Agency**

Kigali, on 27/02/2015

(sé)  
**MUREKEZI Anastase**  
Prime Minister

(sé)  
**UWIZEYE Judith**  
Minister of Public Service and Labor

**Seen and sealed with the Seal of the Republic:**

(sé)  
**BUSINGYE Johnston**  
Minister of Justice/Attorney General

**Vu pour être l' annexe I de l'Arrêté du Premier Ministre n°78/03 du 27/02/2015 déterminant la structure organisationnelle, les salaires et avantages accordés au personnel de l'Office Rwandais pour le Développement du Transport**

Kigali, le 27/02/2015

(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 MINISITIRI  
W'INTEBE N°78/03 RYO KU WA 27/02/2015  
RIGENA IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MU KIGO CY'IGIHUGU  
GISHINZWE ITERAMBERE RYA TRANSIPORO**

**ANNEXE II TO THE PRIME MINISTER'S  
ORDER No78/03 OF 27/02/2015  
DETERMINING ORGANISATIONAL  
STRUCTURE, SALARIES AND FRINGE  
BENEFITS FOR EMPLOYEES OF RWANDA  
TRANSPORT DEVELOPMENT AGENCY**

**ANNEXE II DE L'ARRETE DU PREMIER  
MINISTRE N°78/03 DU 27/02/2015  
DETERMINANT LA STRUCTURE  
ORGANISATIONNELLE, LES SALAIRES ET  
AVANTAGES ACCORDES AU PERSONNEL  
DE L'OFFICE RWANDAIS POUR LE  
DEVELOPPEMENT DU TRANSPORT**



RTDA - JOB PROFILES

| Administrative Unit            | Job Title        | Title of Job position linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed Jobs |
|--------------------------------|------------------|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Office of the Director General | Director General | Director General                        | Political Appointee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1             |
|                                | Advisor          | Advisor to the Director General         | <p>A0 in Civil Engineering with 3 years of working experience or Master's Degree in Construction Management, Civil Engineering, Real Estate &amp; Construction Management, Road Engineering &amp; Construction, Building &amp; Construction, Civil Infrastructure Engineering, Road Safety Management, Sustainable Urban Planning &amp; Design, Transport &amp; Geoinformation Technology, Transportation Engineering, Transportation &amp; Urban System, Urban Design, Urban Planning, Railway Engineering with 1 years of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep understanding on Government policies implementation;</li> <li>- High analytical skills;</li> <li>- Coordination, planning and organizational skills</li> <li>- Report writing and presentation skills;</li> <li>- Leadership skills;</li> <li>- Computer Literate;</li> <li>- Interpersonal skills;</li> <li>-Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

| Administrative Unit | Job Title                                | Title of Job position linked to the Job  | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Proposed Jobs |
|---------------------|------------------------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Public Relations & Communication Officer | Public Relations & Communication Officer | <p>A0 in Communication, International Relations, Journalism, Marketing, Linguistics and Literature.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organisational and time-management skills</li> <li>- Teamworking skills</li> <li>- Effective public relations and public speaking skills</li> <li>- Interviewing skills</li> <li>- Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1             |
|                     | M&E Specialist                           | M&E Specialist                           | <p>A0 in Economics, Management, Development Studies, Project Management, Business Administration with 3 years of working experience; Or Master' or Equivalent in Economics, Management, Development Studies, Project Management, Business Administration with 1 year of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of Rwanda's Public service and labour Sector Policies and Strategies;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Computer Skills;</li> <li>- Leadership Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title                | Title of Job position linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|--------------------------|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Legal Affairs            | Legal Affairs Officer                   | <p>A0 in Law</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High analytical and problem solving skills</li> <li>- Legal research and analysis in complex areas of law</li> <li>- Knowledge of Substantive Law and Legal Procedures</li> <li>- Decision making skills</li> <li>- Experience in contract drafting and negotiation</li> <li>- Excellent communication skills</li> <li>- Very effective organization skills</li> <li>- Computer skills</li> <li>- Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage.</li> </ul>                   | 1             |
|                     | Administrative Assistant | Administrative Assistant                | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Word Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title                      | Title of Job position linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|---------------------|--------------------------------|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Internal Auditor               | Internal Auditor                        | <p>A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Detailed knowledge of financial and Audit Standards, HR &amp; Financial regulations, Procedures and Financial software;</li> <li>- Planning Skill;</li> <li>- High Analytical skills;</li> <li>- Report writing and presentation skills.</li> <li>- Time management skills;</li> <li>- Excellent problem-solving skills and clear logical thinking;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Administrative Liaison Officer | Administrative Liaison Officer          | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                      | 1             |
|                     | S/Total                        |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 8             |

| Administrative Unit                                      | Job Title                | Title of Job position linked to the Job                | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|----------------------------------------------------------|--------------------------|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Office of the Transport Planning & Operations Department | Head of Department       | Head of the Transport Planning & Operations Department | <p>A0 in Civil Engineering with 7 years of working experience or Master's Degree in Construction Management, Civil Engineering, Real Estate &amp; Construction Management, Road Engineering &amp; Construction, Building &amp; Construction, Civil Infrastructure Engineering, Road Safety Management, Sustainable Urban Planning &amp; Design, Transport &amp; Geoinformation Technology, Transportation Engineering, Transportation &amp; Urban System, Urban Design, Urban Planning, Railway Engineering with 5 years of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep understanding on Government policies implementation;</li> <li>- Strong analytical skills;</li> <li>- Coordination, planning and organizational skills</li> <li>- Report writing and presentation skills;</li> <li>- Leadership skills;</li> <li>- Computer Literate;</li> <li>- Interpersonal skills;</li> <li>-Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |
|                                                          | Administrative Assistant | Administrative Assistant                               | <p>A1 in Secretarial Studies,Office Management or A0 in Public Administration,Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>-Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1             |
|                                                          | S/Total                  |                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 2             |

| Administrative Unit       | Job Title        | Title of Job position linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Proposed Jobs |
|---------------------------|------------------|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Public Transport Division | Division Manager | Public Transport Division Manager       | <p>A0 in Sustainable Urban Planning &amp; Design, Transport &amp; Geoinformation Technology, Transportation Engineering, Transportation &amp; Urban System, Urban Design, Urban Planning, Railway Engineering Construction Management, Civil Engineering, Real Estate &amp; Construction Management, Road Engineering &amp; Construction, Building &amp; Construction, Civil Infrastructure Engineering, Road Safety Management with 5 years of working experience or Master's Degree in Sustainable Urban Planning &amp; Design, Transport &amp; Geoinformation Technology, Transportation Engineering, Transportation &amp; Urban System, Urban Design, Urban Planning, Railway Engineering with 3 years of working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep understanding on Government policies implementation;</li> <li>- High Analytical skills;</li> <li>- Coordination, planning and organizational skills</li> <li>- Report writing and presentation skills;</li> <li>- Leadership skills;</li> <li>- Computer Literate;</li> <li>- Interpersonal skills;</li> <li>-Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

| Administrative Unit | Job Title                                   | Title of Job position linked to the Job     | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Proposed Jobs |
|---------------------|---------------------------------------------|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Integrated Public Transport Senior Engineer | Integrated Public Transport Senior Engineer | <p>A0 in Construction Management, Civil Engineering, Real Estate &amp; Construction Mngement, Road Engineering &amp; Construction, Building &amp; Construction, Civil Infrastructure Engineering, Road Safety Management with 3 years of working experience or Master's Degree in Construction Management, Civil Engineering, Real Estate &amp; Construction Mngement, Road Engineering &amp; Construction, Building &amp; Construction, Civil Infrastructure Engineering, Road Safety Management with 1 year of working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep understanding on Government policies implementation;</li> <li>- High Analytical skills;</li> <li>- Coordination, planning and organizational skills</li> <li>- Report writing and presentation skills;</li> <li>- Leadership skills;</li> <li>- Computer Literate;</li> <li>- Interpersonal skills;</li> <li>-Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

| Administrative Unit | Job Title                     | Title of Job position linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Proposed Jobs |
|---------------------|-------------------------------|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Traffic Management Specialist | Traffic Management Specialist           | <p>A0 in Construction Management, Civil Engineering, Real Estate &amp; Construction Management, Road Engineering &amp; Construction, Building &amp; Construction, Civil Infrastructure Engineering, Road Safety Management with 3 years of working experience or Master's Degree in Construction Management, Civil Engineering, Real Estate &amp; Construction Management, Road Engineering &amp; Construction, Building &amp; Construction, Civil Infrastructure Engineering, Road Safety Management</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep understanding on Government policies implementation;</li> <li>- High Analytical skills;</li> <li>- Coordination, planning and organizational skills</li> <li>- Report writing and presentation skills;</li> <li>- Leadership skills;</li> <li>- Computer Literate;</li> <li>- Interpersonal skills;</li> <li>-Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |



| Administrative Unit | Job Title                                  | Title of Job position linked to the Job    | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Proposed Jobs |
|---------------------|--------------------------------------------|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Transport Network Planning Senior Engineer | Transport Network Planning Senior Engineer | <p>A0 in Construction Management, Civil Engineering, Real Estate &amp; Construction Management, Road Engineering &amp; Construction, Building &amp; Construction, Civil Infrastructure Engineering, Road Safety Management with 3 years of working experience or Master's Degree in Construction Management, Civil Engineering, Real Estate &amp; Construction Management, Road Engineering &amp; Construction, Building &amp; Construction, Civil Infrastructure Engineering, Road Safety Management with 1 year of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep understanding on Government policies implementation;</li> <li>- High Analytical skills;</li> <li>- Coordination, planning and organizational skills</li> <li>- Report writing and presentation skills;</li> <li>- Leadership skills;</li> <li>- Computer Literate;</li> <li>- Interpersonal skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 2             |
|                     | S/Total                                    |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 5             |

| Administrative Unit     | Job Title        | Title of Job position linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|-------------------------|------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Axles Load Control Unit | Director of Unit | Director of Axles Load Control Unit     | <p>A0 in Construction Management, Civil Engineering, Real Estate &amp; Construction Management, Road Engineering &amp; Construction, Building &amp; Construction, Civil Infrastructure Engineering, Road Safety Management with 3 years of working experience or Master's Degree in onstruction Management, Civil Engineering, Real Estate &amp; Construction Management, Road Engineering &amp; Construction, Building &amp; Construction, Civil Infrastructure Engineering, Road Safety Management with 1 year of working expereience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep understanding on Government policies implementation;</li> <li>- High Analytical skills;</li> <li>- Coordination, planning and organizational skills</li> <li>- Report writing and presentation skills;</li> <li>- Leadership skills;</li> <li>- Computer Literate;</li> <li>- Interpersonal skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

| Administrative Unit | Job Title                                    | Title of Job position linked to the Job      | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Proposed Jobs |
|---------------------|----------------------------------------------|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Axle Load Control & Zonal Inspector Engineer | Axle Load Control & Zonal Inspector Engineer | <p>A0 in Construction Management, Civil Engineering, Real Estate &amp; Construction Management, Road Engineering &amp; Construction, Building &amp; Construction, Civil Infrastructure Engineering, Road Safety Management</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep understanding on Government policies implementation;</li> <li>- High Analytical skills;</li> <li>- Coordination, planning and organizational skills</li> <li>- Report writing and presentation skills;</li> <li>- Leadership skills;</li> <li>- Computer Literate;</li> <li>- Interpersonal skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 2             |
|                     | S/Total                                      |                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 3             |

| Administrative Unit          | Job Title        | Title of Job position linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Proposed Jobs |
|------------------------------|------------------|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Planning & Research Division | Division Manager | Planning & Research Division Manager    | <p>A0 in Sustainable Urban Planning &amp; Design, Transport &amp; Geoinformation Technology, Transportation Engineering, Transportation &amp; Urban System, Urban Design, Urban Planning, Railway Engineering Construction Management, Civil Engineering, Real Estate &amp; Construction Management, Road Engineering &amp; Construction, Building &amp; Construction, Civil Infrastructure Engineering, Road Safety Management, with 5 years of working experience or Master's Degree in Sustainable Urban Planning &amp; Design, Transport &amp; Geoinformation Technology, Transportation Engineering, Transportation &amp; Urban System, Urban Design, Urban Planning, Railway Engineering with 3 years of working experience</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> <li>- Deep understanding on Government policies implementation;</li> <li>- High Analytical skills;</li> <li>- Coordination, planning and organizational skills</li> <li>- Report writing and presentation skills;</li> <li>- Leadership skills;</li> <li>- Computer Literate;</li> <li>- Interpersonal skills;</li> <li>-Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

| Administrative Unit | Job Title                                  | Title of Job position linked to the Job    | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Proposed Jobs |
|---------------------|--------------------------------------------|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Road Design & Construction Senior Engineer | Road Design & Construction Senior Engineer | <p>A0 in Construction Management, Civil Engineering, Real Estate &amp; Construction Management, Road Engineering &amp; Construction, Building &amp; Construction, Civil Infrastructure Engineering, Road Safety Management with 3 years of working experience or Master's Degree in Construction Management, Civil Engineering, Real Estate &amp; Construction Management, Road Engineering &amp; Construction, Building &amp; Construction, Civil Infrastructure Engineering, Road Safety Management with 1 year of working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep understanding on Government policies implementation;</li> <li>- High Analytical skills;</li> <li>- Coordination, planning and organizational skills</li> <li>- Report writing and presentation skills;</li> <li>- Leadership skills;</li> <li>- Computer Literate;</li> <li>- Interpersonal skills;</li> <li>-Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

| Administrative Unit | Job Title                                       | Title of Job position linked to the Job         | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Proposed Jobs |
|---------------------|-------------------------------------------------|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Railway & Cable Car Development Senior Engineer | Railway & Cable Car Development Senior Engineer | <p>A0 in Railway Engineering, Railway Infrastructure, Railway System, Road &amp; Railway Engineering, Railway Signalling &amp; Telecommunication with 3 years of working experience or Master's Degree in Railway Engineering, Railway Infrastructure, Railway System, Road &amp; Railway Engineering, Railway Signalling &amp; Telecommunication with 1 year of working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep understanding on Government policies implementation;</li> <li>- High Analytical skills;</li> <li>- Coordination, planning and organizational skills</li> <li>- Report writing and presentation skills;</li> <li>- Leadership skills;</li> <li>- Computer Literate;</li> <li>- Interpersonal skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

| Administrative Unit | Job Title                                      | Title of Job position linked to the Job        | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|---------------------|------------------------------------------------|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Inland & Waterways Development Senior Engineer | Inland & Waterways Development Senior Engineer | <p>A0 in Sustainable Management of Inland Aquatic, Aquatic, Biology, Ecology, Environmental Science, Civil Engineering, Ecology with 3 years of working experience or Master's Degree in Sustainable Management of Inland Aquatic, Aquatic, Biology, Ecology, Environmental Science, Civil Engineering, Ecology with 1 year of working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep understanding on Government policies implementation;</li> <li>- High Analytical skills;</li> <li>- Coordination, planning and organizational skills</li> <li>- Report writing and presentation skills;</li> <li>- Leadership skills;</li> <li>- Computer Literate;</li> <li>- Interpersonal skills;</li> <li>-Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |
|                     | Environment Senior Engineer                    | Environment Senior Engineer                    | <p>A0 in Environmental Sciences , Chemistry, Biology, Physics with 3 years of working experience or MSc in in Environmental Sciences , Chemistry, Biology, Physics</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Strong written and verbal communication skills</li> <li>- Quantitative and analytic skills</li> <li>- Working knowledge of Microsoft programs (Excel, Word, PowerPoint)</li> <li>- Ability to manage priorities and be detail-orientated within a dynamic, fast-paced environment</li> <li>- Work in a team environment to determine and or review ideas to find solutions to problems.</li> <li>- Ability to work independently with little or no supervision while maintaining a high- level of efficiency and still upholding a team mentality</li> </ul>                                                                                                                                                                                | 1             |

| Administrative Unit | Job Title                    | Title of Job position linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Proposed Jobs |
|---------------------|------------------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Transport Economy Specialist | Transport Economy Specialist            | <p>A0 in Transport Economic, Urban Transport , Civil Engineering, Law or Master's Degree in Transport Economic, Urban Transport, Civil Engineering, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-knowledge of computer modeling software;</li> <li>-Knowledge of machines and tools, including their designs, uses, repair, and maintenance;</li> <li>-Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits;</li> <li>-Knowledge in urban planning;</li> <li>-Quality Control Analysis Skills</li> <li>-High Critical Thinking Skills</li> <li>-Complex Problem Solving Skills</li> <li>-Judgment and Decision Making Skills</li> </ul>                                                                                     | 1             |
|                     | Social Scientist             | Social Scientist Specialist             | <p>A0 in Environmental Sciences , Sociology, Urban Transport, Civil Engineering with 3 years of working experience or MSc in iEnvironmental Sciences , Sociology, Urban Transport, Civil Engineering</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Strong written and verbal communication skills</li> <li>- Quantitative and analytic skills</li> <li>- Working knowledge of Microsoft programs (Excel, Word, PowerPoint)</li> <li>- Ability to manage priorities and be detail-orientated within a dynamic, fast-paced environment</li> <li>- Work in a team environment to determine and or review ideas to find solutions to problems.</li> <li>- Ability to work independently with little or no supervision while maintaining a high- level of efficiency and still upholding a team mentality</li> </ul> | 1             |
|                     | S/Total                      |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 7             |



| Administrative Unit             | Job Title        | Title of Job position linked to the Job     | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Proposed Jobs |
|---------------------------------|------------------|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Research & Quality Control Unit | Director of Unit | Director of Research & Quality Control Unit | <p>A0 in Sustainable Urban Planning &amp; Design, Transport &amp; Geoinformation Technology, Transportation Engineering, Transportation &amp; Urban System, Urban Design, Urban Planning, Railway Engineering Construction Management, Civil Engineering, Real Estate &amp; Construction Management, Road Engineering &amp; Construction, Building &amp; Construction, Civil Infrastructure Engineering, Road Safety Management with 3 yeas of working experience or Master's Degree in Sustainable Urban Planning &amp; Design, Transport &amp; Geoinformation Technology, Transportation Engineering, Transportation &amp; Urban System, Urban Design, Urban Planning, Railway Engineering with 1 year of working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep understanding on Government policies implementation;</li> <li>- High Analytical skills;</li> <li>- Coordination, planning and organizational skills</li> <li>- Report writing and presentation skills;</li> <li>- Leadership skills;</li> <li>- Computer Literate;</li> <li>- Interpersonal skills;</li> <li>-Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

| Administrative Unit | Job Title                  | Title of Job position linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Proposed Jobs |
|---------------------|----------------------------|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Quality Assurance Engineer | Quality Assurance Engineer              | <p>A0 in Sustainable Urban Planning &amp; Design, Transport &amp; Geoinformation Technology, Transportation Engineering, Transportation &amp; Urban System, Urban Design, Urban Planning, Railway Engineering Construction Management, Civil Engineering, Real Estate &amp; Construction Management, Road Engineering &amp; Construction, Building &amp; Construction, Civil Infrastructure Engineering, Road Safety Management,</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep understanding on Government policies implementation;</li> <li>- High Analytical skills;</li> <li>- Coordination, planning and organizational skills</li> <li>- Report writing and presentation skills;</li> <li>- Leadership skills;</li> <li>- Computer Literate;</li> <li>- Interpersonal skills;</li> <li>-Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

| Administrative Unit | Job Title                  | Title of Job position linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Proposed Jobs |
|---------------------|----------------------------|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Quality Control Technician | Quality Control Technician              | <p>A0 in Sustainable Urban Planning &amp; Design, Transport &amp; Geoinformation Technology, Transportation Engineering, Transportation &amp; Urban System, Urban Design, Urban Planning, Railway Engineering Construction Management, Civil Engineering, Real Estate &amp; Construction Management, Road Engineering &amp; Construction, Building &amp; Construction, Civil Infrastructure Engineering, Road Safety Management,</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> <li>- Deep understanding on Government policies implementation;</li> <li>- High Analytical skills;</li> <li>- Coordination, planning and organizational skills</li> <li>- Report writing and presentation skills;</li> <li>- Leadership skills;</li> <li>- Computer Literate;</li> <li>- Interpersonal skills;</li> <li>-Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 2             |
|                     | S/Total                    |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 4             |

| Administrative Unit                           | Job Title        | Title of Job position linked to the Job               | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Proposed Jobs |
|-----------------------------------------------|------------------|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Development & Maintenance Operations Division | Division Manager | Development & Maintenance Operations Division Manager | <p>A0 in Sustainable Urban Planning &amp; Design, Transport &amp; Geoinformation Technology, Transportation Engineering, Transportation &amp; Urban System, Urban Design, Urban Planning, Railway Engineering Construction Management, Civil Engineering, Real Estate &amp; Construction Management, Road Engineering &amp; Construction, Building &amp; Construction, Civil Infrastructure Engineering, Road Safety Management with 5 years of working experience or Master's Degree in Sustainable Urban Planning &amp; Design, Transport &amp; Geoinformation Technology, Transportation Engineering, Transportation &amp; Urban System, Urban Design, Urban Planning, Railway Engineering with 3 years of working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep understanding on Government policies implementation;</li> <li>- High Analytical skills;</li> <li>- Coordination, planning and organizational skills</li> <li>- Report writing and presentation skills;</li> <li>- Leadership skills;</li> <li>- Computer Literate;</li> <li>- Interpersonal skills;</li> <li>-Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

| Administrative Unit | Job Title                               | Title of Job position linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Proposed Jobs |
|---------------------|-----------------------------------------|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Maintenance Programming Senior Engineer | Maintenance Programming Senior Engineer | <p>A0 in Construction Management, Civil Engineering, Real Estate &amp; Construction Management, Road Engineering &amp; Construction, Building &amp; Construction, Civil Infrastructure Engineering, Road Safety Management with 3 years of working experience or Mater's Degree in Construction Management, Civil Engineering, Real Estate &amp; Construction Management, Road Engineering &amp; Construction, Building &amp; Construction, Civil Infrastructure Engineering, Road Safety Management with 1 year of working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep understanding on Government policies implementation;</li> <li>- High Analytical skills;</li> <li>- Coordination, planning and organizational skills</li> <li>- Report writing and presentation skills;</li> <li>- Leadership skills;</li> <li>- Computer Literate;</li> <li>- Interpersonal skills;</li> <li>-Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

| Administrative Unit | Job Title                                      | Title of Job position linked to the Job        | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed Jobs |
|---------------------|------------------------------------------------|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Maintenance / Asset Management Senior Engineer | Maintenance / Asset Management Senior Engineer | <p>A0 in Construction Management, Civil Engineering, Real Estate &amp; Construction Management, Road Engineering &amp; Construction, Building &amp; Construction, Civil Infrastructure Engineering, Road Safety Management with 3 years of working experience or Mater's Degree in Construction Management, Civil Engineering, Real Estate &amp; Construction Management, Road Engineering &amp; Construction, Building &amp; Construction, Civil Infrastructure Engineering, Road Safety Management with 1 year of working experience</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> <li>- Deep understanding on Government policies implementation;</li> <li>- High Analytical skills;</li> <li>- Coordination, planning and organizational skills</li> <li>- Report writing and presentation skills;</li> <li>- Leadership skills;</li> <li>- Computer Literate;</li> <li>- Interpersonal skills;</li> <li>-Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 2             |

| Administrative Unit | Job Title                                            | Title of Job position linked to the Job            | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Proposed Jobs |
|---------------------|------------------------------------------------------|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | District Support, M & E and Training Senior Engineer | District Support, M&E and Training Senior Engineer | <p>A0 in Construction Management, Civil Engineering, Real Estate &amp; Construction Management, Road Engineering &amp; Construction, Building &amp; Construction, Civil Infrastructure Engineering, Road Safety Management with 3 years of working experience or Mater's Degree in Construction Management, Civil Engineering, Real Estate &amp; Construction Management, Road Engineering &amp; Construction, Building &amp; Construction, Civil Infrastructure Engineering, Road Safety Management with 1 year of working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep understanding on Government policies implementation;</li> <li>- High Analytical skills;</li> <li>- Coordination, planning and organizational skills</li> <li>- Report writing and presentation skills;</li> <li>- Leadership skills;</li> <li>- Computer Literate;</li> <li>- Interpersonal skills;</li> <li>-Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 5             |

| Administrative Unit | Job Title                                         | Title of Job position linked to the Job           | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Proposed Jobs |
|---------------------|---------------------------------------------------|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Inspection & Emergency Management Senior Engineer | Inspection & Emergency Management Senior Engineer | <p>A0 in Construction Management, Civil Engineering, Real Estate &amp; Construction Management, Road Engineering &amp; Construction, Building &amp; Construction, Civil Infrastructure Engineering, Road Safety Management with 3 years of working experience or Mater's Degree in Construction Management, Civil Engineering, Real Estate &amp; Construction Management, Road Engineering &amp; Construction, Building &amp; Construction, Civil Infrastructure Engineering, Road Safety Management with 1 year of working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep understanding on Government policies implementation;</li> <li>- High Analytical skills;</li> <li>- Coordination, planning and organizational skills</li> <li>- Report writing and presentation skills;</li> <li>- Leadership skills;</li> <li>- Computer Literate;</li> <li>- Interpersonal skills;</li> <li>-Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 5             |
|                     | S/Total                                           |                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 14            |



| Administrative Unit        | Job Title        | Title of Job position linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Proposed Jobs |
|----------------------------|------------------|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Corporate Service Division | Division Manager | Corporate Services Division Manager     | <p>A0 in Economics, Management, Business Administration, Public Administration, Administrative Sciences, Strategic Management, Public Finance or Accounting with 5 years of working experience or Master degree in Economics, Management, Business Administration, Public Administration, Administrative Sciences, Strategic Management, Public Finance or Accounting with 3 years of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Human Resources Policy and procedures;</li> <li>- Knowledge of Accounting principles and practices and financial data reporting.</li> <li>- Knowledge of Rwanda Public Servant &amp; Labour laws and Financial Law;</li> <li>- Knowledge of Electronic equipment and computer hardware and software;</li> <li>- Leadership skills;</li> <li>- Coordination, Planning &amp; Organizational Skills;</li> <li>- Interpersonal Skills;</li> <li>- Effective Communication Skills;</li> <li>- Judgment and Decision Making Skills;</li> <li>- Complex Problem Solving;</li> <li>- Negotiation Skills;</li> <li>- Time Management Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |
|                            | S/Total          |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1             |

| Administrative Unit | Job Title           | Title of Job position linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Proposed Jobs |
|---------------------|---------------------|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Procurement Unit    | Director            | Director of Procurement Unit            | <p>A0 in Procurement, Management, Accounting, Law, Public Finance, Economics, Engineering with 3 years of woking experience or Master's Degree in Procurement, Management, Accounting, Law, Public Finance, Economics, Engineering</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High analytical skills;</li> <li>- Knowledge of basic business and purchasing pratices</li> <li>- Knowledge of state contracting law, regulations and procedures</li> <li>- Knowledge of grade, qualities, suppliers and prices trenders of commodities;</li> <li>- Knowlege in contract drafting and negotiation</li> <li>- Category management skills</li> <li>- Time management skills</li> <li>- Decision making skills</li> <li>- Excellent communication skills.</li> <li>- Computer skills.</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul> | 1             |
|                     | Procurement Officer | Procurement Officer                     | <p>A0 in Procurement, Management, Accounting, Law, Public Finance, Economics, Engineering</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High analytical skills;</li> <li>- Knowledge of basic business and purchasing pratices</li> <li>- Knowledge of state contracting law, regulations and procedures</li> <li>- Knowledge of grade, qualities, suppliers and prices trenders of commodities;</li> <li>- Knowlege in contract drafting and negotiation</li> <li>- Category management skills</li> <li>- Time management skills</li> <li>- Decision making skills</li> <li>- Excellent communication skills.</li> <li>- Computer skills.</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul>                                                                                                                                          | 2             |
|                     | S/Total             |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 3             |

| Administrative Unit | Job Title | Title of Job position linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed Jobs |
|---------------------|-----------|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Finance Unit        | Director  | Director of Finance                     | <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><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's financial management standards and procedures;</li> <li>- Knowledge of Accounting principles and practices and financial data reporting;</li> <li>- Knowledge of Management of Material Resources;</li> <li>- Knowledge of supply chain management;</li> <li>- Knowledge of Rwanda Public Financial Law;</li> <li>- Leadership and management skills;</li> <li>- Planning and organisational, Budgeting skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software (SMART IFMIS);</li> <li>- Time management Skills</li> <li>- Interviewing Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Problem solving;</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title      | Title of Job position linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Proposed Jobs |
|---------------------|----------------|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Accountant     | Accountant                              | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Knowledge to analyse complex financial information &amp; Produce reports;</li> <li>- Deep understanding of financial accounts;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- High Analytical Skills;</li> <li>- Interpersonal skills;</li> <li>- Time management Skills;</li> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Budget Officer | Budget Officer                          | <p>A0 in Finance, Accounting, Management, Economics</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Deep understanding of financial accounts;</li> <li>- High Analytical Skills</li> <li>- Interpersonal skills;</li> <li>- Time management Skills</li> <li>- Complex Problem solving;</li> <li>-Flexibility Skills;</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                | 1             |

| Administrative Unit | Job Title | Title of Job position linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Proposed Jobs |
|---------------------|-----------|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Secretary | Secretary                               | <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 &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Analytical &amp; Problem solving Skills;</li> <li>- Decision Making Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | S/Total   |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 4             |

| Administrative Unit      | Job Title        | Title of Job position linked to the Job     | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Proposed Jobs |
|--------------------------|------------------|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| HR & Administration Unit | Director of Unit | Director of Human Resource & Administration | <p>A0 in Human Resources Management, Management with Specialization in Human Resource, Public Administration, Administrative Sciences with 3 years of working experience or Master's Degree in Human Resources Management, Management with Specialization in Human Resource, Public Administration, Administrative Sciences, with 1 year of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of human resources concepts, practices, policies, and procedures;</li> <li>- Knowledge of organizational structure, workflow, and operating procedures;</li> <li>- Knowledge in Monitoring &amp; System Evaluation;</li> <li>- Leadership and management skills;</li> <li>- Planning and organisational skills;</li> <li>- High Analytical Skills;</li> <li>- Communication skills;</li> <li>- Time management Skills</li> <li>- Interviewing Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Problem Solving Skills;</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title              | Title of Job position linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Proposed Jobs |
|---------------------|------------------------|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Human Resource Officer | Human Resource Officer                  | <p>A0 in Human Resource Management, Management, Public Administration, Administrative Sciences</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources;</li> <li>- Knowledge in the Development of Human Resources Policies and procedures</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title         | Title of Job position linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Proposed Jobs |
|---------------------|-------------------|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Logistics Officer | Logistics Officer                       | <p>A0 in Store Management, Management, Finance, Accounting, Economics, Public Administration, Administrative Sciences,</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Management of Material Resources;</li> <li>- Knowledge of supply chain management;</li> <li>- Organizational Skills;</li> <li>- Computer Skills;</li> <li>- Communication Skills;</li> <li>- Report writing &amp; Presentation Skills;</li> <li>- Analytical Skills;</li> <li>- Interpersonal Skills;</li> <li>- Time management Skills;</li> <li>- Negotiation Skills;</li> <li>- Team working Skills</li> <li>- Problem Solving Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |



| Administrative Unit | Job Title                      | Title of Job position linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Proposed Jobs |
|---------------------|--------------------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Network & System Administrator | Network & System Administrator          | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, 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, MCSD, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's ICT policies and strategies;</li> <li>- Highly proficient with Microsoft Windows operating systems</li> <li>- Proficient in Microsoft Office products</li> <li>- Proficient in basic networking protocols and standards</li> <li>- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;</li> <li>- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

| Administrative Unit | Job Title                            | Title of Job position linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Proposed Jobs |
|---------------------|--------------------------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Database & Application Administrator | Database & Application Administrator    | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, 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><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's ICT policies and strategies;</li> <li>- Highly proficient with Microsoft Windows operating systems</li> <li>- Proficient in Microsoft Office products</li> <li>- Proficient in basic networking protocols and standards</li> <li>- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;</li> <li>- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

| Administrative Unit | Job Title                | Title of Job position linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed Jobs |
|---------------------|--------------------------|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Documentation & Archives | Documentation & Archives                | <p>A0 in Library &amp; information Science or A1 in Library &amp; information Science, Office Management, Biblioteconomy</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-proficiency in information technology;</li> <li>-Computer literacy;</li> <li>- Bokkeeping Skills;</li> <li>-Knowledge of integrated document management</li> <li>-Knowledge of archive management software</li> <li>-Knowledge of the documentation management system(DMS) would be an advantage.</li> <li>- Organizational Skills;</li> <li>- Interpersonal Skills;</li> <li>- Planning Skills;</li> <li>- Communication Skills;</li> <li>- Report writting &amp; Presentation skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>        | 1             |
|                     | 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><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Analytical &amp; Problem solving Skills;</li> <li>- Decision Making Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title                        | Title of Job position linked to the Job | Job Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|----------------------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Secretary in Central Secretariat | 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 &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>         | 1             |
|                     | Driver                           | Driver                                  | <p>Driving licence B Category with good driving record and mechanical skills</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Strong customer service orientation skills</li> <li>- Team Working and collaborative skills</li> <li>- General Mechanical Skills</li> <li>- Diligent attention to safety skills.</li> <li>- Organisational skills</li> <li>- Interpersonal skills</li> <li>- Communicational skills</li> <li>- Good knowledge of routes within main area of operation;</li> <li>- Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage.</li> </ul> | 4             |
|                     | S/Total                          |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 12            |
| Total               |                                  |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 63            |

**Bibonywe kugira ngo bishyirwe ku Mugereka wa II w'Iteka rya Minisitiri w'Intebe n°78/03 ryo ku wa 27/02/2015 rishyiraho imbonerahamwe y'imyanya y'Imirimo, imishahara n'ibindi bigenerwa abakozi b'Ikigo cy'Igihugu gishinzwe Transiporo**

Kigali, ku wa 27/02/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika:**

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

**Seen to be annex II of the Prime Minister's Order n°78/03 of 27/02/2015 establishing the Organizational Structure, Salaries and fringe benefits for employees of Rwanda Transport Development Agency**

Kigali, on 27/02/2015

(sé)  
**MUREKEZI Anastase**  
Prime Minister

(sé)  
**UWIZEYE Judith**  
Minister of Public Service and Labor

**Seen and sealed with the Seal of the Republic:**

(sé)  
**BUSINGYE Johnston**  
Minister of Justice/Attorney General

**Vu pour être l'annexe II de l'Arrêté du Premier Ministre n° 78/03 du 27/02/2015 déterminant la structure organisationnelle, les salaires et avantages accordés au personnel de l'Office Rwandais pour le Développement du Transport**

Kigali, le 27/02/2015

(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  
MINISITIRI W'INTEBE N°78/03 RYO KU WA  
27/02/2015 RIGENA IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI MU KIGO  
CY'IGIHUGU GISHINZWE ITERAMBERE RYA  
TRANSIPORO

ANNEXE III TO PRIME MINISTER'S ORDER  
N°78/03 OF 27/02/2015 DETERMINING  
ORGANISATIONAL STRUCTURE, SALARIES  
AND FRINGE BENEFITS FOR EMPLOYEES  
OF RWANDA TRANSPORT DEVELOPMENT  
AGENCY

ANNEXE III DE L'ARRETE DU PREMIER  
MINISTRE N°78/03 DU 27/02/2015  
DETERMINANT LA STRUCTURE  
ORGANISATIONNELLE, LES SALAIRES ET  
AVANTAGES ACCORDES AU PERSONNEL  
DE L'OFFICE RWANDAIS POUR LE  
DEVELOPPEMENT DU TRANSPORT

**RWANDA TRANSPORT DEVELOPMENT AGENCY (RTDA) STRUCTURE**

| POST                                                 | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|------------------------------------------------------|-----|-------|-------|-----------------------------|
| Director General                                     | 500 | F     | 2869  | 1,828,988                   |
| Head of Transport Planning& Operations Department    | 500 | 1.IV  | 2608  | 1,662,600                   |
| Public Transport Division Manager                    | 500 | 2.III | 1890  | 1,352,972                   |
| Planning & Research Division Manager                 | 500 | 2.III | 1890  | 1,352,972                   |
| Development & Maintenance Operation Division Manager | 500 | 2.III | 1890  | 1,352,972                   |
| Corporate Services Division Manager                  | 500 | 2.III | 1890  | 1,352,972                   |
| Director of Axles Load Control Unit                  | 500 | 3.II  | 1369  | 980,010                     |
| Director of Procurement Unit                         | 500 | 3.II  | 1369  | 980,010                     |
| Director of HR & Administration Unit                 | 500 | 3.II  | 1369  | 980,010                     |
| Director of Finance Unit                             | 500 | 3.II  | 1369  | 980,010                     |
| Director of Research & Quality Control Unit          | 500 | 3.II  | 1369  | 980,010                     |
| Integrated Public Transport Senior Engineer          | 500 | 3.II  | 1369  | 980,010                     |
| Advisor                                              | 500 | 3.II  | 1369  | 980,010                     |
| Railway & Cable Car Development Senior Engineer      | 500 | 3.II  | 1369  | 980,010                     |
| Inland & Waterways Development Senior Engineer       | 500 | 3.II  | 1369  | 980,010                     |
| Environment Senior Engineer                          | 500 | 3.II  | 1369  | 980,010                     |
| Traffic Management Specialist                        | 500 | 3.II  | 1369  | 980,010                     |
| Road Design & Construction Senior Engineer           | 500 | 3.II  | 1369  | 980,010                     |
| Maintenance/Asset Management Senior Engineer         | 500 | 3.II  | 1369  | 980,010                     |
| Maintenance Programming Senior Engineer              | 500 | 3.II  | 1369  | 980,010                     |
| Transport Networking & Planning Senior Engineer      | 500 | 3.II  | 1369  | 980,010                     |
| District Support, M&E and Training Senior Engineer   | 500 | 3.II  | 1369  | 980,010                     |
| Inspection & Emergency Management Senior Engineer    | 500 | 3.II  | 1369  | 980,010                     |
| Transport Economy Specialist                         | 500 | 3.II  | 1369  | 980,010                     |
| Social Scientist Senior Engineer                     | 500 | 3.II  | 1369  | 980,010                     |
| Quality Assurance Senior Engineer                    | 500 | 3.II  | 1369  | 980,010                     |
| M & E Specialist                                     | 500 | 3.II  | 1369  | 980,010                     |
| Legal Affairs Officer                                | 500 | 4.III | 1313  | 930,823                     |

| POST                                               | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|----------------------------------------------------|-----|-------|-------|-----------------------------|
| Public Relations & Communication Officer           | 500 | 4.II  | 1141  | 808,888                     |
| Axle Load Control Engineer                         | 500 | 4.II  | 1141  | 808,888                     |
| Quality Control Technicians                        | 500 | 4.II  | 1141  | 808,888                     |
| HR Officer                                         | 500 | 4.II  | 1141  | 808,888                     |
| Procurement Officer                                | 500 | 5.II  | 951   | 674,191                     |
| Accountant                                         | 500 | 5.II  | 951   | 674,191                     |
| Budget Officer                                     | 500 | 5.II  | 951   | 674,191                     |
| Logistics Officer                                  | 500 | 5.II  | 951   | 674,191                     |
| Internal Auditor                                   | 500 | 5.II  | 951   | 674,191                     |
| Networkin & System Administrator                   | 500 | 5.II  | 951   | 674,191                     |
| Database & Application Administrator               | 500 | 5.II  | 951   | 674,191                     |
| Administrative Assistant to the DG                 | 500 | 5.II  | 951   | 674,191                     |
| Administrative Liaison Officer                     | 500 | 5.II  | 951   | 674,191                     |
| Documentation & Archives Officer                   | 500 | 6.II  | 793   | 562,180                     |
| Administrative Assistant to the Head of Department | 500 | 7.II  | 660   | 467,893                     |
| Head of Central Secretariat                        | 500 | 7.II  | 660   | 467,893                     |
| Secretary in Central Secretariat                   | 500 | 8.II  | 508   | 360,136                     |
| Secretary to Finance Unit                          | 500 | 8.II  | 508   | 360,136                     |
| Driver                                             | 500 | 10.II | 300   | 212,679                     |



**Bibonywe kugira ngo bishyirwe ku Mugereka wa III w'Iteka rya Minisitiri w'Intebe n° 78/03 ryo ku wa 27/02/2015 rishyiraho imbonerahamwe y'imyanya y'Imirimo, imishahara n'ibindi bigenerwa abakozi b'Ikigo cy'Igihugu gishinzwe Transiporo**

**Seen to be annex III of the Prime Minister's Order n° 78/03 of 27/02/2015 establishing the Organizational Structure, Salaries and fringe benefits for employees of Rwanda Transport Development Agency**

**Vu pour être l'annexe III de l'Arrêté du Premier Ministre n°78/03 du 27/02/2015 déterminant la structure organisationnelle, les salaires et avantages accordés au personnel de l'Office Rwandais pour le Développement du Transport**

Kigali, ku wa 27/02/2015

Kigali, on 27/02/2015

Kigali, le 27/02/2015

(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 Labor

(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

ITEKA RYA MINISITIRI W'INTEBE N° 79/03 RYO KU WA 27/2/2015 RISHYIRAHU IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'IKIGO CY'IGIHUGU GISHINZWE GUTEZA IMBERE IMITURIRE (RHA)

PRIME MINISTER'S ORDER N° 79/03 OF 27/2/2015 DETERMINING ORGANIZATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF RWANDA HOUSING AUTHORITY (RHA)

ARRETE DU PREMIER MINISTRE N° 79/03 DU 27/2/2015 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL DE L'OFFICE RWANDAIS POUR LA PROMOTION DE L'HABITAT (RHA)

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**ITEKA RYA MINISITIRI W'INTEBE N° 79/03 RYO KU WA 27/2/2015 RISHYIRAHU IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'IKIGO CY'IGIHUGU GISHINZWE GUTEZA IMBERE IMITURIRE (RHA)**

**PRIME MINISTER'S ORDER N° 79/03 OF 27/2/2015 DETERMINING ORGANIZATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF RWANDA HOUSING AUTHORITY (RHA)**

**ARRETE DU PREMIER MINISTRE N° 79/03 DU 27/2/2015 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL DE L'OFFICE RWANDAIS POUR LA PROMOTION DE L'HABITAT (RHA)**

**Minisitiri w'Intebe;**

**The Prime Minister;**

**Le Premier Ministre;**

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

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 37, 118, 119, 121 and 201;

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;

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;

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

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

Ashingiye ku Itegeko n° 40/2010 ryo kuwa 25/11/2010 rishyiraho Ikigo cy'u Rwanda gishinzwe Guteza Imbere Imiturire (RHA) rikanagena Inshingano, Imiterere n'Imikorere byacyo, cyane cyane mu ngingo yaryo ya 10;

Pursuant to Law n° 40/2010 of 25/11/2010 Establishing Rwanda Housing Authority (RHA) and determining its Responsibilities, Organization and Functioning especially in Article 10;

Vu la Loi n° 40/2010 du 25/11/2010 portant création l'Office Rwandais pour la Promotion de l'Habitat (RHA) et déterminant ses Attributions, son Organisation et son Fonctionnement, spécialement en son article 10;

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;

Having reviewed 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 to date;

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 et complété à ce jour;

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

On proposal by the Minister Public Service and Labor;

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

Inama y'Abaminisitiri yateranye ku wa 29/07/2014 imaze kubisuzuma no kubyemeza.

After consideration and approval by the Cabinet in its session of 29/07/2014;

Après examen et adoption par le Conseil des Ministres en sa séance du 29/07/2014;

**ATEGETSE:**

**HEREBY ORDERS:**

**ARRETE:**

**Ingingo ya mbere: Icyo iri teka rigamije**

Iri teka rishyiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi b'IKigo cy'u Rwanda gishinzwe Guteza Imbere Imiturire (RHA).

**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'u Rwanda gishinzwe Guteza Imbere Imiturire (RHA) biri ku migereka ya I na II y'iri teka.

**Ingingo 3: Igenwa ry'Umushahara**

Imishahara y'Abakozi b'IKigo cy'u Rwanda gishinzwe Guteza Imbere Imiturire 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'u Rwanda gishinzwe Guteza Imbere Imiturire biri ku mugereka wa III w'iri teka.

**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;

**Article One: Purpose of this Order**

This Order determines the organizational structure, salaries and fringe benefits of Rwanda Housing Authority (RHA) employees.

**Article 2: Organizational structure and job profiles**

The organizational structure and job profiles of Rwanda Housing Authority (RHA) are respectively in annex I and II of this Order.

**Article 3: Determination of the Salary**

Salaries of Rwanda Housing Authority (RHA) employees shall be determined on the basis of 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 Rwanda Housing Authority are in annex III to this Order.

**Article 4: Composition of the gross salary**

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

- 1 ° basic salary;
- 2 ° housing allowance;
- 3 ° transport allowance;

**Article premier: Objet du présent Arrêté**

Le présent arrêté détermine la structure organisationnelle, salaires et autres avantages accordés au personnel de l'Office Rwandais pour la Promotion de l'Habitat (RHA).

**Article 2: Structure organisationnelle et profils d'emploi**

La structure organisationnelle et les profils d'emplois de l'Office Rwandais pour la Promotion pour la Promotion de l'Habitat (RHA) sont respectivement en annexes I et II du présent arrêté.

**Article 3: Détermination du Salaire**

Les salaires accordés au personnel de l'Office Rwandais pour la Promotion de l'Habitat 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 dans l'Office Rwandais pour la Promotion de l'Habitat sont en annexe III du présent arrêté.

**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 ° inkunga ya Leta mu bwiteganyirize bw’umukozi;

5 ° inkunga ya Leta yo kuvuza umukozi.

Indamunite y’urugendo ivugwa mu gika cya mbere cy’iyi ngingo ntigenerwa Abayobozi bari ku nzego z’imirimo za “F”, “G/1.IV” na “H/2” boroherezwa ingendo 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 RHA**

Umuyobozi Mukuru wa RHA agenerwa ibindi bimufasha gutunganya imirimo bikurikira:

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 (100.000 Frw) buri kwezi;

2 ° amafaranga yo kwakira abashyitsi mu kazi angana n’ibihumbi magana abiri y’u Rwanda (200.000 frw) buri kwezi anyura kuri konti y’urwego bireba;

3 ° koroherezwa mu bijyanye n’uburyo bw’ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n’ibintu mu nshingano ze.

4 ° state contribution for social security;

5 ° State contribution for medical care.

The transport allowance specified in Paragraph One of this Article shall not be granted to officials positioned on levels “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 of the Director General of RHA**

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

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

2 ° office guest’s entertainment allowance of two hundred thousand Rwandan francs (200,000 Rwf) per month and which shall be transferred to the institution’s account;

3 ° transport facilitation in accordance with the Instructions of the Minister responsible for transport.

4 ° la contribution de l’Etat à la sécurité sociale ;

5 ° la contribution de l’Etat aux soins médicaux.

L’indemnité de transport visée à l’alinéa premier du présent article n’est pas allouée aux Agents de l’Etat aux postes de niveau “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: Autres avantages alloués au Directeur Général de RHA**

Le Directeur Général de RHA bénéficie des avantages suivants :

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

2 ° les frais de représentation au service équivalent à deux cent mille francs rwandais (200.000 Frw) chaque mois et domiciliés au compte de l’institution concernée;

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 Heads of Departments uri ku rwego rwa “1.IV”**

*Head of Department* uri ku rwego rwa “1.IV” bagenerwa buri wese 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;
- 2 ° koroherezwa mu bijyanye n’uburyo bw’ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n’ibintu mu nshingano ze.

**Ingingo ya 7: Ibindi bigenerwa Divison Manager uri ku rwego rwa “2.III”**

*Buri Divison Managers* uri ku rwego rwa “2.III” agenerwa ibindi bimufasha gutunganya imirimo ku buryo bukurikira:

- 1 ° amafaranga y’itumanaho rya telefoni yo mu biro angana n’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 ° buri *Division Manager* yoroherezwa kandi mu bijyanye n’uburyo bw’ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n’ibintu mu nshingano ze;

**Article 6: Fringe benefits of Heads of Departments on “1.IV” Job level**

A Head of Departments on “1.IV” job level shall be entitled to the following fringe benefits:

- 1 ° one hundred thousand Rwandan francs (100,000 Rwf) per month for office landline telephone and one hundred thousand Rwandan francs (100,000 Rwf) per month for a mobile phone;
- 2 ° Transport facilitation in accordance with the Instructions of the Minister responsible for transport.

**Article 7: Fringe benefits of 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 ° seventy thousand Rwandan francs (70,000 Rwf) per month for office land line telephone and a mobile phone communication allowance of seventy thousand Rwandan francs (70,000 Rwf) per month;
- 2 ° transport facilitation in accordance with the Instructions of the Minister responsible for transport;

**Article 6: Autres avantages alloués au chef du département au poste de niveaux “1.IV”**

Les chefs des départements au poste de niveaux “1.IV” bénéficient chacun des avantages comme suit :

- 1 ° les frais de téléphone de bureau équivalent à cent mille francs rwandais (100.000 Frw) par mois et des frais 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 7: Autres avantages alloués aux chefs des divisions aux postes de niveau “2.III”**

Les chefs des divisions aux postes de niveau “2.III” bénéficient chacun des avantages comme suit:

- 1 ° chaque chef de division bénéficie 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 ° chaque chef de division bénéficie aussi d’une facilitation de transport conformément aux instructions du Ministre ayant le transport dans ses attributions;

**Ingingo ya 8: Ibindi bigenerwa Abayobozi b'Amashami n'Abakozi ba Leta bari ku rwego rw'imirimo rwa "3"**

Umuyobozi w'ishami n'Abakozi ba Leta 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.

Umuyobozi w'ishami uri ku rwego rw'imirimo rwa "3" ufite itsinda ry'Abakozi ba Leta ayobora agenerwa amafaranga ibihumbi ijana y'u Rwanda (Rwf 100,000) buri kwezi ya telefoni yo mu biro.

**Article 8: Fringe benefits for Directors of Units and officials on "3" job classification level**

A Director of Unit and officials 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.

A Director of Unit on level "3" who has a pool of public servants under his or her responsibility shall be entitled to an office telephone of one hundred thousand Rwandan francs (100,000 Rwf) per month.

**Article 8: Autres avantages alloués aux Directeurs d'Unités cadres aux postes de niveau "3"**

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

**Ingingo ya 9: Indamunite z'urugendo rw'imodoka**

Iyo Umuyobozi Mukuru uri ku rwego rwa "F", "G/1.IV" na "H/2" agiye mu butumwa imbere mu Gihugu akoresheje imodoka ye, Leta imugenera indamunite y'urugendo hakurikijwe ibiteganywa n'Amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

**Article 9: Mileage allowances**

If a senior official on levels "F", "G/1.IV" and "H/2" goes on an official mission inside the country by using his/her vehicle, the State shall pay him/her mileage allowances specified in the relevant Ministerial Instructions issued by the Minister in charge of transport.

**Article 9: Indemnités kilométriques**

Lorsqu'un haut cadre aux postes de niveaux "F", "G/1.IV" et "H/2" va en mission officielle à l'intérieur du pays en utilisant son véhicule, l'Etat lui octroie une indemnité kilométrique conformément aux Instructions du Ministre ayant le transport dans ses attributions.

**Ingingo ya 10: Abashinzwe gushyira mu bikorwa iri teka**

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri w'Ibikorwa Remezo na Minisitiri w'Imari

**Article 10: Authorities responsible for the implementation of this Order**

The Minister of Public Service and Labor, the Minister of Infrastructure and the Minister of Finance

**Article 10: Autorités chargées de l'exécution du présent arrêté**

Le Ministre de la Fonction Publique et du Travail, le Ministre de l'Infrastructure et le Ministre des

**Official Gazette No. Special Bis of 28/02/2015**

n'Igenamigambi bashinzwe kubahiriza iri teka.

and Economic Planning are entrusted with the implementation of this Order.

Finances et de la Planification Economique sont chargés de l'exécution du présent Arrêté.

**Ingingo ya 11: Ivanwaho ry'ingingo zinyuranyije n'iri teka**

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

**Article 11: Repealing provision**

All prior provisions contrary to this Order are hereby repealed.

**Article 11: Disposition abrogatoire**

Toutes les dispositions antérieures contraires au présent Arrêté sont abrogées.

**Ingingo ya 12: Igihe iteka ritangira gukurikizwa**

Iri teka ritangira gukurikizwa ku munsu ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera kuwa 29/07/2014.

**Article 12: Commencement**

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes an effect as of 29/07/2014.

**Article 12: Entrée en vigueur**

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il produit ses effets à partir du 29/07/2014.

Kigali ku wa 27/2/2015

Kigali on 27/2/2015

Kigali le 27/2/2015

(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 Labor

(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

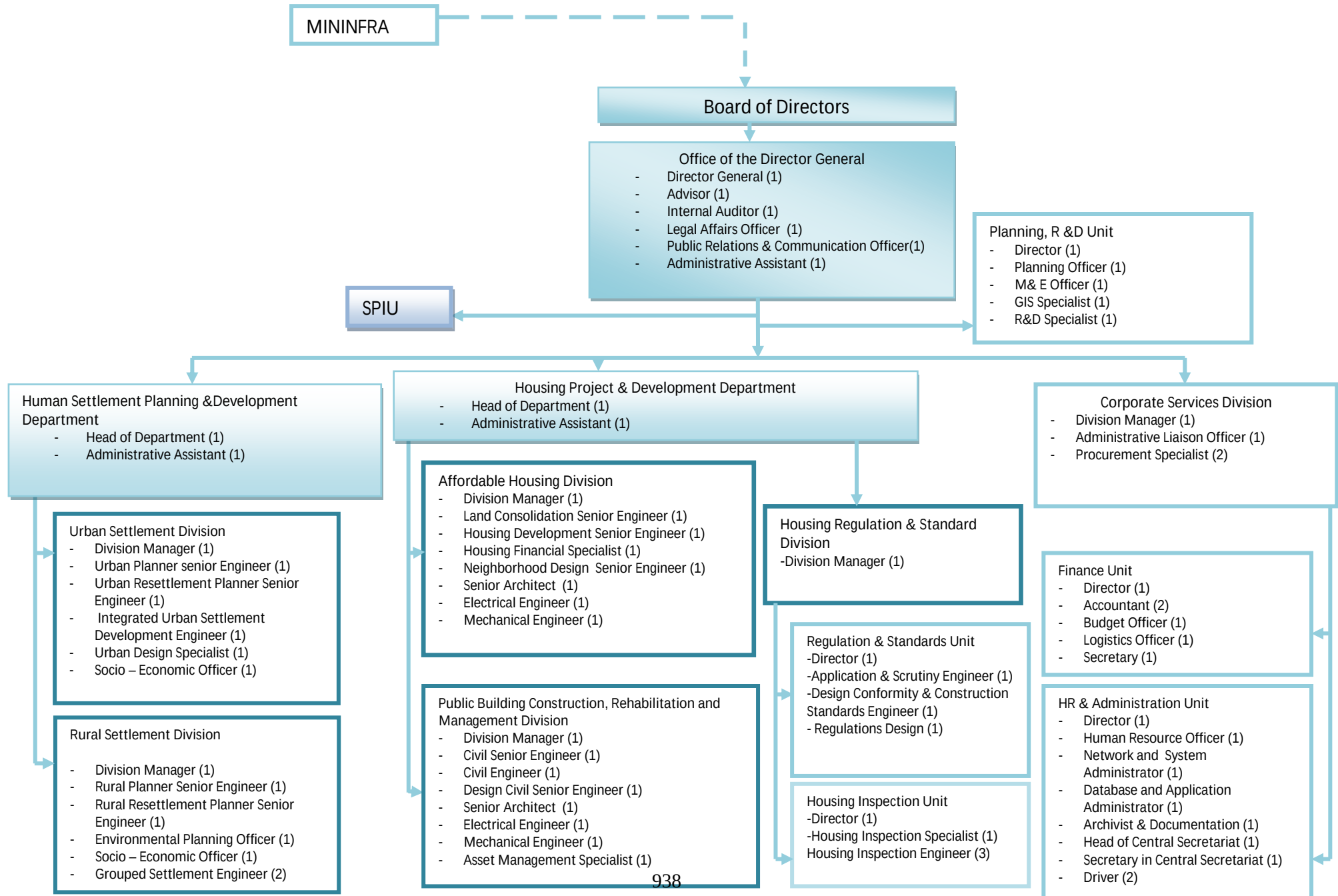


**UMUGEREKA WA I W' ITEKA RYA  
MINISITIRI W'INTEBE No 79/03 RYO KU  
WA 27/2/2015 RIGENA IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI MU KIGO  
CY'U RWANDA GISHINZWE GUTEZA  
IMBERE IMITURIRE (RHA)**

**ANNEXE I TO PRIME MINISTER'S ORDER  
No 79/03 OF 27/2/2015 DETERMINING THE  
ORGANISATIONAL STRUCTURE, SALARIES  
AND FRINGE BENEFITS FOR EMPLOYEES  
OF RWANDA HOUSING AUTHORITY (RHA)**

**ANNEXE I DE L'ARRETE DU PREMIER  
MINISTRE No 79/03 DU 27/2/2015  
DETERMINANT LA STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AUTRES AVANTAGES ACCORDES AU  
PERSONNEL DE L'OFFICE RWANDAIS  
POUR LA PROMOTION DE L'HABITAT  
(RHA)**

**Official Gazette No. Special Bis of 28/02/2015**  
**RWANDA HOUSING AUTHORITY - ORGANIZATIONAL CHART**



**Bibonywe kugira ngo bishyirwe ku migereka y' Iteka rya Minisitiri w'Intebe n° 79/03 ryo ku wa 27/2/2015 rishyiraho imbonerahamwe y'imyanya y'Imirimo, imishahara n'ibindi bigenerwa Abakozi b'IKigo cy'u Rwanda gishinzwe guteza imbere imiturire (RHA)**

Kigali, ku wa 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika:**  
(sé)  
**BUSINGYE Johnston**  
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

**Seen to be annexed to Prime Minister's Order n° 79/03 of 27/2/2015 establishing the Organizational Structure, Salaries and fringe benefits of Rwanda Housing Authority (RHA) employees**

Kigali, on 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Prime Minister

(sé)  
**UWIZEYE Judith**  
Minister of Public Service and Labor

**Seen and sealed with the Seal of the Republic:**  
(sé)  
**BUSINGYE Johnston**  
Minister of Justice/Attorney General

**Vu pour être annexés à l'Arrêté du Premier Ministre n° 79/03 du 27/2/2015 déterminant la structure organisationnelle, salaires et autres avantages accordés au personnel dans l'Office Rwandais pour la Promotion de l'Habitat (RHA)**

Kigali, le 27/2/2015

(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  
MINISITIRI W'INTEBE No 79/03 RYO KU  
WA 27/2/2015 RIGENA IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI MU KIGO  
CY'U RWANDA GISHINZWE GUTEZA  
IMBERE IMITURIRE (RHA)**

**ANNEXE II TO PRIME MINISTER'S ORDER  
No 79/03 OF 27/2/2015 DETERMINING  
ORGANISATIONAL STRUCTURE, SALARIES  
AND FRINGE BENEFITS FOR EMPLOYEES  
OF RWANDA HOUSING AUTHORITY (RHA)**

**ANNEXE II DE L'ARRETE DU PREMIER  
MINISTRE No 79/03 DU 27/2/2015  
DETERMINANT LA STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AUTRES AVANTAGES ACCORDES AU  
PERSONNEL DE L'OFFICE RWANDAIS  
POUR LA PROMOTION DE L'HABITAT  
(RHA)**

| RWANDA HOUSING AUTHORITY (RHA) - JOB PROFILES |                  |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |               |
|-----------------------------------------------|------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Administrative Unit                           | Job Title        | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
| Office of the Director General                | Director General | Director General                         | Appointee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1             |
|                                               | Advisor          | Advisor                                  | <p>Bachelor's degree in Public Administration, Management with 3 years of working experience, or Master in Public Administration, Management with 1 year of working experience.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge of National Housing, Urbanization construction policies;</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Organisation, Planning skills;</li> <li>- Proven Computer skills ;</li> <li>- Coordination and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

| Administrative Unit | Job Title                        | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|---------------------|----------------------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Public Relations & Communication | Public Relations & Communication Officer | <p>A0 in Communication, International Relations, Journalism, Marketing, Linguistics and Literature.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Computer skills</li> <li>- Creativity and initiative</li> <li>- Good organisational and time-management skills</li> <li>- Teamworking skills</li> <li>- Effective public relations and public speaking skills</li> <li>- Interviewing skills</li> <li>- Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage</li> </ul> | 1             |
|                     | Internal Auditor                 | Internal Auditor                         | <p>A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Detailed knowledge of financial and Audit Standards, HR &amp; Financial regulations, Procedures and Financial software;</li> <li>- Planning Skill;</li> <li>- High Analytical skills;</li> <li>- Report writing and presentation skills.</li> <li>- Time management skills;</li> <li>- Excellent problem-solving skills and clear logical thinking;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                       | 1             |

| Administrative Unit | Job Title                | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Proposed Jobs |
|---------------------|--------------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Legal Affairs Officer    | Legal Affairs Officer                    | <p>A0 in Law</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>-Tested ability in legal drafting;</li> <li>-Proficiency in computer applications;</li> <li>-Fluent in English and French;</li> <li>-He/she must be an effective Arbitrator and administrator, able to quickly and effectively deal with a large amount of paperwork and meet tight deadlines;</li> <li>-He/she should be organized,</li> <li>-Communication skills</li> </ul>                                                                                                             | 1             |
|                     | Administrative Assistant | Administrative Assistant                 | <p>A1 in Secretarial Studies,Office Management or A0 in Public Administration, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>-Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage</li> </ul> | 1             |
| S/Total             |                          |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 6             |

| Administrative Unit | Job Title        | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Proposed Jobs |
|---------------------|------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Planning, R &D Unit | Director of Unit | Director of Planning, R&D Unit           | <p>A0 in Economics, Management, Development Studies, Project Management, Strategic Management, Business Administration with at least 3 years of working experience, or Masters in Economics, Management, Development Studies, Project Management, Strategic Management, Business Administration with 1 year of working experience.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge of National Housing, Urbanization construction policies;</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Organisation, Planning skills;</li> <li>- Proven Computer skills ;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |



| Administrative Unit | Job Title        | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Proposed Jobs |
|---------------------|------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Planning officer | Planning officer                         | <p>A0 in Economics, Project Management, Management, Development Studies, Business Administration</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of Rwanda's Public service and Labour Sector Policies and Strategies;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title               | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Proposed Jobs |
|---------------------|-------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Monitoring & Evaluation | Monitoring & Evaluation Officer          | <p>A0 in Economics, Project Management, Management, Development Studies, Business Administration</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of Rwanda's Public service and Labour Sector Policies and Strategies;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title      | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|----------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | GIS Specialist | GIS Specialist                           | <p>A0 in Geography, Information Technology or Computer Science with 2 year experience in GIS data analysis, management, web applications and dynamic databases with working knowledge of GIS hardware and Software installation, configuration and use (Plotters, GPS devices, Digitizers,...). GIS specialized Certification is required. Certified in A+, N+, MCTs (.NET) OR Master's Degree in GIS based application</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge of Spatial Data Infrastructure;</li> <li>- Working knowledge of GIS hardware (Plotters, GPS devices, Digitizers,</li> <li>- Strong GIS skills with two or more GIS packages and WEB GIS;</li> <li>- Solid knowledge of Computer</li> <li>- Databases and Management Information Systems; Experience in coordination exercises and data management</li> </ul> | 1             |

| Administrative Unit | Job Title      | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Proposed Jobs |
|---------------------|----------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | R&D Specialist | R&D Specialist                           | <p>Bachelor's Degree in City and Regional Planning, Architecture, Urban Economic or Urban Design with at least 3 years of working experience; or Master degree in Degree in City and Regional Planning, Architecture, Urban Economic or Urban Design.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Ability to identify field and/or policy issues, develop innovative problem-solving strategies and work independently,;</li> <li>- Better knowledge of nationals' views and priorities that affect the industry's policies and programmes on communities and nationals is paramount;</li> <li>- A research experience in regional and urban planning and development issues and infrastructure planning and development and project design.</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French;</li> </ul> <p>knowledge of all is an advant</p> | 1             |
| S/Total             |                |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 5             |

| Administrative Unit                                  | Job Title                | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Proposed Jobs |
|------------------------------------------------------|--------------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Human Settlement Planning and Development Department | Head of Department       | Head of Department                       | <p>Bachelor' s degree in Construction Engineering, Architecture; Urban Design; Housing Development Studies; Urban Economics with 7 years of working experience, or Master in Construction Engineering, Architecture; Urban Design; Housing Development Studies; Urban Economics with 5 years of working experience.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge of National Housing, Urbanization construction policies;</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>-Organisation, Planning skills;</li> <li>- Proven Computer skills ;</li> <li>-Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>-Collaboration and team working skills;</li> <li>-Effective communication skills;</li> <li>-Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                                                      | Administrative Assistant | Administrative Assistant                 | <p>A1 in Secretarial Studies,Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>-Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                      | 1             |

| Administrative Unit       | Job Title        | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Proposed Jobs |
|---------------------------|------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| S/Total                   |                  |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 2             |
| Urban Settlement Division | Division Manager | Urban Settlement Division Manager        | <p>A0 in Urban Planning, Housing finance, Urban development and Management, geography, civil engineering with 5 years of experience or Master's degree in Urban Planning, Housing finance, Urban development and Management, geography, civil engineering with 3 years of working experience.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- experience in construction engineering and management and project design;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title                     | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Proposed Jobs |
|---------------------|-------------------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Urban Planner senior Engineer | Urban Planner senior Engineer            | <p>A0 in Urban and Regional Planning, Land Use Planning, Urban Design, Civil Engineering, Rural Development with 3 years of working experience or Master's degree in Urban and Regional Planning, Land Use Planning, Urban Design, Civil Engineering, Rural Development.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge of the area and the ability to interact with the local population;</li> <li>- experience in construction engineering and management and project design;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title                                  | Title of Job positions linked to the Job   | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Proposed Jobs |
|---------------------|--------------------------------------------|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Urban Resettlement Planner Senior Engineer | Urban Resettlement Planner Senior Engineer | <p>A0 in Urban and Regional Planning, Land Use Planning, Urban Design, Civil Engineering, Rural Development with 3 years of working experience or Master's degree in Urban and Regional Planning, Land Use Planning, Urban Design, Civil Engineering, Rural Development.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge of the area and the ability to interact with the local population;</li> <li>- experience in construction engineering and management and project design;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Socio - Economist Officer                  | Socio- Economist Officer                   | <p>A0 in Economics, Sociology</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge in environment;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                    | 1             |



| Administrative Unit | Job Title                                        | Title of Job positions linked to the Job         | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Proposed Jobs |
|---------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Integrated Urban Settlement Development Engineer | Integrated Urban Settlement Development Engineer | <p>A0 in Urban and Regional Planning, Land Use Planning, Urban Design, Civil Engineering, Rural Development,</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Good knowledge of the area and the ability to interact with the local population;</li> <li>- experience in construction engineering and management and project design;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>      | 1             |
|                     | Urban Design Specialist                          | Urban Design Specialist                          | <p>A0 in Urban Design, Civil Engineering or Master's degree in Urban Design, Civil Engineering with 3 yeas of working experience or Master's Degree in Urban Design, Civil Engineering or Master's degree in Urban Design, Civil Engineering</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge of civil engineering;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit       | Job Title        | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Proposed Jobs |
|---------------------------|------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| S/Total                   |                  |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 6             |
| Rural Settlement Division | Division Manager | Division Manager                         | <p>A0 in Urban Planning, Housing finance, Urban development and Management, geography, civil engineering with 5 years of experience or Master's degree in Urban Planning, Housing finance, Urban development and Management, geography, civil engineering with 3 years of working experience.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- experience in construction engineering and management and project design;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title                            | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Proposed Jobs |
|---------------------|--------------------------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Rural Planner Senior Engineer        | Rural Planner Senior Engineer            | <p>A0 in Urban and Regional Planning, Land Use Planning, Urban Design, Civil Engineering, Rural Development with 3 years of working experience or Master's degree in Urban and Regional Planning, Land Use Planning, Urban Design, Civil Engineering, Rural Development.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge of the area and the ability to interact with the local population;</li> <li>- experience in construction engineering and management and project design;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Resettlement Planner Senior Engineer | Resettlement Planner Senior Engineer     | <p>A0 in Urban and Regional Planning, Land Use Planning, Urban Design, Civil Engineering, Rural Development with 3 years of working experience or Master's degree in Urban and Regional Planning, Land Use Planning, Urban Design, Civil Engineering, Rural Development.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                   | 1             |

| Administrative Unit | Job Title                   | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Proposed Jobs |
|---------------------|-----------------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Environment Planner Officer | Environment Planner Officer              | <p>A0 in environment Sciences, Botany</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge in environment;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>           | 1             |
|                     | Socio - Economist Officer   | Socio- Economist Officer                 | <p>A0 in Economics, Socio- Economics, Sociology</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge in environment;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title                   | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Proposed Jobs |
|---------------------|-----------------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Grouped Settlement Engineer | Grouped Settlement Engineer              | <p>A0 in Urban and Regional Planning, Land Use Planning, Urban Design, Civil Engineering, Rural Development</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge of the area and the ability to interact with the local population;</li> <li>- Knowledge in construction engineering and management and project design;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 2             |
| S/Total             |                             |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 7             |

| Administrative Unit                      | Job Title          | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Proposed Jobs |
|------------------------------------------|--------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Housing Project & Development Department | Head of Department | Head of Department                       | <p>A0 in Project Management, Management, Engineering or Architecture with 7 years of working experience or Master in Project Management, Management, Engineering or Architecture with 5 years of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-Knowledge in Project Management;</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>-Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>-Collaboration and team working skills;</li> <li>-Effective communication skills;</li> <li>-Administrative skills;</li> <li>-Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French;</li> </ul> <p>knowledge of all is an advantage.</p> | 1             |

| Administrative Unit | Job Title                | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Proposed Jobs |
|---------------------|--------------------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Administrative Assistant | Administrative Assistant                 | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Word Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
| S/Total             |                          |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 2             |

| Administrative Unit         | Job Title                          | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Proposed Jobs |
|-----------------------------|------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Affordable Housing Division | Division Manager                   | Division Manager                         | <p>A0 in Urban Planning, Housing finance, Urban development and Management, geography, Civil Engineering with 5 years of experience or Master's degree in Urban Planning, Housing finance, Urban development and Management, geography, civil engineering with 3 years of working experience.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge in construction engineering and management and project design;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                             | Land Consolidation Senior Engineer | Land Consolidation Senior Engineer       | <p>A0 in Land Surveying, Geography, Cartography with 3 years of working experience or Master's Degree in Land Surveying, Geography, Cartography</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge in environment;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                         | 1             |



| Administrative Unit | Job Title                           | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Proposed Jobs |
|---------------------|-------------------------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Housing Development Senior Engineer | Housing Development Senior Engineer      | <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 &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge in environment;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Housing Financial Specialist        | Housing Financial Specialist             | <p>A0 in Housing Finance, Finance, Management, Development Studies with 3 years of working experience or Master in Housing Finance, Finance, Management, Development Studies</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge in environment;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                       | 1             |

| Administrative Unit | Job Title                           | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed Jobs |
|---------------------|-------------------------------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Neighborhood Design Senior Engineer | Neighborhood Design Senior Engineer      | <p>A0 in Civil Engineering,Building Science and Sustainable Design, Architecture, Urban Planning,Design &amp; Management with 3 years of working experience or Master's Degree in Civil Engineering,Building Science and Sustainable Design, Architecture, Urban Planning,Design &amp; Management</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge in environment;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Senior Architect                    | Senior Architect                         | <p>A0 in Architecture, Civil Engineering with 3 years of woking experience or Master;s Degree in Architecture, Civil Engineering</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge in environment;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                  | 1             |

| Administrative Unit | Job Title           | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|---------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Electrical Engineer | Electrical Engineer                      | <p>A0 in Electrical Engineering, Electrical &amp; Electronic</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge in Electrical engineering;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                        | 1             |
|                     | Mechanical Engineer | Mechanical Engineer                      | <p>A0 in Mechanical Engineering, Electrical Mechanical Engineering, Electro- Mechanical Engineering</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge in Electrical engineering;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
| S/Total             |                     |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 8             |

| Administrative Unit                                                  | Job Title             | Title of Job positions linked to the Job    | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Proposed Jobs |
|----------------------------------------------------------------------|-----------------------|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Public Building Construction, Rehabilitation and Management Division | Division Manager      | Public Building Management Division Manager | <p>A0 in Civil Engineering,Building Science and Sustainable Design, Architecture, Urban Planning,Design &amp; Management with 5 years of working experience or Master's Degree in Civil Engineering,Building Science and Sustainable Design, Architecture, Urban Planning,Design &amp; Management with 3 years of working experience.</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Good knowledge of Rwanda Housing regulations and standards;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                                                                      | Senior Civil Engineer | Senior Civil Engineer                       | <p>A0 in Civil engineering,Architecture with 3 years of working experience or Master's degree in Civil engineering, Architecture with 1 year of working experience.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge of Rwanda Housing regulations and standards;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                            | 1             |

| Administrative Unit | Job Title        | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Proposed Jobs |
|---------------------|------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Civil Engineer   | Civil Engineer                           | <p>A0 in Civil engineering,Architecture</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge of Rwanda Housing regulations and standards;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                             | 1             |
|                     | Senior Architect | Senior Architect                         | <p>A0 in Architecture, Civil Engineering with 3 years of woking experience or Master;s Degree in Architecture, Civil Engineering</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge in environment;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title                    | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Proposed Jobs |
|---------------------|------------------------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Design Civil Senior Engineer | Design Civil Senior Engineer             | <p>A0 in Civil engineering,Architecture with 3 years of working experience or Master's degree in Civil engineering, Architecture</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge of Rwanda Housing regulations and standards;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Electrical Engineer          | Electrical Engineer                      | <p>A0 in Electrical Engineering, Electrical &amp; Electronic</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge in Electrical engineering;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                       | 1             |

| Administrative Unit | Job Title                   | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|---------------------|-----------------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Mechanical Engineer         | Mechanical Engineer                      | <p>A0 in Mechanical Engineering, Electrical Mechanical Engineering, Electro- Mechanical Engineering</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge in Electrical engineering;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                             | 1             |
|                     | Asset Management Specialist | Asset Management Specialist              | <p>A0 in Management, Finance, Civil Engineering with 3 years of working experience or Master's Degree in Management, Finance, Civil Engineering</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge in Electrical engineering;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
| S/Total             |                             |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 8             |

| Administrative Unit                    | Job Title        | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Proposed Jobs |
|----------------------------------------|------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Housing Regulation & Standard Division | Division Manager | Division Manager                         | <p>A0 in Law, Civil Engineering, Architecture with 5 years of working experience or Master's Degree in Law, Civil Engineering, Architecture with 3 years of working experience.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge of Rwanda Housing regulations and standards;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
| S/Total                                |                  |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 1             |
| Regulation & Standards Unit            | Director of Unit | Director of Regulation & Standards Unit  | <p>A0 in Law, Civil Engineering, Architecture with 3 years of working experience or Master's degree in Law, Civil Engineering, Architecture, with 1 year of working experience.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge of Rwanda Housing regulations and standards;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |



| Administrative Unit | Job Title                | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|---------------------|--------------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Application and scrutiny | Application and scrutiny Engineer        | <p>A0 in Civil Engineering, Architecture, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge in practical working experience in construction and supervision of housing and other civil/public works; urban infrastructure design and development</li> <li>- Good experience in designing, monitoring, inspection and evaluation of civil construction works, housing and urban planning and infrastructure development programs and projects;</li> <li>- Good experience in inspection buildings and construction sites</li> <li>- Have ability to work independently in a participatory and multidisciplinary team;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title                                  | Title of Job positions linked to the Job            | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Proposed Jobs |
|---------------------|--------------------------------------------|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Design Conformity & Construction Standards | Design Conformity & Construction Standards Engineer | <p>A0 in Civil Engineering, Architecture</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge in practical working experience in construction and supervision of housing and other civil/public works; urban infrastructure design and development</li> <li>- Good experience in designing, monitoring, inspection and evaluation of civil construction works, housing and urban planning and infrastructure development programs and projects;</li> <li>- Good experience in inspection buildings and construction sites</li> <li>- Have ability to work independently in a participatory and multidisciplinary team;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Regulation Design                          | Regulation Design                                   | <p>A0 in Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge of Rwanda Housing regulations and standards;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 1             |
| S/Total             |                                            |                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 4             |

| Administrative Unit     | Job Title        | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|-------------------------|------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Housing Inspection Unit | Director of Unit | Director of Housing Inspection Unit      | <p>A0 in Civil Engineering, Architecture with 3 years of working experience or Master's Degree in Civil Engineering, Architecture with 1 year of working experience.</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Good knowledge in practical working experience in construction and supervision of housing and other civil/public works; urban infrastructure design and development</li> <li>- Good experience in designing, monitoring, inspection and evaluation of civil construction works, housing and urban planning and infrastructure development programs and projects;</li> <li>- Good experience in inspection buildings and construction sites</li> <li>- Have ability to work independently in a participatory and multidisciplinary team;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title                     | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|-------------------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Housing Inspection specialist | Housing Inspection specialist            | <p>A0 in Civil Engineering, Architecture with 3 years of working experience or Master's Degree in Civil Engineering, Architecture</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge in practical working experience in construction and supervision of housing and other civil/public works; urban infrastructure design and development</li> <li>- Good experience in designing, monitoring, inspection and evaluation of civil construction works, housing and urban planning and infrastructure development programs and projects;</li> <li>- Good experience in inspection buildings and construction sites</li> <li>- Have ability to work independently in a participatory and multidisciplinary team;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Housing Inspection Engineer   | Housing Inspection Engineer              | <p>A0 in Civil Engineering, Architecture</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge in practical working experience in construction and supervision of housing and other civil/public works; urban infrastructure design and development</li> <li>- Good experience in designing, monitoring, inspection and evaluation of civil construction works, housing and urban planning and infrastructure development programs and projects;</li> <li>- Good experience in inspection buildings and construction sites</li> <li>- Have ability to work independently in a participatory and multidisciplinary team;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                          | 3             |

| Administrative Unit         | Job Title        | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Proposed Jobs |
|-----------------------------|------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| S/Total                     |                  |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 5             |
| Corporate Services Division | Division Manager | Corporate Services Division Manager      | <p>A0 in Economics, Management, Business Administration, Public Administration, Administrative Sciences, Strategic Management, Public Finance or Accounting with 5 years of working experience or Master degree in Economics, Management, Administrative Sciences, Business Administration, Public Administration, Strategic Management, Public Finance or Accounting with 3 years of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Human Resources Policy and procedures;</li> <li>- Knowledge of Accounting principles and practices and financial data reporting.</li> <li>- Knowledge of Rwanda Public Servant &amp; Labour laws and Financial Law;</li> <li>- Knowledge of Electronic equipment and computer hardware and software;</li> <li>- Leadership skills;</li> <li>- Coordination, Planning &amp; Organizational Skills;</li> <li>- Interpersonal Skills;</li> <li>- Effective Communication Skills;</li> <li>- Judgment and Decision Making Skills;</li> <li>- Complex Problem Solving;</li> <li>- Negotiation Skills;</li> <li>- Time Management Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

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| Administrative Unit | Job Title                      | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Proposed Jobs |
|---------------------|--------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Administrative Liaison Officer | Administrative Liaison Officer           | <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 &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational,</li> <li>- Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>                                                                                                                                                                                                                                                                     | 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><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High analytical skills;</li> <li>- Knowledge of basic business and purchasing practices</li> <li>- Knowledge of state contracting law, regulations and procedures</li> <li>- Knowledge of grade, qualities, suppliers and prices tenders of commodities;</li> <li>- Knowledge in contract drafting and negotiation</li> <li>- Category management skills</li> <li>- Time management skills</li> <li>- Decision making skills</li> <li>- Excellent communication skills.</li> <li>- Computer skills.</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul> | 2             |
| S/Total             |                                |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 4             |

| Administrative Unit | Job Title        | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Proposed Jobs |
|---------------------|------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Finance Unit        | Director of Unit | Director of Finance 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><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's financial management standards and procedures;</li> <li>- Knowledge of Accounting principles and practices and financial data reporting;</li> <li>- Knowledge of Management of Material Resources;</li> <li>- Knowledge of supply chain management;</li> <li>- Knowledge of Rwanda Public Financial Law;</li> <li>- Leadership and management skills;</li> <li>- Planning and organisational, Budgeting skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software (SMART IFMIS);</li> <li>- Time management Skills</li> <li>- Interviewing Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Problem solving;</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title  | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|---------------------|------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Accountant | Accountant                               | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Knowledge to analyse complex financial information &amp; Produce reports;</li> <li>- Deep understanding of financial accounts;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- High Analytical Skills;</li> <li>- Interpersonal skills;</li> <li>- Time management Skills;</li> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 2             |
|                     | Budget     | Budget Officer                           | <p>A0 in Finance, Accounting, Management, Economics</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Deep understanding of financial accounts;</li> <li>- High Analytical Skills</li> <li>- Interpersonal skills;</li> <li>- Time management Skills</li> <li>- Complex Problem solving;</li> <li>-Flexibility Skills;</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                | 1             |



| Administrative Unit | Job Title            | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|---------------------|----------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Logistics            | Logistics Officer                        | <p>A0 in Store Management, Management, Finance, Accounting, Economics, Public Administration, Administrative Sciences,</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Management of Material Resources;</li> <li>- Knowledge of supply chain management;</li> <li>- Organizational Skills;</li> <li>- Computer Skills;</li> <li>- Communication Skills;</li> <li>- Report writing &amp; Presentation Skills;</li> <li>- Analytical Skills;</li> <li>- Interpersonal Skills;</li> <li>- Time management Skills;</li> <li>- Negotiation Skills;</li> <li>- Team working Skills</li> <li>- Problem Solving Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |
|                     | Secretary to DAF Uni | Secretary to DAF Unit                    | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>                                                                         | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit      | Job Title | Title of Job positions linked to the Job           | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Proposed Jobs |
|--------------------------|-----------|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| S/Total                  |           |                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 6             |
| HR & Administration Unit | Director  | Director of Human Resource and Administration Unit | <p>A0 in Human Resources Management, Management with Specialization in Human Resource, Public Administration, Administrative Sciences with 3 years of working experience or Master's Degree in Human Resources Management, Management with Specialization in Human Resource, Public Administration, Administrative Sciences with 1 year of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of human resources concepts, practices, policies, and procedures;</li> <li>- Knowledge of organizational structure, workflow, and operating procedures;</li> <li>- Knowledge in Monitoring &amp; System Evaluation;</li> <li>- Leadership and management skills;</li> <li>- Planning and organisational skills;</li> <li>- High Analytical Skills;</li> <li>- Communication skills;</li> <li>- Time management Skills</li> <li>- Interviewing Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Problem Solving Skills;</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title              | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Proposed Jobs |
|---------------------|------------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Human Resource Officer | Human Resource Officer                   | <p>A0 in Human Resource Management, Management , Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources;</li> <li>- Knowledge in the Development of Human Resources Policies and procedures</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title                      | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Proposed Jobs |
|---------------------|--------------------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Network & System Administrator | Network & System Administrator           | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, 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><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's ICT policies and strategies;</li> <li>- Highly proficient with Microsoft Windows operating systems</li> <li>- Proficient in Microsoft Office products</li> <li>- Proficient in basic networking protocols and standards</li> <li>- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;</li> <li>- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

| Administrative Unit | Job Title                            | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|--------------------------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Database & Application Administrator | Database & Application Administrator     | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System,</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda ICT policies and strategies;</li> <li>- Highly proficient with Microsoft Windows operating systems</li> <li>- Proficient in Microsoft Office products</li> <li>- Proficient in basic networking protocols and standards</li> <li>- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;</li> <li>- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

| Administrative Unit | Job Title                   | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|---------------------|-----------------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Documentation and Archives  | Documentation and Archives Officer       | <p>A0 in Library &amp; information Science or A1 in Library &amp; information Science, Office Management, Biblioteconomy</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>-proficiency in information technology;</li> <li>-Computer literacy;</li> <li>-Bokkeeping Skills;</li> <li>-Knowledge of integrated document management</li> <li>-Knowledge of archive management software</li> <li>-Knowledge of the documentation management system(DMS) would be an advantage.</li> <li>-Organizational Skills;</li> <li>-Interpersonal Skills;</li> <li>-Planning Skills;</li> <li>-Communication Skills;</li> <li>-Report wittingting &amp; Presentation skills;</li> <li>-Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>             | 1             |
|                     | 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><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Analytical &amp; Problem solving Skills;</li> <li>- Decision Making Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

| Administrative Unit | Job Title                        | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Proposed Jobs |
|---------------------|----------------------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Secretary in Central Secretariat | 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 &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>         | 1             |
|                     | Driver                           | Driver                                   | <p>Driving licence B Category with good driving record and mechanical skills</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Strong customer service orientation skills</li> <li>- Team Working and collaborative skills</li> <li>- General Mechanical Skills</li> <li>- Diligent attention to safety skills.</li> <li>- Organisational skills</li> <li>- Interpersonal skills</li> <li>- Communicational skills</li> <li>- Good knowledge of routes within main area of operation;</li> <li>- Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage.</li> </ul> | 2             |
| S/Total             |                                  |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 9             |
| Grand/ Total        |                                  |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 73            |

**Bibonywe kugira ngo bishyirwe ku migereka y' Iteka rya Minisitiri w'Intebe n° 79/03 ryo ku wa 27/2/2015 rishyiraho imbonerahamwe y'imyanya y'Imirimo, imishahara n'ibindi bigenerwa Abakozi b'IKigo cy'u Rwanda gishinzwe guteza imbere imiturire (RHA)**

Kigali, ku wa 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika:**  
(sé)  
**BUSINGYE Johnston**  
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

**Seen to be annexed to Prime Minister's Order n° 79/03 of 27/2/2015 establishing the Organizational Structure, Salaries and fringe benefits of Rwanda Housing Authority (RHA) employees**

Kigali, on 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Prime Minister

(sé)  
**UWIZEYE Judith**  
Minister of Public Service and Labor

**Seen and sealed with the Seal of the Republic:**  
(sé)  
**BUSINGYE Johnston**  
Minister of Justice/Attorney General

**Vu pour être annexés à l'Arrêté du Premier Ministre n° 79/03 du 27/2/2015 déterminant la structure organisationnelle, salaires et autres avantages accordés au personnel dans l'Office Rwandais pour la Promotion de l'Habitat (RHA)**

Kigali, le 27/2/2015

(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  
MINISITIRI W'INTEBE No 79/03 RYO KU  
WA 27/2/2015 RIGENA IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI MU KIGO  
CY'U RWANDA GISHINZWE GUTEZA  
IMBERE IMITURIRE (RHA)**

**ANNEXE III TO PRIME MINISTER'S ORDER  
No 79/03 OF 27/2/2015 DETERMINING  
ORGANISATIONAL STRUCTURE, SALARIES  
AND FRINGE BENEFITS FOR EMPLOYEES  
OF RWANDA HOUSING AUTHORITY (RHA)**

**ANNEXE III DE L'ARRETE DU PREMIER  
MINISTRE No 79/03 DU 27/2/2015  
DETERMINANT LA STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AUTRES AVANTAGES ACCORDES AU  
PERSONNEL DE L'OFFICE RWANDAIS  
POUR LA PROMOTION DE L'HABITAT  
(RHA)**

**RWANDA HOUSING AUTHORITY (RHA) - SALARY STRUCTURE**

| POST                                                                          | I.V | Level | Index | Gross Salary |
|-------------------------------------------------------------------------------|-----|-------|-------|--------------|
| Director General                                                              | 441 | F     | 2869  | 1,613,167    |
| Head of Human Settlement Planning Department                                  | 400 | 1.IV  | 2608  | 1,330,080    |
| Head of Housing Project & Development Department                              | 400 | 1.IV  | 2608  | 1,330,080    |
| Urban Settlement Division Manager                                             | 400 | 2.III | 1890  | 1,082,378    |
| Rural Settlement Division Manager                                             | 400 | 2.III | 1890  | 1,082,378    |
| Affordable Housing Division Manager                                           | 400 | 2.III | 1890  | 1,082,378    |
| Public Building Construction & Rehabilitation Division Manager                | 400 | 2.III | 1890  | 1,082,378    |
| Housing Regulation & Standard Division Manager                                | 400 | 2.III | 1890  | 1,082,378    |
| Corporate Services Division Manager                                           | 400 | 2.III | 1890  | 1,082,378    |
| Director of Planning & R&D                                                    | 400 | 3.II  | 1369  | 812,757      |
| Advisor                                                                       | 400 | 3.II  | 1369  | 784,008      |
| Director of Regulation & Standard Unit                                        | 400 | 3.II  | 1369  | 784,008      |
| Director of Housing Inspection Unit                                           | 400 | 3.II  | 1369  | 812,757      |
| Director of HR & Administration Unit                                          | 400 | 3.II  | 1369  | 784,008      |
| Director of Finance Unit                                                      | 400 | 3.II  | 1369  | 784,008      |
| Land Consolidation Senior Engineer                                            | 400 | 3.II  | 1369  | 784,008      |
| Housing Development Senior Engineer                                           | 400 | 3.II  | 1369  | 784,008      |
| Civil Senior Engineer (Public Building Construction & Rehabilitation )        | 400 | 3.II  | 1369  | 784,008      |
| Senior Architect (Public Building Construction & Rehabilitation )             | 400 | 3.II  | 1369  | 784,008      |
| Design Civil Senior Engineer (Public Building Construction & Rehabilitation ) | 400 | 3.II  | 1369  | 784,008      |
| Neighborhood Design Senior Engineer ( Affordable Housing )                    | 400 | 3.II  | 1369  | 784,008      |
| Senior Architect ( Affordable Housing)                                        | 400 | 3.II  | 1369  | 784,008      |
| Housing Financial Specialist                                                  | 400 | 3.II  | 1369  | 784,008      |
| Urban Planning Senior Engineer                                                | 400 | 3.II  | 1369  | 784,008      |
| Urban Resettlement Planner Senior Engineer                                    | 400 | 3.II  | 1369  | 784,008      |
| Urban Design Specialist                                                       | 400 | 3.II  | 1369  | 784,008      |
| Asset Management & Maintenance Specialist                                     | 400 | 3.II  | 1369  | 784,008      |
| Housing Inspection Specialist                                                 | 400 | 3.II  | 1369  | 784,008      |
| Research & Development Specialist                                             | 400 | 3.II  | 1369  | 784,008      |
| GIS Specialist                                                                | 400 | 3.II  | 1369  | 784,008      |
| Rural Planner Senior Engineer                                                 | 400 | 3.II  | 1369  | 784,008      |
| Rural Resettlement Planner Senior Engineer                                    | 400 | 3.II  | 1369  | 784,008      |
| Procurement Specialist                                                        | 400 | 3.II  | 1369  | 784,008      |
| Legal Affairs Officer                                                         | 400 | 4.III | 1313  | 744,659      |
| Integrated Urban Settlement Development Engineer                              | 400 | 4.II  | 1141  | 647,110      |
| Civil Engineer (Public Building Construction & Rehabilitation )               | 400 | 4.II  | 1141  | 647,110      |

| POST                                                                 | I.V | Level | Index | Gross Salary |
|----------------------------------------------------------------------|-----|-------|-------|--------------|
| Electrical Engineer (Public Building Construction & Rehabilitation ) | 400 | 4.II  | 1141  | 647,110      |
| Mechanical Engineer(Public Building Construction & Rehabilitation )  | 400 | 4.II  | 1141  | 647,110      |
| Electrical Engineer ( Affordable Housing)                            | 400 | 4.II  | 1141  | 647,110      |
| Mechanical Engineer ( Affordable Housing)                            | 400 | 4.II  | 1141  | 647,110      |
| Human Resource Officer                                               | 400 | 4.II  | 1141  | 647,110      |
| Application & Scrutiny Engineer                                      | 400 | 4.II  | 1141  | 647,110      |
| Design Conformity & Construction Standards Engineer                  | 400 | 4.II  | 1141  | 647,110      |
| Housing Inspection Engineer                                          | 400 | 4.II  | 1141  | 647,110      |
| Grouped Settlement Engineer                                          | 400 | 4.II  | 1141  | 647,110      |
| Public Relations & Communication Officer                             | 400 | 4.II  | 1141  | 647,110      |
| Planning Officer                                                     | 400 | 5.II  | 951   | 539,353      |
| Monitoring & Evaluation Officer                                      | 400 | 5.II  | 951   | 539,353      |
| Regulations Design Officer                                           | 400 | 5.II  | 951   | 539,353      |
| Socio – Economic Officer (urban settlement)                          | 400 | 5.II  | 951   | 539,353      |
| Environmental Planner Officer (rural settlement)                     | 400 | 5.II  | 951   | 539,353      |
| Socio – Economic Officer (rural settlement)                          | 400 | 5.II  | 951   | 539,353      |
| Accountant                                                           | 400 | 5.II  | 951   | 539,353      |
| Budget Officer                                                       | 400 | 5.II  | 951   | 539,353      |
| Logistics Officer                                                    | 400 | 5.II  | 951   | 539,353      |
| Internal Auditor                                                     | 400 | 5.II  | 951   | 539,353      |
| Networking & System Administrator                                    | 400 | 5.II  | 951   | 539,353      |
| Database & Application Administrator                                 | 400 | 5.II  | 951   | 539,353      |
| Administrative Assistant to the DG                                   | 400 | 5.II  | 951   | 539,353      |
| Administrative Liaison Officer                                       | 400 | 5.II  | 951   | 539,353      |
| Archivist & Documentation                                            | 400 | 6.II  | 793   | 449,744      |
| Administrative Assistant to the Head of Department                   | 400 | 7.II  | 660   | 374,314      |
| Head of Central Secretariat                                          | 400 | 7.II  | 660   | 374,314      |
| Secretary in central secretariat                                     | 400 | 8.II  | 508   | 288,109      |
| Secretary to Finance Unit                                            | 400 | 8.II  | 508   | 288,109      |
| Driver                                                               | 400 | 10.II | 300   | 170,143      |

**Bibonywe kugira ngo bishyirwe ku migereka y' Iteka rya Minisitiri w'Intebe n° 79/03 ryo ku wa 27/2/2015 rishyiraho imbonerahamwe y'imyanya y'Imirimo, imishahara n'ibindi bigenerwa Abakozi b'IKigo cy'u Rwanda gishinzwe guteza imbere imiturire (RHA)**

Kigali, ku wa 27/2/2015

**(sé)**  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

**(sé)**  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika:**  
**(sé)**  
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Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

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Kigali, on 27/2/2015

**(sé)**  
**MUREKEZI Anastase**  
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Kigali, le 27/2/2015

**(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

ITEKA RYA MINISITIRI W'INTEBE N° 80/03 RYO KU WA 27/2/2015 RISHYIRAHU IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'IKIGO GISHINZWE UMUTUNGO KAMERE MU RWANDA (RNRA)

PRIME MINISTER'S ORDER N° 80/03 OF 27/2/2015 DETERMINING THE ORGANIZATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS OF RWANDA NATURAL RESOURCES AUTHORITY (RNRA) EMPLOYEES

ARRETE DU PREMIER MINISTRE N° 80/03 DU 27/2/2015 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL DE L'OFFICE RWANDAIS DES RESSOURCES NATURELLES (RNRA)

ISHAKIRO

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Article 12: Entrée en vigueur

**ITEKA RYA MINISITIRI W'INTEBE N° 80/03 RYO KU WA 27/2/2015 RISHYIRAHU IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'IKIGO GISHINZWE UMUTUNGO KAMERE MU RWANDA (RNRA)**

**PRIME MINISTER'S ORDER N° 80/03 OF 27/2/2015 DETERMINING THE ORGANIZATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS OF RWANDA NATURAL RESOURCES AUTHORITY (RNRA) EMPLOYEES**

**ARRETE DU PREMIER MINISTRE N° 80/03 DU 27/2/2015 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL DE L'OFFICE RWANDAIS DES RESSOURCES NATURELLES (RNRA)**

**Minisitiri w'Intebe;**

**The Prime Minister;**

**Le Premier Ministre;**

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

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 37, 118, 119, 121 and 201;

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;

Ashingiye ku Itegeko n° 53/2010 ryo ku wa 25/01/2011 rishyiraho Ikigo gishinzwe Umutungo Kamere mu Rwanda (RNRA) rikanagena inshingano, imiterere n'imikorere byayo, cyane cyane mu ngingo yaryo ya 10;

Pursuant to Law n° 53/2010 of 25/01/2011 establishing the Rwanda Natural Resources Authority (RNRA) and determining its mission, organization and functioning, especially in Article 10;

Vu la Loi n° 53/2010 du 25/01/2011 portant création de l'Office Rwandais des Ressources Naturelles (RNRA) et déterminant sa mission, son organisation et son fonctionnement, spécialement en son article 10 ;

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;

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

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

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;

Having reviewed 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;

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;

Asubiye ku Iteka rya Minisitiri w'Intebe n° 149/03 ryo kuwa 05/10/2011 rishyiraho imbonerahamwe n'incamake y'imyanya y'imirimo by'Ikigo gishinzwe Umutungo Kamere mu Rwanda

Having reviewed Prime Minister's Order n° 149/03 of 05/10/2011 determining the organizational structure and summary of job positions of Rwanda Natural Resources Authority

Revu l'Arrêté du Premier Ministre n° 149/03 du 05/10/2011 déterminant la structure organisationnelle et la synthèse des emplois de l'Office Rwandais des Ressources Naturelles.

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

On proposal by the Minister of Public Service and Labor;

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

Inama y'Abaminisitiri yateranye ku wa 29/07/2014 imaze kubisuzuma no kubyemeza.

After consideration and approval by the Cabinet, in its session of 29/07/2014.

Après examen et adoption par le Conseil des Ministres en sa séance du 29/07/2014.

**ATEGETSE:**

**HEREBY ORDERS:**

**ARRETE :**

**Ingingo ya mbere: Icyo iri teka rigamije**

Iri teka rishyiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi b'Ikigo gishinzwe Umutungo Kamere mu Rwanda (RNRA).

**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 gishinzwe Umutungo Kamere mu Rwanda (RNRA) biri ku migereka ya I na II y'iri teka.

**Ingingo 3: Igenwa ry'umushahara**

Imishahara y'Abakozi b'Ikigo gishinzwe Umutungo Kamere mu Rwanda (RNRA) 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 gishinzwe Umutungo Kamere mu Rwanda (RNRA) biri ku mugereka wa III w'iri teka.

**Ingingo 4 Ibigize umushahara mbumbe**

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

1 ° umushahara fatizo;

**Article One: Purpose of this Order**

This Order determines the organizational structure, salaries and fringe benefits of Rwanda Natural Resources Authority (RNRA) employees.

**Article 2: Organizational structure and job profiles**

The organizational structure and job profiles of Rwanda Natural Resources Authority (RNRA) are respectively in annex I and II of this Order.

**Article 3: Determination of the salary**

Salaries of Rwanda Natural Resources Authority (RNRA) employees shall be determined on the basis of 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 Rwanda Natural Resources Authority (RNRA) are in annex III to this Order.

**Article 4: Composition of the gross salary**

The monthly gross salary of the authorities and employees shall mainly be composed of the following:

1 ° basic salary;

**Article premier: Objet du présent Arrêté**

Le présent arrêté détermine la structure organisationnelle, salaires et autres avantages accordés aux personnels de l'Office Rwandais des Ressources Naturelles (RNRA).

**Article 2: Structure organisationnelle et profils d'emplois**

La structure organisationnelle et les profils d'emplois de de l'Office Rwandais des Ressources Naturelles (RNRA) sont respectivement en annexes I et II du présent arrêté.

**Article 3 : Détermination du salaire**

Les salaires accordés aux agents de l'Office Rwandais des Ressources Naturelles (RNRA) 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 dans de l'Office Rwandais des Ressources Naturelles (RNRA) sont en annexe III du présent arrêté.

**Article 4 : Composition du salaire brut**

Le salaire brut mensuel des dirigeants et des agents comprend principalement :

1 ° le salaire de base;

2 ° indamunite y'icumbi;

2 ° housing allowance;

2 ° l'indemnité de logement ;

3 ° indamunite y'urugendo;

3 ° transport allowance;

3 ° l'indemnité de transport ;

4 ° inkunga ya Leta mu bwiteganyirize bw'umukozi;

4 ° employee social security state contribution;

4 ° la contribution de l'Etat à la sécurité sociale ;

5 ° inkunga ya Leta yo kuvuza umukozi.

5 ° employee medical care state contribution.

5 ° la contribution de l'Etat aux soins médicaux.

Indamunite y'urugendo ivugwa mu gace ka 3° k'igika cya mbere cy'iyi ngingo ntigenerwa Abayobozi bari ku nzego z'imirimo za "E", "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.

The transport allowance specified in item 3° of paragraph one of this Article shall not be granted to officials positioned on levels "E", "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.

L'indemnité de transport visée à l'alinéa premier du présent article n'est pas allouée aux Agents de l'Etat aux postes de niveau "E", "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.

#### **Ingingo ya 5: Ibindi bigenerwa Umuyobozi Mukuru wa RNRA**

#### **Article 5: Fringe benefits of the Director General of RNRA**

#### **Article 5: Autres Avantages alloués au Directeur Général du RNRA**

Umuyobozi Mukuru wa RNRA agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

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

Le Directeur Général du RNRA bénéficie des avantages suivants :

1. amafaranga yo kwishyura telefoni yo mu biro angana n'ibihumbi ijana y'u Rwanda (100,000 Frw) buri kwezi, amafaranga ibihumbi mirongo 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;

1. a monthly office telephone allowance equivalent to one hundred thousand Rwandan francs (100,000 Rwf), a monthly wireless internet connection equivalent to forty thousand Rwandan francs (40,000 Rwf) and a monthly mobile telephone allowance equivalent one hundred and fifty thousand Rwandan francs (150,000 Rwf);

1. les frais de téléphone de bureau équivalent à cent mille francs rwandais (100.000 Frw) par mois et les frais d'internet sans fil 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. a monthly office guest entertainment allowance equivalent to three hundred thousand Rwandan francs (300,000 Rwf) which shall be transferred to the institution's

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



|                                                                                                                                                                                                                                                |                                                                                                                                                                                                                    |                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                | account;                                                                                                                                                                                                           | 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's transport facilitation 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.                                                             |
| <b><u>Ingingo ya 6: Ibindi bigenerwa Heads of Department bari ku rwego rwa "1.IV"</u></b>                                                                                                                                                      | <b><u>Article 6: Fringe benefits of Heads of Departments on "1.IV" job classification level</u></b>                                                                                                                | <b><u>Article 6 : Autres avantages alloués au Chefs de Département au poste de niveau "1.IV"</u></b>                                                                                                   |
| <i>Aba Heads of Department bagenerwa buri wese ibindi bimufasha gutunganya imirimo bikurikira:</i>                                                                                                                                             | Each Head of Department shall be entitled to the following fringe benefits:                                                                                                                                        | Les Chefs de Département bénéficient des avantages suivants:                                                                                                                                           |
| 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;                                                     | 1 ° a monthly office telephone allowance equivalent to one hundred thousand Rwandan francs (100,000 Rwf) and a monthly mobile telephone allowance equivalent to one hundred thousand Rwandan francs (100,000 Rwf); | 1 ° les frais de communication par téléphone de bureau équivalent à cent mille francs Rwandais (100.000 Frw) et de téléphone portable équivalent à cent mille francs rwandais (100.000 Frw) par mois;  |
| 2 ° Leta iborohereza mu bijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.                                                                                                       | 2 ° the Government transport facilitation 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.                                                            |
| <b><u>Ingingo ya 7: Ibindi bigenerwa Division Managers bari ku rwego rwa "2.III"</u></b>                                                                                                                                                       | <b><u>Article 7: Fringe benefits of Division Managers on "2.III" job classification level</u></b>                                                                                                                  | <b><u>Article 7: Autres avantages alloués aux Chefs de Divisons aux postes de niveau "2.III"</u></b>                                                                                                   |
| Buri Division Manager agenerwa ibi bikurikira:                                                                                                                                                                                                 | Each Division Manager shall be entitled to the following fringe benefits:                                                                                                                                          | Les Chefs de Divisons bénéficient chacun des avantages comme suit :                                                                                                                                    |
| 1 ° 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; | 1 ° a monthly office telephone allowance equivalent to seventy thousand Rwandan francs (70,000 Rwf) and a monthly mobile telephone communication allowance equivalent to the same;                                 | 1 ° frais de communication par téléphone de bureau équivalent à septante mille francs Rwandais (70.000 Frw) et de téléphone portable équivalent à septante mille francs rwandais (70.000Frw) par mois; |
| 2 ° Leta yorohereza buri wese mu bijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza                                                                                                                                                           | 2 ° the Government transport facilitation in accordance with the Instructions of the                                                                                                                               | 2 ° l'Etat facilite chacun en ce qui concerne le transport conformément                                                                                                                                |

ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

Minister responsible for transport.

aux instructions du Ministre ayant le transport dans ses attributions.

**Ingingo ya 8: Ibindi bigenerwa Abayobozi b'Amashami n'Abakozi bari ku rwego rw'imirimo rwa "3"**

Buri muyobozi w'ishami n'Abakozi bari ku rwego rw'imirimo rwa "3" bari ku rwego rw'imirimo rwa "3" bagenerwa 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.

Buri muyobozi w'ishami uri ku rwego rw'imirimo rwa "3" ufite itsinda ry'Abakozi ba Leta ayobora hashingiwe ku mbonerahamwe yemewe y'Urwego akorera, agenerwa kandi amafaranga ibihumbi ijana y'u Rwanda (Rwf 100,000) buri kwezi ya telefoni yo mu biro.

**Ingingo ya 9: Indamunite z'urugendo rw'imodoka**

Iyo Umuyobozi Mukuru uri ku rwego rwa E, G/1.IV na H/2 agiye mu butumwa imbere mu Gihugu akoresheje imodoka ye, Leta imugenera indamunite y'urugendo hakurikijwe ibiteganywa n'Amabwiriza ya Minisitiri ufite gutwara Abantu mu nshingano ze.

**Article 8: Fringe benefits of Directors of Units and Officials on "3" job classification level**

Each Director of Unit and official on "3" job classification level shall 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.

Each Director of Unit on level "3" with a pool of public servants under his/her responsibilities in accordance with the approved organizational structure shall also be entitled to an annual office telephone allowance equivalent to one hundred thousand Rwandan francs (Rwf 100,000).

**Article 9: Mileage allowances**

If a senior official on levels E, G/1.IV, and H/2 goes on official mission inside the country with his/her vehicle, the State shall pay him/her mileage allowances specified in the relevant Ministerial Instructions issued by the Minister in charge of transport.

**Article 8: Autres avantages alloués aux Directeurs d'Unités et cadres aux postes de niveau "3"**

Les Directeurs d'Unités et cadres 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" 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 9 : Indemnités kilométriques**

Lorsqu'un haut cadre aux postes de niveaux E, G/1.IV, et H/2 va en mission officielle à l'intérieur du pays en utilisant son véhicule, l'Etat lui octroie une indemnité kilométrique conformément aux Instructions du Ministre ayant le transport dans ses attributions.

**Ingingo ya 10: Abashinzwe kubahiriza iri teka**

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

**Ingingo ya 11: Ivanwaho ry'ingingo zinyuranyije n'iri teka**

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

**Ingingo ya 12: Igihe iteka ritangira gukurikizwa**

Iri teka ritangira gukurikizwa ku munsu ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera kuwa 29/07/2014.

Kigali, ku wa 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika:**

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

**Article 10: Authorities responsible for the implementation of this Order**

The Minister of Public Service and labor, the Minister of Natural Recourses Authority and the Minister of Finance and Economic Planning are entrusted with the implementation of this Order.

**Article 11: Repealing provision**

All other prior provisions contrary to this Order are hereby repealed.

**Article 12: Commencement**

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes effect as of 29/07/2014.

Kigali, on 27/2/2015

(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

**Article 10 : Autorités chargées de l'exécution du présent arrêté**

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

**Article 11: Disposition abrogatoire**

Toutes les autres dispositions antérieures contraires au présent Arrêté sont abrogées.

**Article 12: Entrée en vigueur**

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il produit ses effets à partir du 29/07/2014.

Kigali, le 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Premier Ministre

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

**Vu et scellé du Sceau de la République:**

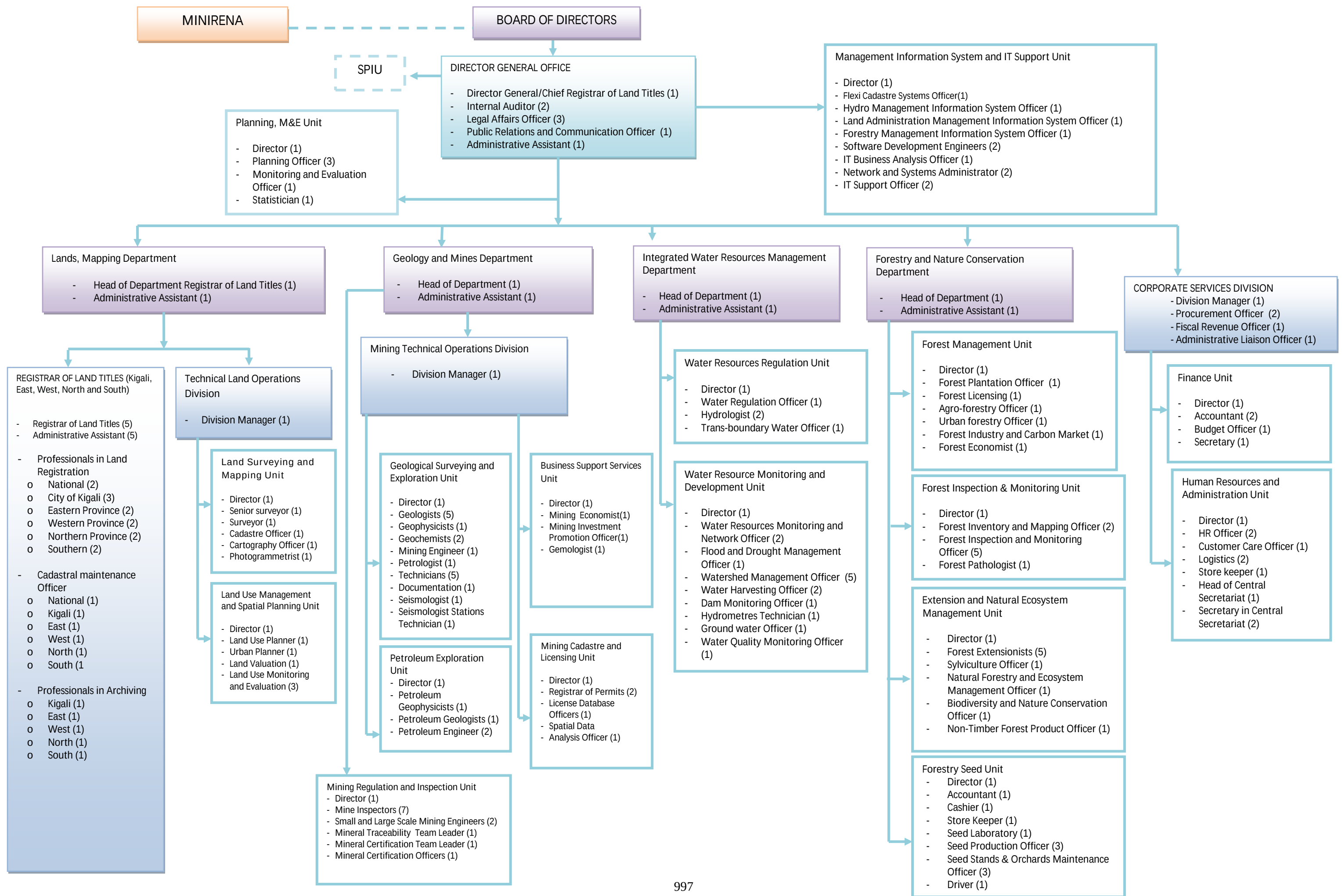
(sé)  
**BUSINGYE Johnston**  
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I W'ITEKA RYA  
MINISITIRI W'INTEBE No 80/03 RYO KU WA  
27/2/2015 RISHYIRAHU IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI B'IKIGO  
GISHINZWE UMUTUNGO KAMERE MU  
RWANDA (RNRA)

ANNEX I TO PRIME MINISTER'S ORDER No  
80/03 OF 27/2/2015 DETERMINING THE  
ORGANIZATIONAL STRUCTURE, SALARIES  
AND FRINGE BENEFITS OF RWANDA  
NATURAL RESOURCES AUTHORITY (RNRA)  
EMPLOYEES

ANNEXE I DE L'ARRETE DU PREMIER  
MINISTRE No 80/03 DU 27/2/2015  
DETERMINANT LA STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AUTRES AVANTAGES ACCORDES AU  
PERSONNEL DE L'OFFICE RWANDAIS DES  
RESSOURCES NATURELLES (RNRA)

**Official Gazette No. Special Bis of 28/02/2015**  
**RWANDA NATURAL RESOURCES AUTHORITY - ORGANIZATIONAL CHART**



**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 80/03 ryo ku wa 27/2/2015 rishyiraho Imbonerahamwe y'Imyanya y'Imirimo, Imishahara n'ibindi bigenerwa Abakozi b'Ikigo gishinzwe Umutungo Kamere mu Rwanda (RNRA)**

Kigali, ku wa 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakoziba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika :**

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

**Seen to be annexed to Prime Minister's Order n° 80/03 of 27/2/2015 determining Organizational Structure, salaries and fringe benefits of Rwanda Natural Resources Authority (RNRA) employees**

Kigali, on 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Prime Minister

(sé)  
**UWIZEYE Judith**  
Minister of Public Service and Labor

**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° 80/03 du 27/2/2015 déterminant la Structure Organisationnelle, les salaires et autres avantages accordés aux personnels de l'Office Rwandais des Ressources Naturelles (RNRA)**

Kigali, le 27/2/2015

(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  
MINISITIRI W'INTEBE No 80/03 RYO KU WA  
27/2/2015 RISHYIRAHU IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI B'IKIGO  
GISHINZWE Umutungo kamere mu  
RWANDA (RNRA)**

**ANNEX II TO PRIME MINISTER'S ORDER No  
80/03 OF 27/2/2015 DETERMINING THE  
ORGANIZATIONAL STRUCTURE, SALARIES  
AND FRINGE BENEFITS OF RWANDA  
NATURAL RESOURCES AUTHORITY (RNRA)  
EMPLOYEES**

**ANNEXE II DE L'ARRETE DU PREMIER  
MINISTRE No 80/03 DU 27/2/2015  
DETERMINANT LA STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AUTRES AVANTAGES ACCORDES AU  
PERSONNEL DE L'OFFICE RWANDAIS DES  
RESSOURCES NATURELLES (RNRA)**

RWANDA NATURAL RESOURCE AUTHORITY (RNRA) - JOB PROFILES

| Administrative Unit                                           | Job Title        | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------------------------------------------------|------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Office of the Director General/Chief Registrar of Land Titles | Director General | Director General                         | Political Appointee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 1             |
|                                                               | Internal Auditor | Internal Auditor                         | <p>A0 in Accounting, Public Finance or Management with specialization in Finance/Accounting.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Detailed knowledge of financial and audit standards, HR and Financial regulations, procedures;</li> <li>- Knowledge of Financial software;</li> <li>- Planning skills;</li> <li>- Excellent communication, organisation and interpersonal skills;</li> <li>- Computer skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Excellent problem solving skills and clear logical sens;</li> <li>- Fluent in Kinyarwanda, English and/or French</li> </ul> | 2             |



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| Administrative Unit | Job Title                                  | Title of Job positions linked to the Job   | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Administrative Assistant                   | Administrative Assistant                   | <p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Social work, Sociology, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Computer Skills</li> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, and Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                 | 1             |
|                     | Public Relations and Communication Officer | Public Relations and Communication Officer | <p>A0 in Journalism, Communication, International Relations, Marketing, Linguistics and Literature</p> <p><u>Key Technical Skills &amp; Knowledge required :</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both oral and in writing</li> <li>- Excellent interpersonnal skills;</li> <li>- Report writting &amp; Presentation skills;</li> <li>- Creativity &amp; Initiative;</li> <li>- Good Organizational and Time-management Skills,</li> <li>- Teamworking Skills;</li> <li>- Effective Public relations &amp; Public speaking skills;</li> <li>- Interviewing Skills;</li> <li>- Fluent in Kinyarwanda, Englishand/ or French; knowledge of all is an advantage</li> </ul> | 1             |

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| Administrative Unit                      | Job Title        | Title of Job positions linked to the Job             | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Proposed Jobs |
|------------------------------------------|------------------|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                                          | Legal Affairs    | Legal Affairs Officer                                | <p>A0 in Law</p> <p><u>Key Technical skills and Knowledge required :</u></p> <ul style="list-style-type: none"> <li>- High analytical and problem solving skills;</li> <li>- Legal research and analysis in complex areas of law;</li> <li>- Knowledge of Substantive Law and Legal Procedures;</li> <li>- Decision making skills;</li> <li>- Experience in contract drafting and negotiation;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 3             |
|                                          |                  | Sub-Total                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 8             |
| Planning, Monitoring and Evaluation Unit | Director of Unit | Director of Planning, Monitoring and Evaluation Unit | <p>A0 in Management, Economics, Development Studies, Project Management, with 3 years of working experience or Master's Degree in Management, Economics, Public Policy, Development Studies, Project Management, with 1 year of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processess and tools;</li> <li>- Knowledge of Rwanda's Policies and Strategies;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Computer Skills; Organizational Skills; Communication Skills; High analytical &amp; Complex Problem Solving Skills; Judgment &amp; Decission Making Skills; Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

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| Administrative Unit | Job Title                         | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|-----------------------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Planning Officer                  | Planning Officer                         | <p>A0 in Management, Economics, Development Studies, Project Management, Business Administration</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of Strategic planning;</li> <li>- Knowledge of organizational structure, workflow and operation procedures;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 3             |
|                     | Monitoring and Evaluation Officer | Monitoring and Evaluation Officer        | <p>A0 in Management, Economics, Development Studies, Project Mngement, Business Administration</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Knowledge of Research and development policies and strategies;</li> <li>- Knowledge to conduct monitoring exercises;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Complex Problem Solving;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>        | 1             |

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| Administrative Unit | Job Title    | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|---------------------|--------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Statistician | Statistician                             | <p>A0 in Statistics, Applied Mathematics, Economics</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Deep understanding of Research Methodologies and Statistics Concepts;</li> <li>- Knowledge of Rwanda's Justice Policies and Strategies;</li> <li>- Knowledge of various statistical software packages;</li> <li>- Knowledge to Prepare and publishe statistical and technical reports and research papers;</li> <li>- Knowledge of the theory, systems and application of statistical research methodology</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |
|                     |              | Sub-Total                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 6             |

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| Administrative Unit       | Job Title                | Title of Job positions linked to the Job        | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Proposed Jobs |
|---------------------------|--------------------------|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Lands, Mapping Department | Head of Department       | Head of Department of Lands, Mapping Department | <p>A0 in Law, Geography, Environment and Natural Resource management, Physical Planning, Cadastral Surveying with a good training in GIS with 7 years of working experience including 2 in a senior position; Or Master's Degree in Law, Geography, Physical Planning, Cadastral Surveying, Geology with 5 years of working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge in land use planning theories and practices, legislation and by laws, appeal process, claims and negotiations processes;</li> <li>- Extensive knowledge in Land law and Tenure system;</li> <li>- Excellent organizational skills;</li> <li>- Strong Leadership skills;</li> <li>- Time Management skills;</li> <li>- Excellent Communication, Organizational, and Interpersonal Skills;</li> <li>- Computer knowledge</li> <li>- Analytical and problem solving skills;</li> <li>- Successful experience in the areas of decision making</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal</li> </ul> | 1             |
|                           | Administrative Assistant | Administrative Assistant                        | <p>A1 in Secretarial Studies, Office Management, or AO in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Computer Skills</li> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, and Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1             |
|                           |                          | Sub-Total                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 2             |

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|-----------------------------------------------------------------|--------------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| REGISTRAR OF LAND TITLES (Kigali, East, West, North, and South) | Land Titles Registrar    | Registrar of Land Titles                 | <p>A0 in Law, Geography, Physical Planning, Land surveying, Land Administration</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge in land use planning theories and practices, legislation and by laws, appeal process, claims and negotiations processes;</li> <li>- Extensive knowledge in Land law and Tenure system;</li> <li>- Excellent organizational skills;</li> <li>- Time Management skills;</li> <li>- Excellent Communication, Organizational, and Interpersonal Skills;</li> <li>- Computer knowledge</li> <li>- Analytical and problem solving skills;</li> <li>- Successful experience in the areas of decision making</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 5             |
|                                                                 | Administrative Assistant | Administrative Assistant                 | <p>A1 in Secretarial Studies, Office Management, or AO in Public Administration, Administrative Sciences, Management, SocialWork, Sociology, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Computer Skills</li> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, and Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                       | 5             |
|                                                                 |                          | Sub-Total                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 10            |

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|--------------------------|-----------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Land Administration Unit | Director  | Director of Land Administration Unit     | <p>A0 in Geography, Physical Planning, Land surveying, Land Administration, Law with 3 years of working experience or Masters Degree in Geography, Physical Planning, Land surveying, Land Administration, Law with 1 year of working experience</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge in land use planning theories and practices, legislation and by laws, appeal process, claims and negotiations processes;</li> <li>- Extensive knowledge in Land law and Tenure system;</li> <li>- Excellent organizational skills;</li> <li>- Time Management skills;</li> <li>- Excellent Communication, Organizational, and Interpersonal Skills;</li> <li>- Computer knowledge</li> <li>- Analytical and problem solving skills;</li> <li>- Successful experience in the areas of decision making</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

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| Administrative Unit | Job Title                                                     | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Proposed Jobs |
|---------------------|---------------------------------------------------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Land Registration(National, Kigali, East, West, North, South) | Land Registration Officer                | <p>A0 in Geography, Physical Planning, Law, Land Administration, Land surveying, Public Administration.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge in land use planning theories and practices, legislation and by laws, appeal process, claims and negotiations processes;</li> <li>- Extensive knowledge in Land law and Tenure system;</li> <li>- Excellent organizational skills;</li> <li>- Time Management skills;</li> <li>- Excellent Communication, Organizational, and Interpersonal Skills;</li> <li>- Computer knowledge</li> <li>- Analytical and problem solving skills;</li> <li>- Successful experience in the areas of decision making</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 13            |
|                     | Cadastral Maintenance                                         | Cadastral Maintenance Officer            | <p>A0 in Geography, Land Surveying, Land administration</p> <p><u>Key technical skills and knowledge required:</u> GIS knowledge is a must</p> <ul style="list-style-type: none"> <li>- Extensive knowledge in Land law and Tenure system;</li> <li>- Excellent organizational skills;</li> <li>- Time Management skills;</li> <li>- Excellent Communication, Organizational, and Interpersonal Skills;</li> <li>- Computer knowledge</li> <li>- Analytical and problem solving skills;</li> <li>- Successful experience in the areas of decision making</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>                                                                                                                                                                       | 6             |



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| Administrative Unit | Job Title            | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Proposed Jobs |
|---------------------|----------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Land Titles Archives | Land Titles Archivist                    | <p>A1 in Library &amp; information system, Office Management, Public Administration, Administrative Sciences, or A0 in Library &amp; information Science</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- knowledge in Land law and Tenure system</li> <li>- proficiency in information technology;</li> <li>- Computer literacy;</li> <li>- Bookkeeping Skills;</li> <li>- Knowledge of integrated document management</li> <li>- Knowledge of archive management software</li> <li>- Knowledge of the documentation management system (DMS) would be an advantage.</li> <li>- Organizational Skills;</li> <li>- Interpersonal Skills;</li> <li>- Planning Skills;</li> <li>- Communication Skills;</li> <li>- Report writing &amp; Presentation skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 5             |
|                     |                      | Sub-Total                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 25            |

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| Administrative Unit                | Job Title        | Title of Job positions linked to the Job               | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Proposed Jobs |
|------------------------------------|------------------|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Technical Land Operations Division | Division Manager | Division Manager of Technical Land Operations Division | <p>A0 in Land surveying, Mapping Sciences, Geography, Land Administration, Physical Planning, with 5 years of working experience including 2 in a senior position ; Or Master's Degree in Land Surveying, Geography, Land administration, Physical Planning with 3 years of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in land surveying and mapping ;</li> <li>- Knowledge in Land law and Tenure system;</li> <li>- Excellent organizational skills;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Successful experience in the areas of decision making</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

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| Administrative Unit             | Job Title        | Title of Job positions linked to the Job    | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Proposed Jobs |
|---------------------------------|------------------|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Land Surveying and Mapping Unit | Director of Unit | Director of Land Surveying and Mapping Unit | <p>A0 in Land surveying, Mapping Sciences, Land administration, Photogrammetry, with 3 years of working experience; Or Master's Degree in Land Surveying, Photogeometry, Land Administration, Physical Planning with 1 year of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in land surveying and mapping ;</li> <li>- Knowledge in Land law and Tenure system;</li> <li>- Excellent organizational skills;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Successful experience in the areas of decision making</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |
|                                 | Land Surveyor    | Senior Surveyor                             | <p>A0 in Land surveying and Geomatics, Mapping Sciences, Physical planning with 3 years of working experience, or Masters Degree in Land surveying and Geomatics.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in land surveying and mapping ;</li> <li>- Knowledge in Land law and Tenure system;</li> <li>- Excellent organizational skills;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Successful experience in the areas of decision making</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>                                                                                                                                                                                                                                                                                                                                                               | 1             |

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|---------------------|---------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Surveyor      | Surveyor                                 | <p>A0 in Land surveying and Geomatics, Mapping Sciences.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in land surveying and mapping ;</li> <li>- Knowledge in Land law and Tenure system;</li> <li>- Excellent organizational skills;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Successful experience in the areas of decision making</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>                                                                                                                                  | 1             |
|                     | Land Cadastre | Cadastre Officer                         | <p>A0 in Land surveying and Geomatics, Mapping Sciences, Geography, Physical Planning, Engineering Surveying, Geoinformation, Cartography, land management</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good command of GIS</li> <li>- Extensive knowledge in land surveying and mapping ;</li> <li>- Knowledge in Land law and Tenure system;</li> <li>- Excellent organizational skills;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Successful experience in the areas of decision making</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

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|---------------------|-----------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Land Cartography      | Cartography Officer                      | <p>A0 in Land surveying and Geomatics, Mapping Sciences, Geography, Environment and Natural Resource management, Physical Planning, Engineering Surveying, Geoinformation and Cartography, land management</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good command of GIS</li> <li>- Extensive knowledge in land surveying and mapping ;</li> <li>- Knowledge in Land law and Tenure system;</li> <li>- Excellent organizational skills;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Successful experience in the areas of decision making</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |
|                     | Land Photogrammetrist | Photogrammetrist                         | <p>A0 in Photogrammetry, Land surveying and Geomatics, Mapping Sciences, Environment and Resource management, Engineering Surveying, Geoinformation and Cartography, land management;</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good command of GIS</li> <li>- Extensive knowledge in land surveying and mapping ;</li> <li>- Knowledge in Land law and Tenure system;</li> <li>- Excellent organizational skills;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Successful experience in the areas of decision making</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>                      | 1             |

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| Administrative Unit                           | Job Title        | Title of Job positions linked to the Job                  | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed Jobs |
|-----------------------------------------------|------------------|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Land Use Management and Spatial Planning Unit | Director of Unit | Director of Land Use Management and Spatial Planning Unit | <p>A0 in Land Management, Geography, Environment and Natural Resource management, Physical Planning, Engineering Surveying, Urban Planning with 3 years of working experience or masters in Land Management, Geography, Environment and Natural Resource management, Physical Planning, Engineering Surveying, Urban Planning with 1 year of working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good command of GIS;</li> <li>- Extensive knowledge in land surveying and mapping ;</li> <li>- Knowledge in Land law and Tenure system;</li> <li>- Excellent organizational skills;</li> <li>- Strong Leadership skills;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Successful experience in the areas of decision making;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |
|                                               | Planner          | Land Use Planner                                          | <p>A0 in Conservation Land Management, Geography, Environment and Natural Resource management, Physical Planning, Engineering Surveying, Urban Planning</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good command of GIS;</li> <li>- Extensive knowledge in Land use and Planning ;</li> <li>- Knowledge in Land law and Tenure system;</li> <li>- Excellent organizational skills;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Successful experience in the areas of decision making;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>                                                                                                                                                                                                                                                   | 1             |

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|---------------------|----------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Planner        | Urban Planner                            | <p>A0 in Land Management, Geography, Environment and Natural Resource management, Physical Planning, Engineering Surveying, Urban Planning</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good command of GIS;</li> <li>- Extensive knowledge in Land use and Planning ;</li> <li>- Knowledge in Land law and Tenure system;</li> <li>- Excellent organizational skills;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Successful experience in the areas of decision making;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |
|                     | Land Valuation | Land Valuation Officer                   | <p>A0 in Land Management, Land administration, Land surveying, Land Economics, Property appraisal.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good command of GIS;</li> <li>- Extensive knowledge in Land use and Planning ;</li> <li>- Knowledge in Land law and Tenure system;</li> <li>- Excellent organizational skills;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Successful experience in the areas of decision making;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>                                         | 1             |

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| Administrative Unit | Job Title                 | Title of Job positions linked to the Job   | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Proposed Jobs |
|---------------------|---------------------------|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Monitoring and Evaluation | Land Use Monitoring and Evaluation Officer | <p>A0 in Land Management, Geography, Environment and Natural Resource management, Physical Planning, Engineering Surveying, Urban Planning, Civil Engineering, Rural Engineering.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good command of GIS;</li> <li>- Extensive knowledge in Land use, Planning and valuation ;</li> <li>- Knowledge in Land law and Tenure system;</li> <li>- Excellent organizational skills;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Successful experience in the areas of decision making;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 3             |
|                     |                           | Sub-Total                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 14            |



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| Administrative Unit          | Job Title                | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Proposed Jobs |
|------------------------------|--------------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Geology and Mines Department | Head of Department       | Head of Department of Geology and Mines  | <p>A0 in Geology, Mining and Metallurgy with 7 years working experience with 2 years in a senior position or Masters in Geology, Mining, Metallurgy with 3 years of working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent organizational skills;</li> <li>- Ability to organize, schedule and utilize time well;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |
|                              | Administrative Assistant | Administrative Assistant                 | <p>A1 in Secretarial Studies, Office Management, or AO in Public Administration, Administrative Sciences, Management, Sociology, Social work, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Computer Skills</li> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, and Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1             |
| Sub Total                    |                          |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 2             |

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| Administrative Unit                  | Job Title        | Title of Job positions linked to the Job        | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Proposed Jobs |
|--------------------------------------|------------------|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Mining Technical Operations Division | Division Manager | Division Manager of Mining Technical Operations | <p>A0 in Geology, Mining, Metallurgy with 5 years of working experience including 2 in a senior position or Masters degree in Geology, Mining, Metallurgy with 3 years of working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent organizational skills;</li> <li>- Ability to organize, schedule and utilize time well;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |
| Sub Total                            |                  |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1             |

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| Administrative Unit                       | Job Title        | Title of Job positions linked to the Job              | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Proposed Jobs |
|-------------------------------------------|------------------|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Geological Surveying and Exploration Unit | Director of Unit | Director of Geological Surveying and Exploration Unit | <p>A0 in Geology, mining, Metallurgy, Geosciences, Geophysics, Geography with 3 years of working experience Or Master's Degree or Equivalent in Geology, mining, Metallurgy, Geosciences, Geophysics, Geography with 1 year of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent organizational skills;</li> <li>- Ability to organize, schedule and utilize time well;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities;</li> <li>- Ability to juggle multiple/conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects successfully;</li> <li>- Ability to work under pressure on a variety of projects simultaneously;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator;</li> <li>- Ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |
|                                           | Geologist        | Geologist                                             | <p>A0 in Geology, Earth Sciences</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High analytical and problem solving skills;</li> <li>- Knowledge of petroleum sector;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 5             |

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| Administrative Unit | Job Title    | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Proposed Jobs |
|---------------------|--------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Geophysicist | Geophysicist                             | <p>A0 in Geophysics, Physics, Earth Sciences.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High analytical and problem solving skills;</li> <li>- Knowledge of petroleum sector;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul>                   | 1             |
|                     | Geochemist   | Geochemist                               | <p>A0 in Geology, Chemistry, Geochemistry or in Earth sciences.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High analytical and problem solving skills;</li> <li>- Knowledge of petroleum sector;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul> | 2             |

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|---------------------|-----------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Mining Engineer | Mining Engineer                          | <p>A0 in Mines and Petroleum Studies, Geology, Environmental Sciences and Geotechnical Engineer.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High analytical and problem solving skills;</li> <li>- Knowledge of petroleum sector;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul> | 1             |
|                     | Petrologist     | Petrologist                              | <p>A0 in Geology, Petrography and Mineralogy</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High analytical and problem solving skills;</li> <li>- Knowledge of petroleum sector;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul>                                                     | 1             |
|                     | Technician      | Geology Technician                       | <p>A1 in Geology, and/or appropriate Applied Sciences</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Analytical and problem solving skills;</li> <li>- Knowledge of petroleum sector;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul>                                                                                    | 1             |

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|---------------------|------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Technician | Geophysics Technician                    | A1 in Geology and /or appropriate Applied Sciences<br><u>Key technical skills and knowledge required:</u><br><ul style="list-style-type: none"> <li>- Analytical and problem solving skills;</li> <li>- Knowledge of petroleum sector;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul> | 1             |
|                     | Technician | Petrography Technician                   | A1 in Geology and /or appropriate Applied Sciences<br><u>Key technical skills and knowledge required:</u><br><ul style="list-style-type: none"> <li>- Analytical and problem solving skills;</li> <li>- Knowledge of petroleum sector;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul> | 1             |
|                     | Technician | Geochemistry Technician                  | A1 in Geology and/or appropriate Applied Sciences<br><u>Key technical skills and knowledge required:</u><br><ul style="list-style-type: none"> <li>- Analytical and problem solving skills;</li> <li>- Knowledge of petroleum sector;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul>  | 1             |

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|---------------------|---------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Technician    | Drilling Technician                      | <p>A1 in Geology and/or appropriate Applied Sciences</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Analytical and problem solving skills;</li> <li>- Knowledge of petroleum sector;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul> | 1             |
|                     | Documentalist | Documentalist                            | <p>A0 in Library Information sciences or AI in Office Management, Library Information sciences and Bibliotheconomy</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Strong Documentation skills</li> <li>- General office skills</li> <li>- Excellent IT skills</li> <li>- Conscientious and independent worker</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                 | 1             |
|                     | Seismologist  | Seismologist                             | <p>A0 in Seismology, Earth Sciences</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Analytical and problem solving skills;</li> <li>- Knowledge of petroleum sector;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul>                  | 1             |

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|----------------------------|----------------------------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                            | Seismologist Stations Technician | Seismologist Stations Technician         | <p>A1 in Geology and/or Applied Sciences, Advanced diploma in mining engineering</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> <li>- Analytical and problem solving skills;</li> <li>- Knowledge of petroleum sector;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 1             |
| Sub Total                  |                                  |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 19            |
| Petroleum Exploration Unit | Director of Unit                 | Director of Petroleum Exploration Unit   | <p>A0 in Petroleum Geology, Petroleum Geosciences, Petroleum Geophysics, Petroleum Engineering with 3 years of working experience; Or Master's Degree or Equivalent in Petroleum Geology, Petroleum Geosciences, Petroleum Geophysics, Petroleum Engineering with 1 year of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent organizational skills;</li> <li>- Ability to organize, schedule and utilize time well;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |



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|---------------------|------------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Petroleum Geophysicist | Petroleum Geophysicist                   | <p>A0 in Petroleum Geology, Petroleum Geosciences, Petroleum Geophysics and Petroleum Engineering.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent organizational skills;</li> <li>- Ability to organize, schedule and utilize time well;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities;</li> <li>- Ability to juggle multiple/conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects successfully;</li> <li>- Ability to work under pressure on a variety of projects simultaneously;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Detail oriented and the ability to set priorities and objectives;</li> <li>- Organized, detail oriented, neat and able to meet deadlines;</li> <li>- Ability to work as a team coordinator;</li> <li>- Ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

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|---------------------|----------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Petroleum Geologists | Petroleum Geologist                      | <p>A0 in Petroleum Geology, Petroleum Geosciences, Petroleum Geology and Petroleum Engineering.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent organizational skills;</li> <li>- Ability to organize, schedule and utilize time well;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities;</li> <li>- Ability to juggle multiple/conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects successfully;</li> <li>- Ability to work under pressure on a variety of projects simultaneously;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Detail oriented and the ability to set priorities and objectives;</li> <li>- Organized, detail oriented, neat and able to meet deadlines;</li> <li>- Ability to work as a team coordinator;</li> <li>- Ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

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|---------------------|---------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Petroleum Engineers | Petroleum Engineer                       | <p>A0 in Petroleum Geology, Petroleum Geosciences, Petroleum Geology and Petroleum Engineering, Civil Engineering, Mechanical Engineering, Chemical engineering</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent organizational skills;</li> <li>- Ability to organize, schedule and utilize time well;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities;</li> <li>- Ability to juggle multiple/conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects successfully;</li> <li>- Ability to work under pressure on a variety of projects simultaneously;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Detail oriented and the ability to set priorities and objectives;</li> <li>- Organized, detail oriented, neat and able to meet deadlines;</li> <li>- Ability to work as a team coordinator;</li> <li>- Ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 2             |
| Sub Total           |                     |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 5             |

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|---------------------------------------|------------------|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Mining Regulation and Inspection Unit | Director of Unit | Director of Mining Regulation and Inspection Unit | <p>A0 in Mining Engineering, Geology and Metallurgy, Law with 3 years of working experience; Or Master's Degree or Equivalent in Mining Engineering, Geology and Metallurgy with 1 year of working.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent organizational skills;</li> <li>- Ability to organize, schedule and utilize time well;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities;</li> <li>- Ability to juggle multiple/conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects successfully;</li> <li>- Ability to work under pressure on a variety of projects simultaneously;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Detail oriented and the ability to set priorities and objectives;</li> <li>- Organized, detail oriented, neat and able to meet deadlines;</li> <li>- Ability to work as a team coordinator;</li> <li>- Ability to work and make decisions with minimal supervision;</li> </ul> | 1             |
|                                       | Inspector        | Mine Inspectors                                   | <p>A0 in Mining Engineering, Geology, Geography and Environmental Sciences</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge of government policy on Natural Resources;</li> <li>- Knowledge of the Natural Resources sector policies and issues;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 7             |

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| Administrative Unit | Job Title            | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Proposed Jobs |
|---------------------|----------------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Mining Engineer      | Small and Large Scale Mining Engineer    | <p>A0 in Mining Engineering and Geology</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge of government policy on Natural Resources;</li> <li>- Knowledge of the Natural Resources sector policies and issues;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul>                                                                                                                                                                                   | 2             |
|                     | Mineral Traceability | Mineral Traceability Team Leader         | <p>A0 in Geology, Geography, Project Management, Business Administration or Masters degree in Geology, GIS, Geography, Project Management, Business Administration</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge of Rwanda mining sector</li> <li>- Good knowledge of government policy on Natural Resources;</li> <li>- Knowledge of the Natural Resources sector policies and issues;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul> | 1             |

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| Administrative Unit | Job Title             | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Proposed Jobs |
|---------------------|-----------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Mineral Certification | Mineral Certification Team Leader        | <p>A0 in Mining, Geology, Biological Sciences , Physics, Geography, Economics and Development Economics.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge of government policy on Natural Resources;</li> <li>- Knowledge of the Natural Resources sector policies and issues;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul> | 1             |
|                     | Mineral Certification | Mineral Certification Officer            | <p>A0 in Mining, Geology, Biological Sciences , Physics, Geography,Economics and Development Economics</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge of government policy on Natural Resources;</li> <li>- Knowledge of the Natural Resources sector policies and issues;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul>   | 1             |
| Sub Total           |                       |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 13            |

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| Administrative Unit            | Job Title        | Title of Job positions linked to the Job   | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Proposed Jobs |
|--------------------------------|------------------|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Business Support Services Unit | Director of Unit | Director of Business Support Services Unit | <p>A0 in Mineral Economics, Economics, Geology, Mining Engineering with 3 years working experience or a Master in Mineral Economic, Economics, Geology/ Mining Engineering with 1 year of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent organizational skills;</li> <li>- Ability to organize, schedule and utilize time well;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |
|                                | Economist        | Mining Economist                           | <p>A0 in Mineral Economics, Petroleum Management, Economics, Business Administration</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High analytical and problem solving skills;</li> <li>- Knowledge of petroleum sector;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 1             |

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| Administrative Unit | Job Title                   | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|---------------------|-----------------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Mining Investment Promotion | Mining Investment Promotion Officer      | <p>A0 in Mining, Geology, Economics , Business Administration, Development Studies.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High analytical and problem solving skills;</li> <li>- Knowledge of petroleum sector;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul> | 1             |
|                     | Gemologist                  | Gemologist                               | <p>A0 in Gemology, Mineralogy</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High analytical and problem solving skills;</li> <li>- Knowledge of petroleum sector;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul>                                                       | 1             |
| Sub Total           |                             |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 4             |



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| Administrative Unit                | Job Title            | Title of Job positions linked to the Job       | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|------------------------------------|----------------------|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Mining Cadastre and Licensing Unit | Director of Unit     | Director of Mining Cadastre and Licensing Unit | <p>A0 in Geography, Environmental Sciences, Mining, with 3 years working experience or Masters Degree in Geography, Environmental Sciences, Geomatics, Geoinformatics with 1 year of working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High analytical and problem solving skills;</li> <li>- Knowledge of petroleum sector;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul> | 1             |
|                                    | Registrar of Permits | Registrar of Permits                           | <p>A0 in Law, Geography, Geology</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- good training in GIS.</li> <li>- High analytical and problem solving skills;</li> <li>- Knowledge of petroleum sector;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul>                                                                                                                                       | 2             |

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| Administrative Unit | Job Title             | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|-----------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Licence Database      | Licence Database Officer                 | <p>A0 in Computer Science, Information Technology, Geography, Geomatics, Geoinformatics and Cartography</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of FlexiCadastre Software;</li> <li>- High analytical and problem solving skills;</li> <li>- Knowledge of petroleum sector;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul> | 1             |
|                     | Spatial Data Analysis | Spatial Data Analysis Officer            | <p>A0 in Geography, Geomatics, Geoinformatics, Cartography</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of FlexiCadastre Software;</li> <li>- High analytical and problem solving skills;</li> <li>- Knowledge of petroleum sector;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul>                                              | 1             |
|                     |                       | Sub-Total                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 5             |

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| Administrative Unit                              | Job Title                | Title of Job positions linked to the Job                    | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|--------------------------------------------------|--------------------------|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Integrated Water Resources Management Department | Head of Department       | Head of Department of Integrated Water Resources Management | <p>A0 in Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology, Natural Sciences with 7 years of working experience or 2 years in a senior position or Master's Degree in Water Resource, Natural Resources, Water Resource Planning, Hydrology, environment with 3 years of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in water resources planning and management;</li> <li>- Knowledge in integrated water resources management, water security , water regulations</li> <li>- Strong Leadership skills;</li> <li>- Excellent organizational skills;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Time management skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal</li> </ul> | 1             |
|                                                  | Administrative Assistant | Administrative Assistant                                    | <p>A1 in Secretarial Studies, Office Management, or AO in Public Administration, Administrative Sciences, Law, Social work, and Sociology</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Computer Skills</li> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, and Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 1             |
| Sub Total                                        |                          |                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 2             |

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|-----------------------|------------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Water Regulation Unit | Director of Unit | Director of Water Regulation Unit        | <p>A0 in Natural Sciences, Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology, Ecology and Ecotechnology with 3 years of working experience; Or Master's Degree in Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology, Ecology, Natural Sciences with 1 year of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in water resources planning and management;</li> <li>- Knowledge in Water Law and transboundary water laws ;</li> <li>- Deep knowledge of Rwanda's natural resources policies, laws and regulations;</li> <li>- Strong Leadership skills;</li> <li>- Excellent organizational skills;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Time management skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track</li> </ul> | 1             |
|                       | Water Regulation | Water Regulation Officer                 | <p>A0 in Law, Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology, Ecology and Ecotechnology</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep knowledge of Rwanda's natural resources policies, laws and regulations;</li> <li>- Extensive knowledge in water resources planning, management and regulations;</li> <li>- Knowledge in water laws and institutions;</li> <li>- Excellent organizational skills;</li> <li>- Time management skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 1             |

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|---------------------|----------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Hydrologist          | Hydrologist                              | <p>A0 in Water Resource Management, Agricultural sciences, Hydrology,</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep knowledge of Rwanda's water resources policies, laws and regulations;</li> <li>- Extensive knowledge in water resources planning, management and regulations;</li> <li>- Knowledge in water monitoring systems;</li> <li>- Excellent organizational skills;</li> <li>- Time management skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>                                                                                            | 2             |
|                     | Trans-boundary Water | Trans-boundary Water Officer             | <p>A0 in Natural Sciences, Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology, Ecology and Ecotechnology</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep knowledge of Rwanda's water policies, laws and regulations;</li> <li>- Extensive knowledge in water resources planning, transboundary water issues and regulations;</li> <li>- Knowledge in water laws and ;</li> <li>- Excellent organizational skills;</li> <li>- Time management skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |
| Sub Total           |                      |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 5             |

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|------------------------------------------------|------------------|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Water Resource Monitoring and Development Unit | Director of Unit | Director of Water Resources Monitoring and Development Unit | <p>A0 in Natural Sciences, Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology, with 3 years of working experience; Or Master's Degree in Water Resource Management, Environmental Management and Natural Resources, water accounting, Hydrology, Economy with 1 year of working experience in water sector.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in water resources planning and management;</li> <li>- Knowledge in water laws, water institutions</li> <li>- Deep knowledge of water resources policies, laws and regulations;</li> <li>- Strong Leadership skills;</li> <li>- Excellent organizational skills;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Time management skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> </ul> | 1             |

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|---------------------|----------------------------------------|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Water Resources Monitoring and Network | Water Resources Monitoring and Network Officer | <p>A0 in Natural Sciences, Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology, Ecology and Ecotechnology</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in water resources planning and management;</li> <li>- Knowledge in water monitoring ; hydrological stations</li> <li>- Deep knowledge of Rwanda's water resources policies, laws and regulations;</li> <li>- Strong Leadership skills;</li> <li>- Excellent organizational skills;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Time management skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal supervision;</li> </ul> | 2             |

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|---------------------|-------------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Flood and Drought | Flood and Drought Management officer     | <p>A0 in Natural Sciences, Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology, Ecology and Ecotechnology</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in Disaster prevention and management;</li> <li>- Deep knowledge of Rwanda's natural resources policies, laws and regulations;</li> <li>- Strong Leadership skills;</li> <li>- Excellent organizational skills;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Time management skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |



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|---------------------|-----------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Watershed | Watershed Management officer             | <p>A0 in Natural Sciences, Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology, Geography</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in watershed management;</li> <li>- Deep knowledge of Rwanda's natural resources policies, laws and regulations;</li> <li>- Knowledge of water resources law;</li> <li>- Leadership skills;</li> <li>- Excellent organizational skills;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Time management skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal</li> </ul> | 5             |

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|---------------------|------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Water Harvesting | Water Harvesting Officer                 | <p>A0 in Natural Sciences, Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in water harvesting management;</li> <li>- knowledge of Rwanda's water policies, rainwater strategies, laws and regulations;</li> <li>- Knowledge of water permit systems;</li> <li>- Excellent organizational skills;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Time management skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal supervision;</li> </ul> | 2             |

| Administrative Unit | Job Title   | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Proposed Jobs |
|---------------------|-------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Hydrometres | Hydrometres Technician                   | <p>A1 in Natural Sciences, Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology,</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in hydrometrics;</li> <li>- Deep knowledge of Rwanda's natural resources policies, laws and regulations;</li> <li>- Knowledge of water permit systems;</li> <li>- Excellent organizational skills;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Time management skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

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| Administrative Unit | Job Title      | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Proposed Jobs |
|---------------------|----------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Dam Monitoring | Dam Monitoring Officer                   | <p>A0 in Natural Sciences, Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology, Ecology and Ecotechnology with 3 years of working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in water resources planning and management;</li> <li>- Deep knowledge of Rwanda's natural resources policies, laws and regulations;</li> <li>- Knowledge of Environmental law;</li> <li>- Excellent organizational skills;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Time management skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal supervision;</li> </ul> | 1             |

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| Administrative Unit | Job Title    | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|---------------------|--------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Ground Water | Ground water Officer                     | <p>A0 in Natural Sciences, Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in water resources planning and management;</li> <li>- Deep knowledge of Rwanda's natural resources policies, laws and regulations;</li> <li>- Knowledge of Environmental law;</li> <li>- Excellent organizational skills;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Time management skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

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| Administrative Unit | Job Title     | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|---------------------|---------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Water Quality | Water Quality management Officer         | <p>A0 in Natural Sciences, Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in water resources planning and management;</li> <li>- Deep knowledge of Rwanda's natural resources policies, laws and regulations;</li> <li>- Knowledge of Environmental law;</li> <li>- Excellent organizational skills;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Time management skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal supervision;</li> <li>- <u>Fluent in Kinyarwanda. English and/ or French: knowledge of all is an advantage.</u></li> </ul> | 1             |
|                     |               | Sub-Total                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 15            |

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| Administrative Unit                         | Job Title                | Title of Job positions linked to the Job               | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Proposed Jobs |
|---------------------------------------------|--------------------------|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Forestry and Nature Conservation Department | Head of Department       | Head of Department of Forestry and Nature Conservation | <p>Master's Degree or Equivalent in Forestry, Agriculture, Biodiversity Conservation, Environmental and Natural Resources Management with 5 years of working experience and with at least 2 years in a senior position.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> <li>- Extensive knowledge in Nature conservation</li> <li>- Good experience in forestry research and extension, forest management, forest resource conservation and environmental protection</li> <li>- Extensive knowledge and understanding of the Natural Resources Management</li> <li>- Good knowledge of Forestry Governance;</li> <li>- High analytical skills;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul> | 1             |
|                                             | Administrative Assistant | Administrative Assistant                               | <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 &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Computer Skills</li> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, and Interpersonal Skills;</li> <li>- Computer knowledge (Word Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                        | 1             |
| Sub Total                                   |                          |                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 2             |

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| Administrative Unit    | Job Title         | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|------------------------|-------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Forest Management Unit | Director of Unit  | Director of Forest Management Unit       | <p>Master of Science degree in forestry, Nature or Biodiversity Conservation, Natural resource management or Environmental Economics; Or A0 in forestry with 3 year of working experience in Forestry Management</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Natural Resources Management</li> <li>- Knowledge of the Natural Resources sector policies and issues;</li> <li>- Extensive knowledge of Forestry management;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and French; Knowledge of all is an advantage.</li> </ul>      | 1             |
|                        | Forest Plantation | Forest Plantation Officer                | <p>A0 in forestry, Agroforestry or Environmental sciences</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge of forest site reconnaissance(climate, soil type, topography, vegetation etc.) and capability to advise beneficiaries on these site parameters</li> <li>- Good skills in forestry plantation site selection</li> <li>- Ability to make the most optimum forestry species selection</li> <li>- Capacity to lead and advise on forest planting site preparation works</li> <li>- Capacity to advise on the best timing for planting</li> <li>- Capacity to lead the planting activities;</li> <li>- Capacity to monitor the growth of the planted trees</li> <li>- Ability to lead the follow up on the growth of the planted trees.</li> <li>- Computer literate;</li> <li>- High presentation and reporting skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul> | 1             |



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|---------------------|------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Forest Licensing | Forest Licensing Officer                 | <p>A0 in forestry, Environmental sciences, Agriculture economics or Rural Development</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Capacity to give guidance to the procurement department on the sales of the standing volume in public forests;</li> <li>- Ability to assess the monetary value of forestry products;</li> <li>- Capacity to elaborate different forestry licenses of forestry products;</li> <li>- Capacity to elaborate forestry products export licenses;</li> <li>- Capacity to understand and apply forestry laws and regulations.</li> <li>- Capacity to understand forest business plans.</li> <li>- Capacity to keep good records of issued documents.</li> <li>- Computer literate;</li> <li>- High presentation and reporting skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul>                                                                                              | 1             |
|                     | Biomass Energy   | Biomass Energy Officer                   | <p>A0 in Forestry, Agroforestry, Agriculture Economics, Rural Development, Environmental Sciences</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of biomass energy technologies and renewable energy and low carbon strategy</li> <li>- Capacity to analyze forestry and energy policy, and formulate activities related to biomass energy gap alleviation;</li> <li>- Assist in coordination and communication between different stakeholders; including dissemination of information on biomass energy use and management.</li> <li>- Ability to prepare field monitoring activities and ensure proper records in the Forestry monitoring system.</li> <li>- Capacity to check consistency of internal and external information sources relating to biomass energy.</li> <li>- Computer literate;</li> <li>- High presentation and reporting skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul> | 1             |

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| Administrative Unit | Job Title      | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Proposed Jobs |
|---------------------|----------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Agro-forestry  | Agro-forestry Officer                    | <p>A0 in Forestry , Agriculture, Agroforestry; or Environmental Sciences</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extent of knowledge and expertise in agroforestry</li> <li>- Extensive knowledge and understanding of Land Management principles and practices</li> <li>- Knowledge of the land use policies</li> <li>- Better understanding of agriculture and forestry interface;</li> <li>- High analytical skills;</li> <li>- Computer literate;</li> <li>- High presentation and reporting skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul>                                                                                                                                                                                                                                         | 1             |
|                     | Urban forestry | Urban forestry Officer                   | <p>A0 in Forestry, Urban Environment, Urban Planning, Nature Conservation, or Horticulture.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and expertise in Urban Forestry and beautification of cities;</li> <li>- Good knowledge in the ornamental seedlings and saplings production;</li> <li>- Capacity to develop, operate, maintain and design beautification of urban parks and recreation facilities;</li> <li>- Knowledge of the hazards and safety practices common in urban trees preservation programs;</li> <li>- Knowledge in operating and maintenance of forest machinery;</li> <li>- Enough skills in riparian buffer management;</li> <li>- Computer literate;</li> <li>- High presentation and reporting skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul> | 1             |

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| Administrative Unit | Job Title                         | Title of Job positions linked to the Job  | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Proposed Jobs |
|---------------------|-----------------------------------|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Forest Industry and Carbon Market | Forest Industry and Carbon Market Officer | <p>A0 in Forestry, Agroforestry, Nature or Biodiversity Conservation, or Environmental Sciences</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extent of knowledge and expertise in Forestry in general</li> <li>- Extensive knowledge and understanding of the Rwandan Natural Resources Management</li> <li>- Good knowledge of Forestry management government policy and natural resources conservation in general</li> <li>- Knowledge of the Natural Resources sector policies and issues;</li> <li>- High analytical skills;</li> <li>- Computer literate;</li> <li>- High presentation and reporting skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage</li> </ul>                                                                                             | 1             |
|                     | Economist                         | Forest Economist                          | <p>A0 in Economics, Agriculture economics, Forestry, or Environmental Economics</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and expertise in Urban Forestry;</li> <li>- Good knowledge in the ornamental seedlings and saplings production;</li> <li>- Capacity to develop, operate, maintain and design beautification of urban parks and recreation facilities;</li> <li>- Knowledge of the hazards and safety practices common in urban trees preservation programs;</li> <li>- Knowledge in operating and maintenance of forest machinery;</li> <li>- Enough skills in riparian buffer management;</li> <li>- Computer literate;</li> <li>- High presentation and reporting skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul> | 1             |
| Sub Total           |                                   |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 8             |

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| Administrative Unit                   | Job Title        | Title of Job positions linked to the Job          | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Proposed Jobs |
|---------------------------------------|------------------|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Forest Inspection and Monitoring Unit | Director of Unit | Director of Forest Inspection and Monitoring Unit | <p>Master'S Degree in Forestry, Nature or Biodiversity Conservation, Natural Resource Management, Environment Sciences, Law; Or A0 in Forestry with 3 years of working experience in Forest Inspection and Protection;</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Natural Resources Management</li> <li>- Knowledge of the Natural Resources sector policies and issues;</li> <li>- Extensive knowledge of Forestry management;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and French; Knowledge of all is an advantage.</li> </ul> | 1             |

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| Administrative Unit | Job Title                        | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Proposed Jobs |
|---------------------|----------------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Forest Inventory and Mapping     | Forest Inventory and Mapping Officer     | <p>A0 in Forestry, Nature or Biodiversity Conservation, Geography or Cartography</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge of forestry and or forests' dynamic</li> <li>- Good knowledge in forestry survey, biometrics and statistical knowledge and skills</li> <li>- Technical ability in relational databases, GIS, forest records systems and statistics.</li> <li>- Ability to assess inventory conditions as it relates to forest business options</li> <li>- Knowledge and understanding of cruising/sampling; GIS technology and tools, GPS and other spatial technologies</li> <li>- Ability to leverage the inventory and associated technologies to support other individuals and teams in achieving improved business results</li> <li>- Understanding and knowledge of:</li> <li>- Inventory variables such as stand tables, diameter distributions, log-stock tables, taper, growth, merchandising</li> <li>- Computer literacy and a good command of GIS software's</li> <li>- Excellent verbal and written communication skills.</li> <li>- High organisational and analytical skills;</li> <li>- High presentation and reporting skills;</li> </ul> | 2             |
|                     | Forest Inspection and Monitoring | Forest Inspection and Monitoring Officer | <p>A0 in Forestry, Agroforestry, Nature or Biodiversity Conservation, Law, Geography or Environmental Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Forest inspection and Monitoring</li> <li>- Extensive knowledge in forestry research, forest management, forest resource conservation and environmental protection</li> <li>- Multicultural working environment skills</li> <li>- Planning and organisation skills</li> <li>- Communication, reporting and writing skills</li> <li>- Interpersonal and team working skills</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 5             |

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| Administrative Unit | Job Title   | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed Jobs |
|---------------------|-------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Pathologist | Forest Pathologist                       | <p>A0 in Forestry, Nature or Biodiversity Conservation, Agriculture, Crop Sciences, Entomology, Plant protection; or other Environmental Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowldge in Nature conservation</li> <li>- Extensive knowldge in forestry research, forest management,forest resource conservation and environmental protection</li> <li>- Extensive knowledge and understanding of the Rwandan Natural Resources Management</li> <li>- Good knowledge of Forestry management government policy;</li> <li>- Knowledge of the Natural Resources sector policies and issues;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul> | 1             |
| Sub Total           |             |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 9             |

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| Administrative Unit                             | Job Title        | Title of Job positions linked to the Job                    | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Proposed Jobs |
|-------------------------------------------------|------------------|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Extension and Natural Ecosystem Management Unit | Director of Unit | Director of Extension and Natural Ecosystem Management Unit | <p>A0 in Forestry, Nature or Biodiversity Conservation, Agriculture, Natural Resource Management or Environmental Sciences Or A0 in Forestry with 3 years of working experience in Forest Ecosystems Management</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Natural Resources Management in Rwandan context</li> <li>- Knowledge of the Natural Resources sector policies and issues;</li> <li>- Extensive knowledge of Forestry ecosystem management;</li> <li>- Forestry research and Extension skills</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul> | 1             |

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| Administrative Unit | Job Title           | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Proposed Jobs |
|---------------------|---------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Forest Extensionist | Forest Extensionist                      | <p>A0 in Forestry, Agroforestry; Agriculture Extension, Environmental Sciences or Extension</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good skills in planning and implementing programs</li> <li>- Keen interest and knowledge of forestry and natural resources</li> <li>- Capacity to work with the local people</li> <li>- Good communication, interpersonal and team work skills.</li> <li>- Possession of persuasive abilities</li> <li>- Good and careful speaking or behavior in the community.</li> <li>- Being vibrant, convincing, leading in conversation.</li> <li>- Capacity to help the people improve the quality of their lives</li> <li>- Good understanding the Rwanda socio-economic and cultural system</li> <li>- Enjoying working outdoors.</li> <li>- Computer literate;</li> <li>- High presentation and reporting skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul> | 5             |
|                     | Sylviculture        | Sylviculture Officer                     | <p>A0 in forestry, Agroforestry, Agriculture, Environmental Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High skills in Botany, Ecology, Genetics, and plant breeding;</li> <li>- Good knowledge of forestry regeneration practices both natural and artificial</li> <li>- Capacity to assess tree planting material provenance and genotype.</li> <li>- Good knowledge of the different forest tending techniques like enrichment planting, weeding, clearing, thinning, pruning and forest care.</li> <li>- Computer literate;</li> <li>- High presentation and reporting skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul>                                                                                                                                                                                                                                                        | 1             |



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| Administrative Unit | Job Title                                 | Title of Job positions linked to the Job          | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Proposed Jobs |
|---------------------|-------------------------------------------|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Natural Forestry and Ecosystem Management | Natural Forestry and Ecosystem Management Officer | <p>A0 in Forestry, Biology, Biodiversity Conservation, Nature Conservation, Environmental Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High skills in Botany, Ecology, Genetics, and plant breeding;</li> <li>- Good knowledge of natural forest regeneration practices</li> <li>- Capacity to assess tree planting material provenance and genotype.</li> <li>- Good knowledge of the different forest tending techniques like enrichment planting.</li> <li>- Computer literate;</li> <li>- High presentation and reporting skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul>              | 1             |
|                     | Biodiversity and Nature Conservation      | Biodiversity and Nature Conservation Officer      | <p>A0 in Forestry, Biology or Biodiversity and Nature Conservation, Environmental Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High skills in Botany, Ecology, Nature conservation, Genetics, and plant breeding;</li> <li>- Good knowledge of natural forest regeneration practices</li> <li>- Capacity to assess tree planting material provenance and genotype.</li> <li>- Good knowledge of the different forest tending techniques like enrichment planting.</li> <li>- Computer literate;</li> <li>- High presentation and reporting skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul> | 1             |

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| Administrative Unit | Job Title                 | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|---------------------|---------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Non-Timber Forest Product | Non-Timber Forest Product Officer        | <p>A0 in Forestry, Biology, Biodiversity and Nature Conservation, Environmental Economics, Rural Development</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- knowledge of monitoring existing forestry practices;</li> <li>- Forest production skills</li> <li>- Communication, reporting and writing skills</li> <li>- Interpersonal and team working skills</li> <li>- Understanding Rwanda's environment system</li> <li>- Computer literate;</li> <li>- High presentation and reporting skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul>                                                                                                                                                                                                                               | 1             |
| Sub Total           |                           |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 10            |
| Forestry Seed Unit  | Director of Unit          | Director of Forestry Seed Unit           | <p>Master of Science degree in Forestry, Crop Breeding, Natural Resource Management or Environmental Sciences; Or A0 in forestry with 3 year of working experience in Forest tree seed production and handling or in crop breeding</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Natural Resources Management in Rwandan context</li> <li>- Knowledge of the Natural Resources sector policies and issues;</li> <li>- Extensive knowledge of Forestry seeds and seedlings management, tree breeding;</li> <li>- Forestry research and tree seed technology</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> </ul> | 1             |

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| Administrative Unit | Job Title    | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|---------------------|--------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Accountant   | Accountant                               | <p>A0 in Accounting, Finance, Management with specialization in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA, etc)</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software(SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Knowledge to analyse complex financial information &amp; Produce reports</li> <li>- Deep understanding of financial accounts;</li> <li>- High Analytical Skills</li> <li>- Interpersonal skills;</li> <li>- Time management Skills</li> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Cashier      | Cashier                                  | <p>A2 in Accounting, Commerce</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- knowledge in financial business;</li> <li>- Knowledge of operating cash register and maintaining cash drawer;</li> <li>- Proven knowledge of processing exact and efficient sale and return transactions;</li> <li>- Planning skills;</li> <li>- Communication skills.</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and/or French. i</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                          | 1             |
|                     | Store Keeper | Store Keeper                             | <p>A1 in Management, Office management, Public Administration,Administrative Sciences,</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- some knowldge of Store keeping</li> <li>- Management skills</li> <li>- Excellent IT Skills</li> <li>- Good organization skills</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 1             |

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| Administrative Unit | Job Title                            | Title of Job positions linked to the Job     | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Proposed Jobs |
|---------------------|--------------------------------------|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Seed Laboratory                      | Seed Laboratory officer                      | <p>A0 in forestry, Agroforestry, Biology, or Crop Laboratory sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Research skills</li> <li>- Laboratory skills</li> <li>- knowldge in international standards of environment.</li> <li>- Planning and organisation skills</li> <li>- Communication, reporting and writing skills</li> <li>- Interpersonal and team working skills</li> <li>- Spoken and written English and Swahili skills</li> <li>- Understanding Rwanda's environment system</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Seed Production                      | Seed Production Officer                      | <p>A0 in Forestry, Agroforestry, Biology &amp; Botany, Crop sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive Knowledge in Seed Production and handling</li> <li>- Research skills</li> <li>- knowldge in seed standards.</li> <li>- Communication, reporting and writing skills</li> <li>- Interpersonal and team working skills</li> <li>- Understanding Rwanda's environment system</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                             | 3             |
|                     | Seed Stands and Orchards Maintenance | Seed Stands and Orchards Maintenance Officer | <p>A0 in Forestry, Agroforestry, Biology &amp; Botany, Crop sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive Knowledge in Seed Production and handling</li> <li>- Research skills</li> <li>- knowldge in seed standards.</li> <li>- Communication, reporting and writing skills</li> <li>- Interpersonal and team working skills</li> <li>- Understanding Rwanda's environment system</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                             | 3             |

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| Administrative Unit         | Job Title        | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|-----------------------------|------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                             | Driver           | Driver                                   | <p>Certificate (A2), Driving License B and D with Mechanical certificate</p> <p><u>Key Technical Skills and Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Team work spirit;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1             |
|                             |                  | Sub-Total                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 12            |
| CORPORATE SERVICES DIVISION | Division Manager | Corporate Services Division Manager      | <p>A0 in Economics, Management, Business Administration, Public Administration, Administrative Sciences, Strategic Management, Public Finance or Accounting with 5 years of working experience or 2 years in a senior position; or Master's Degree in Economics, Management, Business Administration, Public Administration, Administrative Sciences, Strategic Management, Public Finance or Accounting with 3 years of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Human Resources Policy and procedures;</li> <li>- Knowledge of Accounting principles and practices and financial data reporting.</li> <li>- Knowledge of Rwanda Public Servant &amp; Labour laws and Financial Law;</li> <li>- Knowledge of Electronic equipment and computer hardware and software;</li> <li>- Leadership skills;</li> <li>- Coordination, Planning &amp; Organizational Skills;</li> <li>- Interpersonal Skills;</li> <li>- Effective Communication Skills;</li> <li>- Judgment and Decision Making Skills;</li> <li>- Complex Problem Solving;</li> <li>- Negotiation Skills;</li> <li>- Time Management Skills;</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

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| Administrative Unit | Job Title      | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|----------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Procurement    | Procurement Officer                      | <p>A0 in Procurement, Management, Public Finance, Economics, Law, Accounting</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High Analytical Skills;</li> <li>- Negotiation Skills;</li> <li>- Knowledge of basic business and purchasing practices;</li> <li>- Excellent Communication Skills;</li> <li>- Knowledge of state contracting laws, regulations and procedures;</li> <li>- Knowledge of grades, qualities, supply and price trends of commodities;</li> <li>- Time Management Skills;</li> <li>- Decision making Skills;</li> <li>- Computer Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .</li> </ul> | 2             |
|                     | Fiscal Revenue | Fiscal Revenue Officer                   | <p>A0 Accounting, Public Finance, Management specialized in Accounting or Finance.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both oral and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Good IT skills</li> <li>- Presentation skills</li> <li>- Creativity &amp; Initiative</li> <li>- Ability to prioritize and plan effectively</li> <li>- Team work;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                   | 1             |

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| Administrative Unit | Job Title              | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Proposed Jobs |
|---------------------|------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Administrative Liaison | Administrative Liaison Officer           | <p>A1 in Secretarial Studies, Office Management, or A0 in Public Administration, Administrative Sciences, Management, Law, Sociology, and social work</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Computer Skills</li> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, and Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                       | 1             |
| Sub Total           |                        |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 5             |
| Finance Unit        | Director of Unit       | Director of Finance Unit                 | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA, IPSAS, IFRS) or Bachelor's degree in Accounting, Public Finance, Finance, or Mngement with specialisation in Finance with at least 3 years working experience</p> <p><u>Key Technical skills and knowledge required</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills</li> <li>- Knowledge of Rwanda's financial management standards and procedures;</li> <li>- Knowledge of Accounting principles and practices and financial data reporting.</li> <li>- Knowledge of Rwanda Public Financial Law;</li> <li>- Leadership and management skills;</li> <li>- Planning and organisational, Budgeting skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software (SMART IFMIS);</li> <li>- Time management Skills</li> <li>- Interviewing Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Proble solving;</li> <li>- Fluent in Kinvarwanda. English and/ or French:</li> </ul> | 1             |

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| Administrative Unit | Job Title  | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Proposed Jobs |
|---------------------|------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Accountant | Accountant                               | <p>A0 in Accounting, Finance, Management with specialization in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA, IPSAS, IFRS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both oral and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Good IT skills</li> <li>- Presentation skills</li> <li>- Creativity &amp; Initiative</li> <li>- Ability to prioritize and plan effectively</li> <li>- Team work;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                          | 2             |
|                     | Budget     | Budget Officer                           | <p>A0 in Finance, Accounting, Management and Economics</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Deep understanding of financial accounts;</li> <li>- High Analytical Skills</li> <li>- Interpersonal skills;</li> <li>- Time management Skills</li> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |



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| Administrative Unit                     | Job Title        | Title of Job positions linked to the Job       | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Proposed Jobs |
|-----------------------------------------|------------------|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                                         | Secretary        | Secretary to Finance Unit                      | <p>A2 in Secretarial Studies,Accounting, Office Management, or A1 in Public Administration, Administrative Sciences, Management, Sociology, Social work, Law</p> <p><u>Key Technical Skills and Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                    | 1             |
| Sub Total                               |                  |                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 5             |
| Human Resources and Administration Unit | Director of Unit | Director of Human Resources and Administration | <p>A0 in HR Management, Management with Specialization in Human Resource, Public Administration,Administrative Sciences,with 3 years of working experience or Master's Degree in HR Management, Management with Specialization in Human Resource,Administrative Sciences, Public Administration with 1 year of working experience.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep knowledge of Rwandan public service and labor law;</li> <li>- Knowledge in Confilct Management;</li> <li>- Knowledge of the regulations applying to payroll procedures;</li> <li>- Knowledge of human resources concepts, practices,policies, and procedures;</li> <li>- Problem Solving Skills;</li> <li>- Computer Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Interview Skills;</li> <li>- High analytical Skills;</li> <li>- Teamworking Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

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| Administrative Unit | Job Title      | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed Jobs |
|---------------------|----------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Human Resource | HR Officer                               | <p>A0 in Human Resource Management, Management, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources;</li> <li>- Knowledge in the Development of Human Resources Policies and procedures</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 2             |
|                     | Customer Care  | Customer Care Officer                    | <p>A0 in Communication, International Relations, Linguistics and Literature, Journalism</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent interpersonal skills;</li> <li>- Knowledge in Customer care satisfaction;</li> <li>- Knowledge in Hospitality management;</li> <li>- Public speaking skills;</li> <li>- Time management skills;</li> <li>- Organizational skills;</li> <li>- Excellent communication skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and/or French. knowledge of all is an advantage.</li> </ul>                                                                                                                                                                                                                                                                                                              | 1             |

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| Administrative Unit | Job Title    | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Proposed Jobs |
|---------------------|--------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Logistics    | Logistics Officer                        | <p>A0 in Store Management, Management, Accounting, Economics, Administrative Sciences, Public Administration, Finance</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both oral and in writing</li> <li>- Excellent interpersonnal skills</li> <li>- Good IT skills</li> <li>- Presentation skills</li> <li>- Creativity &amp; Initiative</li> <li>- Ability to prioritize and plan effectively</li> <li>- Team work;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 2             |
|                     | Store Keeper | Store Keeper                             | <p>A1 in Store Management, Management, Economics, Administrative Sciences, Public Administration</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both oral and in writing</li> <li>- Excellent interpersonnal skills</li> <li>- Good IT skills</li> <li>- Presentation skills</li> <li>- Creativity &amp; Initiative</li> <li>- Ability to prioritize and plan effectively</li> <li>- Team work;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                      | 1             |

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| Administrative Unit | Job Title | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Proposed Jobs |
|---------------------|-----------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Secretary | Head of Central Secretariat              | <p>A1 in Secretariat Studies, Office Management, Library and Information Science with 2 years of working experience or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law, Library and Information Science</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Secretary | Secretary in Central Secretariat         | <p>A2 in Secretarial Studies, Office Management, or A1 in Public Administration, Administrative Sciences, Management, Sociology, Social work, Law</p> <p><u>Key Technical Skills and Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                       | 2             |
|                     |           | Sub-Total                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 10            |

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|---------------------------------------------------|------------------|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Management Information System and IT Support Unit | Director of Unit | Director of Management Information System and IT Support Unit | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 3 years of working experience and Certifications in A+, N+; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage or Master's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 1 year of working experience in ICT .</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's justice ICT Policies and Strategies as well as National ICT Policy;</li> <li>- Deep Understanding of information technology and telecommunications;</li> <li>- Capacity to research and analyze technology problems, issues, and program requirements.</li> <li>- Knowledge of computer hardware/software technologies.</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills a</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

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|---------------------|------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Flexi Cadastre Systems | Flexi Cadastre Systems Officer           | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering.</p> <p><u>Key Technical Skills and Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Basic knowledge in Geographical Information System(GIS) as applied in any organization Information system(s)</li> <li>- Required Certification in MCTs (.NET) or Java Programming or visual studio,PHP and LAMP/WAMP;</li> <li>- Certification in Typo 3 (CMS), Java Programming, MySQL/ SQL server, PostgreSQL, and Oracle</li> <li>- Basic Network troubleshooting</li> <li>- Hands on development with C, C++, ASP.Net/C#. HTML, Active Server Pages, JavaScript J2EE, Servlets, Struts, spring and Hibernate</li> <li>- Open source technologies skills</li> <li>- Knowledge of web server infrastructure</li> <li>- Knowledge of Server environments (window, linux, unix)</li> <li>- Ability to work in a team</li> <li>- Analytical/technical mindset</li> <li>- Interpersonal communication skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

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|---------------------|-------------------------------------|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Hydro Management Information System | Hydro Management Information System Officer | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Basic knowledge in Geographical Information System(GIS) as applied in any organization Information system(s);</li> <li>- Certification in MCTs (.NET) or Java Programming or visual studio, PHP and LAMP/WAMP; Certification in Typo 3 (CMS), Java Programming, MySQL/ SQL server, PostgreSQL, and Oracle</li> <li>- Basic Network troubleshooting</li> <li>- Basic knowledge of Water and administrative management aspects</li> <li>- Basic knowledge of Geographical Information Systems(GIS)</li> <li>- Hands on development with C, C++, ASP.Net/C#. HTML, Active Server Pages, JavaScript J2EE, Servlets, Struts, spring and Hibernate</li> <li>- Open source technologies skills</li> <li>- Knowledge of web server infrastructure</li> <li>- Knowledge of Server environments (window, linux, unix)</li> <li>- Ability to work in a team</li> <li>- Analytical/technical mindset</li> <li>- Interpersonal communication skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

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|---------------------|---------------------------------------------------|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Land Administration Management Information System | Land Administration Management Information System Officer | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management, Electronics and Telecommunication Engineering.</p> <p><u>Key Technical skills and knowledge required</u></p> <ul style="list-style-type: none"> <li>- Basic knowledge in Geographical Information System(GIS) as applied in any organization Information system(s);</li> <li>- Required Certification in MCTs (.NET) or Java Programming or visual studio, PHP and LAMP/WAMP;</li> <li>- Certification in Typo 3 (CMS), Java Programming, MySQL/ SQL server, PostgreSQL, and Oracle</li> <li>- Basic Network troubleshooting</li> <li>- Basic knowledge of Land and administrative management aspects</li> <li>- Basic knowledge of Geographical Information Systems(GIS)</li> <li>- Hands on development with C, C++, ASP.Net/C#. HTML, Active Server Pages, JavaScript J2EE,</li> <li>- Servlets, Struts, spring and Hibernate</li> <li>- Open source technologies skills</li> <li>- Knowledge of web server infrastructure</li> <li>- Knowledge of Server environments (window, linux, unix)</li> <li>- Ability to work in a team</li> <li>- Analytical/technical mindset</li> <li>- Interpersonal communication skills;</li> </ul> | 1             |



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| Administrative Unit | Job Title                              | Title of Job positions linked to the Job       | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Proposed Jobs |
|---------------------|----------------------------------------|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Forestry Management Information System | Forestry Management Information System Officer | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering.</p> <p><u>Key Technical skills and knowledge required</u></p> <ul style="list-style-type: none"> <li>- Basic knowledge in Geographical Information System(GIS) as applied in any organization Information system(s)</li> <li>- Required Certification in MCTs (.NET) or Java Programming or visual studio, PHP and LAMP/WAMP;</li> <li>- Certification in Typo 3 (CMS), Java Programming, MySQL/ SQL server, PostgreSQL, and Oracle</li> <li>- Basic Network troubleshooting</li> <li>- Basic knowledge of Forestry management aspects</li> <li>- Hands on development with C, C++, ASP.Net/C#. HTML, Active Server Pages, JavaScript J2EE, Servlets, Struts, spring and Hibernate</li> <li>- Open source technologies skills</li> <li>- Knowledge of web server infrastructure</li> <li>- Knowledge of Server environments (window, linux, unix)</li> <li>- Ability to work in a team</li> <li>- Analytical/technical mindset</li> </ul>                                    | 1             |
|                     | Software Development                   | Software Development Engineer                  | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering.</p> <p><u>Key Technical skills and knowledge required</u></p> <ul style="list-style-type: none"> <li>- Certification in MCTs (.NET) or Java Programming or visual studio, PHP and LAMP/WAMP;</li> <li>- Certification in Typo 3 (CMS), Java Programming, MySQL/ SQL server, PostgreSQL, and Oracle</li> <li>- Basic Network troubleshootin</li> <li>- Basic knowledge in Geographical Information System(GIS) as applied in any</li> <li>- Hands on development with C, C++, ASP.Net/C#. HTML, Active Server Pages, JavaScript J2EE, Servlets, Struts, spring and Hibernate</li> <li>- Open source technologies skills</li> <li>- Knowledge of web server infrastructure</li> <li>- Knowledge of Server environments (window, linux, unix)</li> <li>- Ability to work in a team</li> <li>- Analytical/technical mindset</li> <li>- Interpersonal communication skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 2             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit | Job Title            | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Proposed Jobs |
|---------------------|----------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | IT Business Analysis | IT Business Analysis Officer             | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering.</p> <p><u>Key Technical skills and knowledge required</u></p> <ul style="list-style-type: none"> <li>- Basic knowledge in Geographical Information System(GIS);</li> <li>- Certification in MCTs (.NET) or Java Programming or visual studio, PHP and LAMP/WAMP;</li> <li>- Certification in Typo 3 (CMS), Java Programming, MySQL/ SQL server, PostgreSQL, and Oracle</li> <li>- Basic Network troubleshooting</li> <li>- Basic knowledge of Land and administrative management aspects</li> <li>- Hands on development with C, C++, ASP.Net/C#. HTML, Active Server Pages, JavaScript J2EE,</li> <li>- Excellent analytical, mathematical, and creative problem-solving skills.</li> <li>- Excellent understanding of the organization's goals and objectives.</li> <li>- Excellent listening, interpersonal, written, and oral communication skills.</li> <li>- Logical and efficient, with keen attention to details.</li> <li>- Highly self-motivated and directed.</li> <li>- Ability to effectively prioritize and execute tasks while under pressure.</li> <li>- Strong customer service orientation.</li> <li>- Communicates effectively with clients to identify needs and evaluate alternative business solutions with project management</li> </ul> | 1             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit | Job Title           | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Proposed Jobs |
|---------------------|---------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Network and Systems | Network and Systems Administrator        | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, 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><u>Key Technical skills and knowledge required</u></p> <ul style="list-style-type: none"> <li>- Certification in A+, N+, Linus+ and MCITP or MCSE, MCSA, CCNA and Server;</li> <li>- Knowledge in network equipment debugging technology, hacker attack and defense technology and bandwidth management;</li> <li>- Excellent analytical, mathematical, and creative problem-solving skills;</li> <li>- Excellent understanding of the organization's goals and objectives;</li> <li>- Excellent listening, interpersonal, written, and oral communication skills;</li> <li>- Logical and efficient, with keen attention to details;</li> <li>- Highly self-motivated and directed;</li> <li>- Ability to effectively prioritize and execute tasks while under pressure;</li> <li>- Strong customer service orientation;</li> <li>- Communicates effectively with clients to identify needs and evaluate alternative business solutions with project management;</li> </ul> | 2             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit | Job Title  | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|---------------------|------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | IT Support | IT Support Officer                       | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, 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><u>Key Technical skills and knowledge required</u></p> <ul style="list-style-type: none"> <li>- Certification in A+, N+, Linux+ and MCITP or MCSE, MCSA</li> <li>- Certifications in A+, N+, CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP;</li> <li>- Proficiency in basic computer network theory to correct the rational design of planning a network environment, network management platform design</li> <li>- Knowledge in network equipment debugging technology, hacker attack and defense technology, bandwidth management.</li> <li>- Good command of oral language skills and writing ability, interpersonal communication skills and ability to work with others under pressure and solve problems</li> <li>- Ability to work in a team</li> <li>- Analytical/technical mindset</li> <li>- Interpersonal communication skills;</li> </ul> | 2             |
|                     |            | Sub-Total                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 12            |
|                     |            | Total                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 209           |

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Kigali, ku wa 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakoziba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika :**

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

**Seen to be annexed to Prime Minister's Order n° 80/03 of 27/2/2015 determining Organizational Structure, salaries and fringe benefits of Rwanda Natural Resources Authority (RNRA) employees**

Kigali, on 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Prime Minister

(sé)  
**UWIZEYE Judith**  
Minister of Public Service and Labor

**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° 80/03 du 27/2/2015 déterminant la Structure Organisationnelle, les salaires et autres avantages accordés aux personnels de l'Office Rwandais des Ressources Naturelles (RNRA)**

Kigali, le 27/2/2015

(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  
MINISITIRI W'INTEBE No 80/03 RYO KU WA  
27/2/2015 RISHYIRAHU IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI B'IKIGO  
GISHINZWE UMUTUNGO KAMERE MU  
RWANDA (RNRA)

ANNEX III TO PRIME MINISTER'S ORDER  
No 80/03 OF 27/2/2015 DETERMINING The  
ORGANIZATIONAL STRUCTURE, SALARIES  
AND FRINGE BENEFITS OF RWANDA  
NATURAL RESOURCES AUTHORITY (RNRA)  
EMPLOYEES

ANNEXE III DE L'ARRETE DU PREMIER  
MINISTRE N° 80/03 DU 27/2/2015  
DETERMINANT LA STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AUTRES AVANTAGES ACCORDES AU  
PERSONNEL DE L'OFFICE RWANDAIS DES  
RESSOURCES NATURELLES (RNRA)

RWANDA NATURAL RESOURCES AUTHORITY (RNRA) - SALARY STRUCTURE

| POST                                                                        | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|-----------------------------------------------------------------------------|-----|-------|-------|-----------------------------|
| Director General and Chief Registrar of Land Titles                         | 500 | E     | 3156  | 2,011,950                   |
| Head of Lands, Mapping Department and Registrar of Land Titles              | 400 | 1.IV  | 2608  | 1,330,080                   |
| Head of Forestry and Nature Conservation Department                         | 400 | 1.IV  | 2608  | 1,330,080                   |
| Head of Geology and Mines Department                                        | 400 | 1.IV  | 2608  | 1,330,080                   |
| Head of Integrated Water Resources Management Department                    | 400 | 1.IV  | 2608  | 1,330,080                   |
| Land Registration Zonal Offices Division Manager & Registrar of Land Titles | 400 | 2.III | 1890  | 1,082,378                   |
| Technical Land Operations Division Manager                                  | 400 | 2.III | 1890  | 1,082,378                   |
| Technical Mining Operations Division Manager                                | 400 | 2.III | 1890  | 1,082,378                   |
| Corporate Services Division Manager                                         | 400 | 2.III | 1890  | 1,082,378                   |
| Director of Planning, M&E Unit                                              | 400 | 3.II  | 1369  | 784,008                     |
| Director of Land Administration Unit                                        | 400 | 3.II  | 1369  | 784,008                     |
| Director of Land Surveying and Mapping Unit                                 | 400 | 3.II  | 1369  | 784,008                     |
| Director of Land use Management and Spatial Planning Unit                   | 400 | 3.II  | 1369  | 784,008                     |
| Director of Forestry Management Unit                                        | 400 | 3.II  | 1369  | 784,008                     |
| Director of Extension and Natural Ecosystem Management Unit                 | 400 | 3.II  | 1369  | 784,008                     |
| Director of Forestry Inspection and Monitoring Unit                         | 400 | 3.II  | 1369  | 784,008                     |
| Director of Mining Regulation and Inspection Unit                           | 400 | 3.II  | 1369  | 784,008                     |
| Director of Geological Surveying and Exploration Unit                       | 400 | 3.II  | 1369  | 784,008                     |
| Director of Mining Cadastre and Licensing Unit                              | 400 | 3.II  | 1369  | 784,008                     |
| Director of Petroleum Exploitation Unit                                     | 400 | 3.II  | 1369  | 784,008                     |
| Director of Business Support Services Unit                                  | 400 | 3.II  | 1369  | 784,008                     |
| Director of Water Regulation Unit                                           | 400 | 3.II  | 1369  | 784,008                     |
| Director of Water Resources Monitoring and Development Unit                 | 400 | 3.II  | 1369  | 784,008                     |
| Director of Forestry Seed Unit                                              | 400 | 3.II  | 1369  | 784,008                     |
| Director of Finance Unit                                                    | 400 | 3.II  | 1369  | 784,008                     |
| Director of Management Information and IT support Unit                      | 400 | 3.II  | 1369  | 784,008                     |

| POST                                                   | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|--------------------------------------------------------|-----|-------|-------|-----------------------------|
| Director Human Resource and Administration Unit        | 400 | 3.II  | 1369  | 784,008                     |
| Legal Advisor                                          | 400 | 4.III | 1313  | 744,659                     |
| Human Resources Officer                                | 400 | 4.II  | 1141  | 647,110                     |
| Public Relations and Communication Officer             | 400 | 4.II  | 1141  | 647,110                     |
| Seismologist                                           | 400 | 4.II  | 1141  | 647,110                     |
| Geologist                                              | 400 | 4.II  | 1141  | 647,110                     |
| Geophysicists                                          | 400 | 4.II  | 1141  | 647,110                     |
| Geochemist                                             | 400 | 4.II  | 1141  | 647,110                     |
| Mining Engineer                                        | 400 | 4.II  | 1141  | 647,110                     |
| Small and Large Scale Mining Engineers                 | 400 | 4.II  | 1141  | 647,110                     |
| Petrologist                                            | 400 | 4.II  | 1141  | 647,110                     |
| Petroleum Geophysicist                                 | 400 | 4.II  | 1141  | 647,110                     |
| Petroleum Geologist                                    | 400 | 4.II  | 1141  | 647,110                     |
| Petroleum Engineer                                     | 400 | 4.II  | 1141  | 647,110                     |
| Software Development Engineer                          | 400 | 4.II  | 1141  | 647,110                     |
| MIS Officers (Hydro, Flexi Cadastre, Land and Forests) | 400 | 4.II  | 1141  | 647,110                     |
| Transboundry Water Officer                             | 400 | 4.II  | 1141  | 647,110                     |
| Hydrologist                                            | 400 | 4.II  | 1141  | 647,110                     |
| Water Regulation Officer                               | 400 | 4.II  | 1141  | 647,110                     |
| Mines Inspector                                        | 400 | 4.II  | 1141  | 647,110                     |
| Mineral Traceability Team Leader                       | 400 | 4.II  | 1141  | 647,110                     |
| Mineral Certification Team Leader                      | 400 | 4.II  | 1141  | 647,110                     |
| Senior Surveyor                                        | 400 | 4.III | 1313  | 744,659                     |
| Seismologist Stations Technician                       | 400 | 5.II  | 951   | 539,353                     |
| Cadastre Officer                                       | 400 | 5.II  | 951   | 539,353                     |
| Network and System Administrator                       | 400 | 5.II  | 951   | 539,353                     |
| Planning Officer                                       | 400 | 5.II  | 951   | 539,353                     |



| POST                                                        | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|-------------------------------------------------------------|-----|-------|-------|-----------------------------|
| M& E Officer                                                | 400 | 5.II  | 951   | 539,353                     |
| Statistician                                                | 400 | 5.II  | 951   | 539,353                     |
| IT Business Analysis Officer                                | 400 | 5.II  | 951   | 539,353                     |
| IT Support Officer                                          | 400 | 5.II  | 951   | 539,353                     |
| Professional in charge of Land Registration (Provinces)     | 400 | 5.II  | 951   | 539,353                     |
| Professional in charge of Cadastral Maintenance (Provinces) | 400 | 5.II  | 951   | 539,353                     |
| Land Valuation                                              | 400 | 5.II  | 951   | 539,353                     |
| Urban Planner                                               | 400 | 5.II  | 951   | 539,353                     |
| Land Use Planner                                            | 400 | 5.II  | 951   | 539,353                     |
| Professional in Land use Monitoring and Evaluation          | 400 | 5.II  | 951   | 539,353                     |
| Lands Archivist (Provinces)                                 | 400 | 5.II  | 951   | 539,353                     |
| Forest Industry & Carbon Market Officer                     | 400 | 5.II  | 951   | 539,353                     |
| Forest Licensing                                            | 400 | 5.II  | 951   | 539,353                     |
| Biomass Energy Officer                                      | 400 | 5.II  | 951   | 539,353                     |
| Forest Inventory and Mapping Officer                        | 400 | 5.II  | 951   | 539,353                     |
| Forest Economist                                            | 400 | 5.II  | 951   | 539,353                     |
| Forest Plantations Officer                                  | 400 | 5.II  | 951   | 539,353                     |
| Forestry Extensionists                                      | 400 | 5.II  | 951   | 539,353                     |
| Urban Forestry Officer                                      | 400 | 5.II  | 951   | 539,353                     |
| Agroforestry Officer                                        | 400 | 5.II  | 951   | 539,353                     |
| Sylviculture Officer                                        | 400 | 5.II  | 951   | 539,353                     |
| Forests Inspection and Monitoring Officer                   | 400 | 5.II  | 951   | 539,353                     |
| Forests Pathologist                                         | 400 | 5.II  | 951   | 539,353                     |
| Natural Forestry and Ecosystem Management Officer           | 400 | 5.II  | 951   | 539,353                     |
| Biodiversity and Nature Conservation Officer                | 400 | 5.II  | 951   | 539,353                     |
| Non-Timber Forest Product Officer                           | 400 | 5.II  | 951   | 539,353                     |
| Mineral Certification Officer                               | 400 | 5.II  | 951   | 539,353                     |

| POST                                                    | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|---------------------------------------------------------|-----|-------|-------|-----------------------------|
| Water Resources Monitoring and Network Officer          | 400 | 5.II  | 951   | 539,353                     |
| Flood and Drought Management Officer                    | 400 | 5.II  | 951   | 539,353                     |
| Watershed Management Officer                            | 400 | 5.II  | 951   | 539,353                     |
| Water Harvesting Officer                                | 400 | 5.II  | 951   | 539,353                     |
| Hydrometres Technician                                  | 400 | 5.II  | 951   | 539,353                     |
| Dam Monitoring Officer                                  | 400 | 4.II  | 1141  | 647,110                     |
| Ground water Officer                                    | 400 | 5.II  | 951   | 539,353                     |
| Water Quality Management Officer                        | 400 | 5.II  | 951   | 539,353                     |
| Mining Economist                                        | 400 | 5.II  | 951   | 539,353                     |
| Mining Investment Promotion Officer                     | 400 | 5.II  | 951   | 539,353                     |
| Gemologist                                              | 400 | 5.II  | 951   | 539,353                     |
| Registrar of Permits                                    | 400 | 5.II  | 951   | 539,353                     |
| License Database Officer                                | 400 | 5.II  | 951   | 539,353                     |
| Spatial Data Analysis Officer                           | 400 | 5.II  | 951   | 539,353                     |
| Surveyor                                                | 400 | 5.II  | 951   | 539,353                     |
| Cartography Officer                                     | 400 | 5.II  | 951   | 539,353                     |
| Photogrammetrist                                        | 400 | 5.II  | 951   | 539,353                     |
| Internal Auditor                                        | 400 | 5.II  | 951   | 539,353                     |
| Procurement Officer                                     | 400 | 5.II  | 951   | 539,353                     |
| Budget Officer                                          | 400 | 5.II  | 951   | 539,353                     |
| Accountant                                              | 400 | 5.II  | 951   | 539,353                     |
| Accountant in Forestry Seed Unit                        | 400 | 5.II  | 951   | 539,353                     |
| Logistics Officer                                       | 400 | 5.II  | 951   | 539,353                     |
| Fiscal Revenue Officer                                  | 400 | 5.II  | 951   | 539,353                     |
| Administrative Assistant to DG                          | 400 | 5.II  | 951   | 539,353                     |
| Technician in Geological Surveying and Exploration Unit | 400 | 5.II  | 951   | 539,353                     |
| Seed Laboratory Officer in Forestry Seed Unit           | 400 | 5.II  | 951   | 539,353                     |

| POST                                                             | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|------------------------------------------------------------------|-----|-------|-------|-----------------------------|
| Seed Production Officer in Forestry Seed Unit                    | 400 | 5.II  | 951   | 539,353                     |
| Seed Stands & Orchards Maintenance Officer in Forestry Seed Unit | 400 | 5.II  | 951   | 539,353                     |
| Administrative Assistant to Corporate Services                   | 400 | 7.II  | 660   | 374,314                     |
| Customer Care Officer                                            | 400 | 6.II  | 793   | 449,744                     |
| Documentalist in Geological Surveying and Exploration Unit       | 400 | 6.II  | 793   | 449,744                     |
| Administrative Assistant to Head of Department                   | 400 | 7.II  | 660   | 374,314                     |
| Administrative Assistant to Registrar of Land Titles (Provinces) | 400 | 7.II  | 660   | 374,314                     |
| Head of Central Secretariat                                      | 400 | 7.II  | 660   | 374,314                     |
| Cashier in Forestry Seed Unit                                    | 400 | 8.II  | 508   | 288,109                     |
| Storekeeper - Corporate Service                                  | 400 | 8.II  | 508   | 288,109                     |
| Storekeeper in Forestry Seed Unit                                | 400 | 8.II  | 508   | 288,109                     |
| Secretary to Central Secretariat                                 | 400 | 8.II  | 508   | 288,109                     |
| Secretary to DAF Unit                                            | 400 | 8.II  | 508   | 288,109                     |
| Driver in Forestry Seed Unit                                     | 400 | 8.II  | 508   | 288,109                     |

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 80/03 ryo ku wa 27/2/2015 rishyiraho Imbonerahamwe y'Imyanya y'Imirimo, Imishahara n'ibindi bigenerwa Abakozi b'Ikigo gishinzwe Umutungo Kamere mu Rwanda (RNRA)**

Kigali, ku wa 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakoziba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika :**

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

**Seen to be annexed to Prime Minister's Order n° 80/03 of 27/2/2015 determining Organizational Structure, salaries and fringe benefits of Rwanda Natural Resources Authority (RNRA) employees**

Kigali, on 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Prime Minister

(sé)  
**UWIZEYE Judith**  
Minister of Public Service and Labor

**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° 80/03 du 27/2/2015 déterminant la Structure Organisationnelle, les salaires et autres avantages accordés aux personnels de l'Office Rwandais des Ressources Naturelles (RNRA)**

Kigali, le 27/2/2015

(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

ITEKA RYA MINISITIRI W'INTEBE N° 80/03 RYO KU WA 27/2/2015 RISHYIRAHU IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'IKIGO GISHINZWE UMUTUNGO KAMERE MU RWANDA (RNRA)

PRIME MINISTER'S ORDER N° 80/03 OF 27/2/2015 DETERMINING THE ORGANIZATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS OF RWANDA NATURAL RESOURCES AUTHORITY (RNRA) EMPLOYEES

ARRETE DU PREMIER MINISTRE N° 80/03 DU 27/2/2015 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL DE L'OFFICE RWANDAIS DES RESSOURCES NATURELLES (RNRA)

ISHAKIRO

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Article 12: Commencement

Article 12: Entrée en vigueur

**ITEKA RYA MINISITIRI W'INTEBE N° 80/03 RYO KU WA 27/2/2015 RISHYIRAHU IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'IKIGO GISHINZWE UMUTUNGO KAMERE MU RWANDA (RNRA)**

**PRIME MINISTER'S ORDER N° 80/03 OF 27/2/2015 DETERMINING THE ORGANIZATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS OF RWANDA NATURAL RESOURCES AUTHORITY (RNRA) EMPLOYEES**

**ARRETE DU PREMIER MINISTRE N° 80/03 DU 27/2/2015 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL DE L'OFFICE RWANDAIS DES RESSOURCES NATURELLES (RNRA)**

**Minisitiri w'Intebe;**

**The Prime Minister;**

**Le Premier Ministre;**

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

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 37, 118, 119, 121 and 201;

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;

Ashingiye ku Itegeko n° 53/2010 ryo ku wa 25/01/2011 rishyiraho Ikigo gishinzwe Umutungo Kamere mu Rwanda (RNRA) rikanagena inshingano, imiterere n'imikorere byayo, cyane cyane mu ngingo yaryo ya 10;

Pursuant to Law n° 53/2010 of 25/01/2011 establishing the Rwanda Natural Resources Authority (RNRA) and determining its mission, organization and functioning, especially in Article 10;

Vu la Loi n° 53/2010 du 25/01/2011 portant création de l'Office Rwandais des Ressources Naturelles (RNRA) et déterminant sa mission, son organisation et son fonctionnement, spécialement en son article 10 ;

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;

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

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

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 ryujwe kugeza ubu;

Having reviewed 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;

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;

Asubiye ku Iteka rya Minisitiri w'Intebe n° 149/03 ryo kuwa 05/10/2011 rishyiraho imbonerahamwe n'incamake y'imyanya y'imirimo by'Ikigo gishinzwe Umutungo Kamere mu Rwanda

Having reviewed Prime Minister's Order n° 149/03 of 05/10/2011 determining the organizational structure and summary of job positions of Rwanda Natural Resources Authority

Revu l'Arrêté du Premier Ministre n° 149/03 du 05/10/2011 déterminant la structure organisationnelle et la synthèse des emplois de l'Office Rwandais des Ressources Naturelles.

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

On proposal by the Minister of Public Service and Labor;

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

Inama y'Abaminisitiri yateranye ku wa 29/07/2014 imaze kubisuzuma no kubyemeza.

After consideration and approval by the Cabinet, in its session of 29/07/2014.

Après examen et adoption par le Conseil des Ministres en sa séance du 29/07/2014.

**ATEGETSE:**

**HEREBY ORDERS:**

**ARRETE :**

**Ingingo ya mbere: Icyo iri teka rigamije**

Iri teka rishyiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi b'Ikigo gishinzwe Umutungo Kamere mu Rwanda (RNRA).

**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 gishinzwe Umutungo Kamere mu Rwanda (RNRA) biri ku migereka ya I na II y'iri teka.

**Ingingo 3: Igenwa ry'umushahara**

Imishahara y'Abakozi b'Ikigo gishinzwe Umutungo Kamere mu Rwanda (RNRA) 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 gishinzwe Umutungo Kamere mu Rwanda (RNRA) biri ku mugereka wa III w'iri teka.

**Ingingo 4 Ibigize umushahara mbumbe**

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

1 ° umushahara fatizo;

**Article One: Purpose of this Order**

This Order determines the organizational structure, salaries and fringe benefits of Rwanda Natural Resources Authority (RNRA) employees.

**Article 2: Organizational structure and job profiles**

The organizational structure and job profiles of Rwanda Natural Resources Authority (RNRA) are respectively in annex I and II of this Order.

**Article 3: Determination of the salary**

Salaries of Rwanda Natural Resources Authority (RNRA) employees shall be determined on the basis of 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 Rwanda Natural Resources Authority (RNRA) are in annex III to this Order.

**Article 4: Composition of the gross salary**

The monthly gross salary of the authorities and employees shall mainly be composed of the following:

1 ° basic salary;

**Article premier: Objet du présent Arrêté**

Le présent arrêté détermine la structure organisationnelle, salaires et autres avantages accordés aux personnels de l'Office Rwandais des Ressources Naturelles (RNRA).

**Article 2: Structure organisationnelle et profils d'emplois**

La structure organisationnelle et les profils d'emplois de l'Office Rwandais des Ressources Naturelles (RNRA) sont respectivement en annexes I et II du présent arrêté.

**Article 3 : Détermination du salaire**

Les salaires accordés aux agents de l'Office Rwandais des Ressources Naturelles (RNRA) 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 dans de l'Office Rwandais des Ressources Naturelles (RNRA) sont en annexe III du présent arrêté.

**Article 4 : Composition du salaire brut**

Le salaire brut mensuel des dirigeants et des agents comprend principalement :

1 ° le salaire de base;

2 ° indamunite y'icumbi;

2 ° housing allowance;

2 ° l'indemnité de logement ;

3 ° indamunite y'urugendo;

3 ° transport allowance;

3 ° l'indemnité de transport ;

4 ° inkunga ya Leta mu bwiteganyirize bw'umukozi;

4 ° employee social security state contribution;

4 ° la contribution de l'Etat à la sécurité sociale ;

5 ° inkunga ya Leta yo kuvuza umukozi.

5 ° employee medical care state contribution.

5 ° la contribution de l'Etat aux soins médicaux.

Indamunite y'urugendo ivugwa mu gace ka 3° k'igika cya mbere cy'iyi ngingo ntigenerwa Abayobozi bari ku nzego z'imirimo za "E", "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.

The transport allowance specified in item 3° of paragraph one of this Article shall not be granted to officials positioned on levels "E", "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.

L'indemnité de transport visée à l'alinéa premier du présent article n'est pas allouée aux Agents de l'Etat aux postes de niveau "E", "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.

#### **Ingingo ya 5: Ibindi bigenerwa Umuyobozi Mukuru wa RNRA**

#### **Article 5: Fringe benefits of the Director General of RNRA**

#### **Article 5: Autres Avantages alloués au Directeur Général du RNRA**

Umuyobozi Mukuru wa RNRA agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

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

Le Directeur Général du RNRA bénéficie des avantages suivants :

1. amafaranga yo kwishyura telefoni yo mu biro angana n'ibihumbi ijana y'u Rwanda (100,000 Frw) buri kwezi, amafaranga ibihumbi mirongo 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;

1. a monthly office telephone allowance equivalent to one hundred thousand Rwandan francs (100,000 Rwf), a monthly wireless internet connection equivalent to forty thousand Rwandan francs (40,000 Rwf) and a monthly mobile telephone allowance equivalent one hundred and fifty thousand Rwandan francs (150,000 Rwf);

1. les frais de téléphone de bureau équivalent à cent mille francs rwandais (100.000 Frw) par mois et les frais d'internet sans fil 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. a monthly office guest entertainment allowance equivalent to three hundred thousand Rwandan francs (300,000 Rwf) which shall be transferred to the institution's

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



account;

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's transport facilitation 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 Heads of Department bari ku rwego rwa "1.IV"**

**Article 6: Fringe benefits of Heads of Departments on "1.IV" job classification level**

**Article 6 : Autres avantages alloués au Chefs de Département au poste de niveau "1.IV"**

*Aba Heads of Department bagenerwa buri wese ibindi bimufasha gutunganya imirimo bikurikira:*

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

Les Chefs de Département bénéficient des avantages suivants:

- 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;

- 1 ° a monthly office telephone allowance equivalent to one hundred thousand Rwandan francs (100,000 Rwf) and a monthly mobile telephone allowance equivalent to one hundred thousand Rwandan francs (100,000 Rwf);

- 1 ° les frais de communication par téléphone de bureau équivalent à cent mille francs Rwandais (100.000 Frw) et de téléphone portable équivalent à cent mille francs rwandais (100.000 Frw) par mois;

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

- 2 ° the Government transport facilitation 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 Division Managers bari ku rwego rwa "2.III"**

**Article 7: Fringe benefits of Division Managers on "2.III" job classification level**

**Article 7: Autres avantages alloués aux Chefs de Divisons aux postes de niveau "2.III"**

Buri Division Manager agenerwa ibi bikurikira:

Each Division Manager shall be entitled to the following fringe benefits:

Les Chefs de Divisons bénéficient chacun des avantages comme suit :

- 1 ° 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;

- 1 ° a monthly office telephone allowance equivalent to seventy thousand Rwandan francs (70,000 Rwf) and a monthly mobile telephone communication allowance equivalent to the same;

- 1 ° frais de communication par téléphone de bureau équivalent à septante mille francs Rwandais (70.000 Frw) et de téléphone portable équivalent à septante mille francs rwandais (70.000Frw) par mois;

- 2 ° Leta yorohereza buri wese mu bijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza

- 2 ° the Government transport facilitation in accordance with the Instructions of the

- 2 ° l'Etat facilite chacun en ce qui concerne le transport conformément

ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

Minister responsible for transport.

aux instructions du Ministre ayant le transport dans ses attributions.

**Ingingo ya 8: Ibindi bigenerwa Abayobozi b'Amashami n'Abakozi bari ku rwego rw'imirimo rwa "3"**

Buri muyobozi w'ishami n'Abakozi bari ku rwego rw'imirimo rwa "3" bari ku rwego rw'imirimo rwa "3" bagenerwa 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.

Buri muyobozi w'ishami uri ku rwego rw'imirimo rwa "3" ufite itsinda ry'Abakozi ba Leta ayobora hashingiwe ku mbonerahamwe yemewe y'Urwego akorera, agenerwa kandi amafaranga ibihumbi ijana y'u Rwanda (Rwf 100,000) buri kwezi ya telefoni yo mu biro.

**Ingingo ya 9: Indamunite z'urugendo rw'imodoka**

Iyo Umuyobozi Mukuru uri ku rwego rwa E, G/1.IV na H/2 agiye mu butumwa imbere mu Gihugu akoresheje imodoka ye, Leta imugenera indamunite y'urugendo hakurikijwe ibiteganywa n'Amabwiriza ya Minisitiri ufite gutwara Abantu mu nshingano ze.

**Article 8: Fringe benefits of Directors of Units and Officials on "3" job classification level**

Each Director of Unit and official on "3" job classification level shall 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.

Each Director of Unit on level "3" with a pool of public servants under his/her responsibilities in accordance with the approved organizational structure shall also be entitled to an annual office telephone allowance equivalent to one hundred thousand Rwandan francs (Rwf 100,000).

**Article 9: Mileage allowances**

If a senior official on levels E, G/1.IV, and H/2 goes on official mission inside the country with his/her vehicle, the State shall pay him/her mileage allowances specified in the relevant Ministerial Instructions issued by the Minister in charge of transport.

**Article 8: Autres avantages alloués aux Directeurs d'Unités et cadres aux postes de niveau "3"**

Les Directeurs d'Unités et cadres 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" 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 9 : Indemnités kilométriques**

Lorsqu'un haut cadre aux postes de niveaux E, G/1.IV, et H/2 va en mission officielle à l'intérieur du pays en utilisant son véhicule, l'Etat lui octroie une indemnité kilométrique conformément aux Instructions du Ministre ayant le transport dans ses attributions.

**Ingingo ya 10: Abashinzwe kubahiriza iri teka**

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

**Ingingo ya 11: Ivanwaho ry'ingingo zinyuranyije n'iri teka**

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

**Ingingo ya 12: Igihe iteka ritangira gukurikizwa**

Iri teka ritangira gukurikizwa ku munsu ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera kuwa 29/07/2014.

Kigali, ku wa 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika:**

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

**Article 10: Authorities responsible for the implementation of this Order**

The Minister of Public Service and labor, the Minister of Natural Recourses Authority and the Minister of Finance and Economic Planning are entrusted with the implementation of this Order.

**Article 11: Repealing provision**

All other prior provisions contrary to this Order are hereby repealed.

**Article 12: Commencement**

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes effect as of 29/07/2014.

Kigali, on 27/2/2015

(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

**Article 10 : Autorités chargées de l'exécution du présent arrêté**

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

**Article 11: Disposition abrogatoire**

Toutes les autres dispositions antérieures contraires au présent Arrêté sont abrogées.

**Article 12: Entrée en vigueur**

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il produit ses effets à partir du 29/07/2014.

Kigali, le 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Premier Ministre

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

**Vu et scellé du Sceau de la République:**

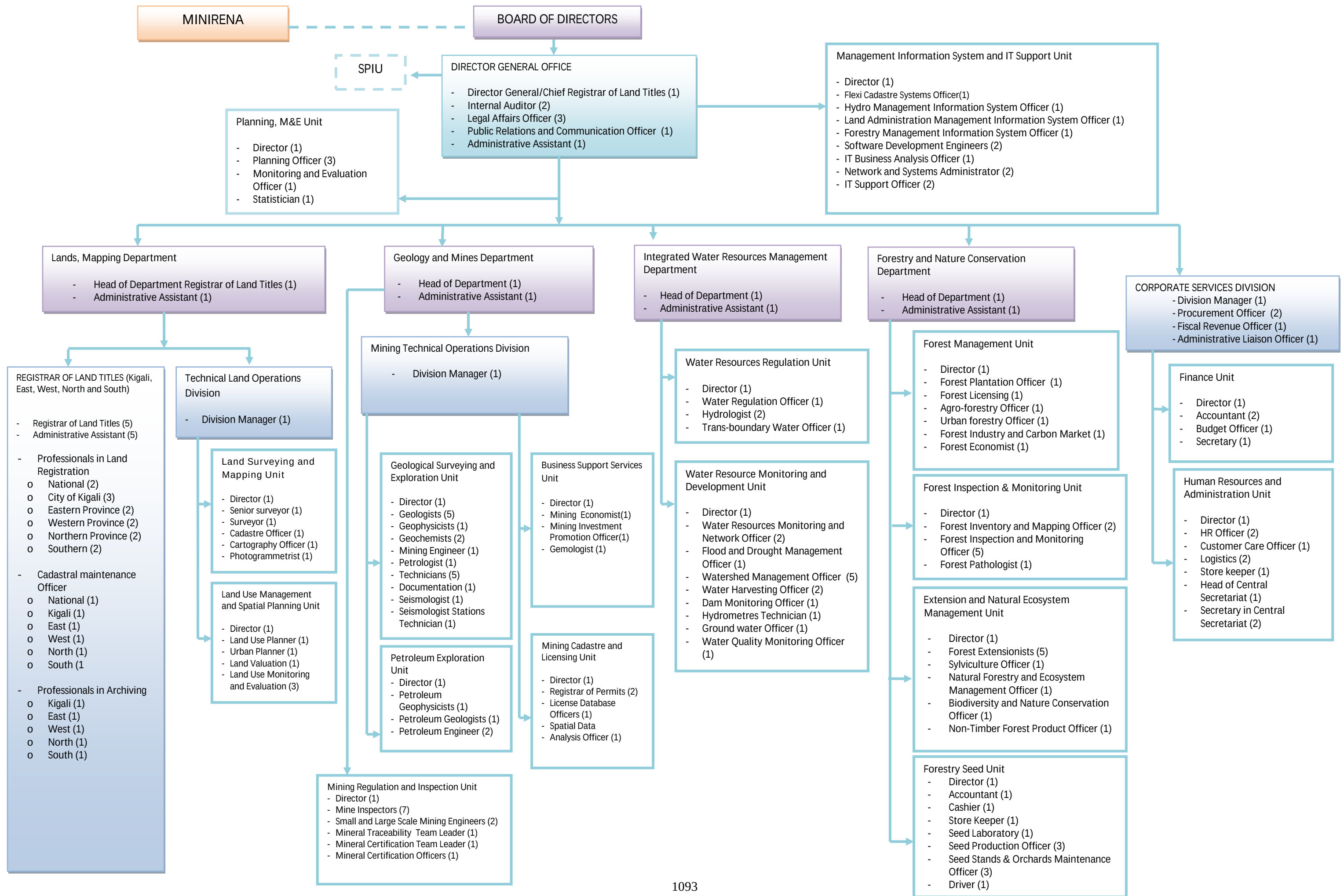
(sé)  
**BUSINGYE Johnston**  
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I W'ITEKA RYA  
MINISITIRI W'INTEBE No 80/03 RYO KU WA  
27/2/2015 RISHYIRAHU IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI B'IKIGO  
GISHINZWE UMUTUNGO KAMERE MU  
RWANDA (RNRA)

ANNEX I TO PRIME MINISTER'S ORDER No  
80/03 OF 27/2/2015 DETERMINING THE  
ORGANIZATIONAL STRUCTURE, SALARIES  
AND FRINGE BENEFITS OF RWANDA  
NATURAL RESOURCES AUTHORITY (RNRA)  
EMPLOYEES

ANNEXE I DE L'ARRETE DU PREMIER  
MINISTRE No 80/03 DU 27/2/2015  
DETERMINANT LA STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AUTRES AVANTAGES ACCORDES AU  
PERSONNEL DE L'OFFICE RWANDAIS DES  
RESSOURCES NATURELLES (RNRA)

**Official Gazette No. Special Bis of 28/02/2015**  
**RWANDA NATURAL RESOURCES AUTHORITY - ORGANIZATIONAL CHART**



**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 80/03 ryo ku wa 27/2/2015 rishyiraho Imbonerahamwe y'Imyanya y'Imirimo, Imishahara n'ibindi bigenerwa Abakozi b'Ikigo gishinzwe Umutungo Kamere mu Rwanda (RNRA)**

Kigali, ku wa 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakoziba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika :**

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

**Seen to be annexed to Prime Minister's Order n° 80/03 of 27/2/2015 determining Organizational Structure, salaries and fringe benefits of Rwanda Natural Resources Authority (RNRA) employees**

Kigali, on 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Prime Minister

(sé)  
**UWIZEYE Judith**  
Minister of Public Service and Labor

**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° 80/03 du 27/2/2015 déterminant la Structure Organisationnelle, les salaires et autres avantages accordés aux personnels de l'Office Rwandais des Ressources Naturelles (RNRA)**

Kigali, le 27/2/2015

(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  
MINISITIRI W'INTEBE No 80/03 RYO KU WA  
27/2/2015 RISHYIRAHU IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI B'IKIGO  
GISHINZWE Umutungo kamere mu  
RWANDA (RNRA)**

**ANNEX II TO PRIME MINISTER'S ORDER No  
80/03 OF 27/2/2015 DETERMINING THE  
ORGANIZATIONAL STRUCTURE, SALARIES  
AND FRINGE BENEFITS OF RWANDA  
NATURAL RESOURCES AUTHORITY (RNRA)  
EMPLOYEES**

**ANNEXE II DE L'ARRETE DU PREMIER  
MINISTRE No 80/03 DU 27/2/2015  
DETERMINANT LA STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AUTRES AVANTAGES ACCORDES AU  
PERSONNEL DE L'OFFICE RWANDAIS DES  
RESSOURCES NATURELLES (RNRA)**

RWANDA NATURAL RESOURCE AUTHORITY (RNRA) - JOB PROFILES

| Administrative Unit                                           | Job Title        | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------------------------------------------------|------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Office of the Director General/Chief Registrar of Land Titles | Director General | Director General                         | Political Appointee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 1             |
|                                                               | Internal Auditor | Internal Auditor                         | <p>A0 in Accounting, Public Finance or Management with specialization in Finance/Accounting.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Detailed knowledge of financial and audit standards, HR and Financial regulations, procedures;</li> <li>- Knowledge of Financial software;</li> <li>- Planning skills;</li> <li>- Excellent communication, organisation and interpersonal skills;</li> <li>- Computer skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Excellent problem solving skills and clear logical sens;</li> <li>- Fluent in Kinyarwanda, English and/or French</li> </ul> | 2             |



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| Administrative Unit | Job Title                                  | Title of Job positions linked to the Job   | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Proposed Jobs |
|---------------------|--------------------------------------------|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Administrative Assistant                   | Administrative Assistant                   | <p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Social work, Sociology, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Computer Skills</li> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, and Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                  | 1             |
|                     | Public Relations and Communication Officer | Public Relations and Communication Officer | <p>A0 in Journalism, Communication, International Relations, Marketing, Linguistics and Literature</p> <p><u>Key Technical Skills &amp; Knowledge required :</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both oral and in writing</li> <li>- Excellent interpersonnal skills;</li> <li>- Report writting &amp; Presentation skills;</li> <li>- Creativity &amp; Initiative;</li> <li>- Good Organizational and Time-management Skills,</li> <li>- Teamworking Skills;</li> <li>- Effective Public relations &amp; Public speaking skills;</li> <li>- Interviewing Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

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| Administrative Unit                      | Job Title        | Title of Job positions linked to the Job             | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Proposed Jobs |
|------------------------------------------|------------------|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                                          | Legal Affairs    | Legal Affairs Officer                                | <p>A0 in Law</p> <p><u>Key Technical skills and Knowledge required :</u></p> <ul style="list-style-type: none"> <li>- High analytical and problem solving skills;</li> <li>- Legal research and analysis in complex areas of law;</li> <li>- Knowledge of Substantive Law and Legal Procedures;</li> <li>- Decision making skills;</li> <li>- Experience in contract drafting and negotiation;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 3             |
|                                          |                  | Sub-Total                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 8             |
| Planning, Monitoring and Evaluation Unit | Director of Unit | Director of Planning, Monitoring and Evaluation Unit | <p>A0 in Management, Economics, Development Studies, Project Management, with 3 years of working experience or Master's Degree in Management, Economics, Public Policy, Development Studies, Project Management, with 1 year of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processess and tools;</li> <li>- Knowledge of Rwanda's Policies and Strategies;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Computer Skills; Organizational Skills; Communication Skills; High analytical &amp; Complex Problem Solving Skills; Judgment &amp; Decission Making Skills; Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

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| Administrative Unit | Job Title                         | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|-----------------------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Planning Officer                  | Planning Officer                         | <p>A0 in Management, Economics, Development Studies, Project Management, Business Administration</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of Strategic planning;</li> <li>- Knowledge of organizational structure, workflow and operation procedures;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 3             |
|                     | Monitoring and Evaluation Officer | Monitoring and Evaluation Officer        | <p>A0 in Management, Economics, Development Studies, Project Mngement, Business Administration</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Knowledge of Research and development policies and strategies;</li> <li>- Knowledge to conduct monitoring exercises;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Complex Problem Solving;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>        | 1             |

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| Administrative Unit | Job Title    | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|---------------------|--------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Statistician | Statistician                             | <p>A0 in Statistics, Applied Mathematics, Economics</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Deep understanding of Research Methodologies and Statistics Concepts;</li> <li>- Knowledge of Rwanda's Justice Policies and Strategies;</li> <li>- Knowledge of various statistical software packages;</li> <li>- Knowledge to Prepare and publishe statistical and technical reports and research papers;</li> <li>- Knowledge of the theory, systems and application of statistical research methodology</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |
|                     |              | Sub-Total                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 6             |

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| Administrative Unit       | Job Title                | Title of Job positions linked to the Job        | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Proposed Jobs |
|---------------------------|--------------------------|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Lands, Mapping Department | Head of Department       | Head of Department of Lands, Mapping Department | <p>A0 in Law, Geography, Environment and Natural Resource management, Physical Planning, Cadastral Surveying with a good training in GIS with 7 years of working experience including 2 in a senior position; Or Master's Degree in Law, Geography, Physical Planning, Cadastral Surveying, Geology with 5 years of working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge in land use planning theories and practices, legislation and by laws, appeal process, claims and negotiations processes;</li> <li>- Extensive knowledge in Land law and Tenure system;</li> <li>- Excellent organizational skills;</li> <li>- Strong Leadership skills;</li> <li>- Time Management skills;</li> <li>- Excellent Communication, Organizational, and Interpersonal Skills;</li> <li>- Computer knowledge</li> <li>- Analytical and problem solving skills;</li> <li>- Successful experience in the areas of decision making</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal</li> </ul> | 1             |
|                           | Administrative Assistant | Administrative Assistant                        | <p>A1 in Secretarial Studies, Office Management, or AO in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Computer Skills</li> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, and Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1             |
|                           |                          | Sub-Total                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 2             |

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|-----------------------------------------------------------------|--------------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| REGISTRAR OF LAND TITLES (Kigali, East, West, North, and South) | Land Titles Registrar    | Registrar of Land Titles                 | <p>A0 in Law, Geography, Physical Planning, Land surveying, Land Administration</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge in land use planning theories and practices, legislation and by laws, appeal process, claims and negotiations processes;</li> <li>- Extensive knowledge in Land law and Tenure system;</li> <li>- Excellent organizational skills;</li> <li>- Time Management skills;</li> <li>- Excellent Communication, Organizational, and Interpersonal Skills;</li> <li>- Computer knowledge</li> <li>- Analytical and problem solving skills;</li> <li>- Successful experience in the areas of decision making</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 5             |
|                                                                 | Administrative Assistant | Administrative Assistant                 | <p>A1 in Secretarial Studies, Office Management, or AO in Public Administration, Administrative Sciences, Management, Social Work, Sociology, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Computer Skills</li> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, and Interpersonal Skills;</li> <li>- Computer knowledge (Word Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                      | 5             |
|                                                                 |                          | Sub-Total                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 10            |

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|--------------------------|-----------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Land Administration Unit | Director  | Director of Land Administration Unit     | <p>A0 in Geography, Physical Planning, Land surveying, Land Administration, Law with 3 years of working experience or Masters Degree in Geography, Physical Planning, Land surveying, Land Administration, Law with 1 year of working experience</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge in land use planning theories and practices, legislation and by laws, appeal process, claims and negotiations processes;</li> <li>- Extensive knowledge in Land law and Tenure system;</li> <li>- Excellent organizational skills;</li> <li>- Time Management skills;</li> <li>- Excellent Communication, Organizational, and Interpersonal Skills;</li> <li>- Computer knowledge</li> <li>- Analytical and problem solving skills;</li> <li>- Successful experience in the areas of decision making</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

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|---------------------|---------------------------------------------------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Land Registration(National, Kigali, East, West, North, South) | Land Registration Officer                | <p>A0 in Geography, Physical Planning, Law, Land Administration, Land surveying, Public Administration.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge in land use planning theories and practices, legislation and by laws, appeal process, claims and negotiations processes;</li> <li>- Extensive knowledge in Land law and Tenure system;</li> <li>- Excellent organizational skills;</li> <li>- Time Management skills;</li> <li>- Excellent Communication, Organizational, and Interpersonal Skills;</li> <li>- Computer knowledge</li> <li>- Analytical and problem solving skills;</li> <li>- Successful experience in the areas of decision making</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 13            |
|                     | Cadastral Maintenance                                         | Cadastral Maintenance Officer            | <p>A0 in Geography, Land Surveying, Land administration</p> <p><u>Key technical skills and knowledge required:</u> GIS knowledge is a must</p> <ul style="list-style-type: none"> <li>- Extensive knowledge in Land law and Tenure system;</li> <li>- Excellent organizational skills;</li> <li>- Time Management skills;</li> <li>- Excellent Communication, Organizational, and Interpersonal Skills;</li> <li>- Computer knowledge</li> <li>- Analytical and problem solving skills;</li> <li>- Successful experience in the areas of decision making</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>                                                                                                                                                                       | 6             |



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| Administrative Unit | Job Title            | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Proposed Jobs |
|---------------------|----------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Land Titles Archives | Land Titles Archivist                    | <p>A1 in Library &amp; information system, Office Management, Public Administration,Administrative Sciences,or A0 in Library &amp; information Science</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- knowledge in Land law and Tenure system</li> <li>-proficiency in information technology;</li> <li>-Computer literacy;</li> <li>- Bokkeeping Skills;</li> <li>-Knowledge of integrated document management</li> <li>-Knowledge of archive management software</li> <li>-Knowledge of the documentation management system(DMS) would be an advantage.</li> <li>- Organizational Skills;</li> <li>- Interpersonal Skills;</li> <li>- Planning Skills;</li> <li>- Communication Skills;</li> <li>- Report writting &amp; Presentation skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 5             |
|                     |                      | Sub-Total                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 25            |

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| Administrative Unit                | Job Title        | Title of Job positions linked to the Job               | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Proposed Jobs |
|------------------------------------|------------------|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Technical Land Operations Division | Division Manager | Division Manager of Technical Land Operations Division | <p>A0 in Land surveying, Mapping Sciences, Geography, Land Administration, Physical Planning, with 5 years of working experience including 2 in a senior position ; Or Master's Degree in Land Surveying, Geography, Land administration, Physical Planning with 3 years of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in land surveying and mapping ;</li> <li>- Knowledge in Land law and Tenure system;</li> <li>- Excellent organizational skills;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Successful experience in the areas of decision making</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

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| Administrative Unit             | Job Title        | Title of Job positions linked to the Job    | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Proposed Jobs |
|---------------------------------|------------------|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Land Surveying and Mapping Unit | Director of Unit | Director of Land Surveying and Mapping Unit | <p>A0 in Land surveying, Mapping Sciences, Land administration, Photogrammetry, with 3 years of working experience; Or Master's Degree in Land Surveying, Photogeometry, Land Administration, Physical Planning with 1 year of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in land surveying and mapping ;</li> <li>- Knowledge in Land law and Tenure system;</li> <li>- Excellent organizational skills;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Successful experience in the areas of decision making</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |
|                                 | Land Surveyor    | Senior Surveyor                             | <p>A0 in Land surveying and Geomatics, Mapping Sciences, Physical planning with 3 years of working experience, or Masters Degree in Land surveying and Geomatics.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in land surveying and mapping ;</li> <li>- Knowledge in Land law and Tenure system;</li> <li>- Excellent organizational skills;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Successful experience in the areas of decision making</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>                                                                                                                                                                                                                                                                                                                                                               | 1             |

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|---------------------|---------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Surveyor      | Surveyor                                 | <p>A0 in Land surveying and Geomatics, Mapping Sciences.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in land surveying and mapping ;</li> <li>- Knowledge in Land law and Tenure system;</li> <li>- Excellent organizational skills;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Successful experience in the areas of decision making</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>                                                                                                                                  | 1             |
|                     | Land Cadastre | Cadastre Officer                         | <p>A0 in Land surveying and Geomatics, Mapping Sciences, Geography, Physical Planning, Engineering Surveying, Geoinformation, Cartography, land management</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good command of GIS</li> <li>- Extensive knowledge in land surveying and mapping ;</li> <li>- Knowledge in Land law and Tenure system;</li> <li>- Excellent organizational skills;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Successful experience in the areas of decision making</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

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|---------------------|-----------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Land Cartography      | Cartography Officer                      | <p>A0 in Land surveying and Geomatics, Mapping Sciences, Geography, Environment and Natural Resource management, Physical Planning, Engineering Surveying, Geoinformation and Cartography, land management</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good command of GIS</li> <li>- Extensive knowledge in land surveying and mapping ;</li> <li>- Knowledge in Land law and Tenure system;</li> <li>- Excellent organizational skills;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Successful experience in the areas of decision making</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |
|                     | Land Photogrammetrist | Photogrammetrist                         | <p>A0 in Photogrammetry, Land surveying and Geomatics, Mapping Sciences, Environment and Resource management, Engineering Surveying, Geoinformation and Cartography, land management;</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good command of GIS</li> <li>- Extensive knowledge in land surveying and mapping ;</li> <li>- Knowledge in Land law and Tenure system;</li> <li>- Excellent organizational skills;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Successful experience in the areas of decision making</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>                      | 1             |

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|-----------------------------------------------|------------------|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Land Use Management and Spatial Planning Unit | Director of Unit | Director of Land Use Management and Spatial Planning Unit | <p>A0 in Land Management, Geography, Environment and Natural Resource management, Physical Planning, Engineering Surveying, Urban Planning with 3 years of working experience or masters in Land Management, Geography, Environment and Natural Resource management, Physical Planning, Engineering Surveying, Urban Planning with 1 year of working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good command of GIS;</li> <li>- Extensive knowledge in land surveying and mapping ;</li> <li>- Knowledge in Land law and Tenure system;</li> <li>- Excellent organizational skills;</li> <li>- Strong Leadership skills;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Successful experience in the areas of decision making;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |
|                                               | Planner          | Land Use Planner                                          | <p>A0 in Conservation Land Management, Geography, Environment and Natural Resource management, Physical Planning, Engineering Surveying, Urban Planning</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good command of GIS;</li> <li>- Extensive knowledge in Land use and Planning ;</li> <li>- Knowledge in Land law and Tenure system;</li> <li>- Excellent organizational skills;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Successful experience in the areas of decision making;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>                                                                                                                                                                                                                                                   | 1             |

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| Administrative Unit | Job Title      | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Proposed Jobs |
|---------------------|----------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Planner        | Urban Planner                            | <p>A0 in Land Management, Geography, Environment and Natural Resource management, Physical Planning, Engineering Surveying, Urban Planning</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good command of GIS;</li> <li>- Extensive knowledge in Land use and Planning ;</li> <li>- Knowledge in Land law and Tenure system;</li> <li>- Excellent organizational skills;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Successful experience in the areas of decision making;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |
|                     | Land Valuation | Land Valuation Officer                   | <p>A0 in Land Management, Land administration, Land surveying, Land Economics, Property appraisal.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good command of GIS;</li> <li>- Extensive knowledge in Land use and Planning ;</li> <li>- Knowledge in Land law and Tenure system;</li> <li>- Excellent organizational skills;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Successful experience in the areas of decision making;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>                                         | 1             |

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| Administrative Unit | Job Title                 | Title of Job positions linked to the Job   | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Proposed Jobs |
|---------------------|---------------------------|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Monitoring and Evaluation | Land Use Monitoring and Evaluation Officer | <p>A0 in Land Management, Geography, Environment and Natural Resource management, Physical Planning, Engineering Surveying, Urban Planning, Civil Engineering, Rural Engineering.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good command of GIS;</li> <li>- Extensive knowledge in Land use, Planning and valuation ;</li> <li>- Knowledge in Land law and Tenure system;</li> <li>- Excellent organizational skills;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Successful experience in the areas of decision making;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 3             |
|                     |                           | Sub-Total                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 14            |



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| Administrative Unit          | Job Title                | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Proposed Jobs |
|------------------------------|--------------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Geology and Mines Department | Head of Department       | Head of Department of Geology and Mines  | <p>A0 in Geology, Mining and Metallurgy with 7 years working experience with 2 years in a senior position or Masters in Geology, Mining, Metallurgy with 3 years of working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent organizational skills;</li> <li>- Ability to organize, schedule and utilize time well;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |
|                              | Administrative Assistant | Administrative Assistant                 | <p>A1 in Secretarial Studies, Office Management, or AO in Public Administration, Administrative Sciences, Management, Sociology, Social work, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Computer Skills</li> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, and Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1             |
| Sub Total                    |                          |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 2             |

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| Administrative Unit                  | Job Title        | Title of Job positions linked to the Job        | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Proposed Jobs |
|--------------------------------------|------------------|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Mining Technical Operations Division | Division Manager | Division Manager of Mining Technical Operations | <p>A0 in Geology, Mining, Metallurgy with 5 years of working experience including 2 in a senior position or Masters degree in Geology, Mining, Metallurgy with 3 years of working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent organizational skills;</li> <li>- Ability to organize, schedule and utilize time well;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |
| Sub Total                            |                  |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1             |

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| Administrative Unit                       | Job Title        | Title of Job positions linked to the Job              | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Proposed Jobs |
|-------------------------------------------|------------------|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Geological Surveying and Exploration Unit | Director of Unit | Director of Geological Surveying and Exploration Unit | <p>A0 in Geology, mining, Metallurgy, Geosciences, Geophysics, Geography with 3 years of working experience Or Master's Degree or Equivalent in Geology, mining, Metallurgy, Geosciences, Geophysics, Geography with 1 year of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent organizational skills;</li> <li>- Ability to organize, schedule and utilize time well;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities;</li> <li>- Ability to juggle multiple/conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects successfully;</li> <li>- Ability to work under pressure on a variety of projects simultaneously;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator;</li> <li>- Ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |
|                                           | Geologist        | Geologist                                             | <p>A0 in Geology, Earth Sciences</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High analytical and problem solving skills;</li> <li>- Knowledge of petroleum sector;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 5             |

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| Administrative Unit | Job Title    | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Proposed Jobs |
|---------------------|--------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Geophysicist | Geophysicist                             | <p>A0 in Geophysics, Physics, Earth Sciences.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High analytical and problem solving skills;</li> <li>- Knowledge of petroleum sector;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul>                   | 1             |
|                     | Geochemist   | Geochemist                               | <p>A0 in Geology, Chemistry, Geochemistry or in Earth sciences.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High analytical and problem solving skills;</li> <li>- Knowledge of petroleum sector;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul> | 2             |

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| Administrative Unit | Job Title       | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Proposed Jobs |
|---------------------|-----------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Mining Engineer | Mining Engineer                          | <p>A0 in Mines and Petroleum Studies, Geology, Environmental Sciences and Geotechnical Engineer.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High analytical and problem solving skills;</li> <li>- Knowledge of petroleum sector;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul> | 1             |
|                     | Petrologist     | Petrologist                              | <p>A0 in Geology, Petrography and Mineralogy</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High analytical and problem solving skills;</li> <li>- Knowledge of petroleum sector;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul>                                                     | 1             |
|                     | Technician      | Geology Technician                       | <p>A1 in Geology, and/or appropriate Applied Sciences</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Analytical and problem solving skills;</li> <li>- Knowledge of petroleum sector;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul>                                                                                    | 1             |

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| Administrative Unit | Job Title  | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Proposed Jobs |
|---------------------|------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Technician | Geophysics Technician                    | A1 in Geology and /or appropriate Applied Sciences<br><u>Key technical skills and knowledge required:</u><br><ul style="list-style-type: none"> <li>- Analytical and problem solving skills;</li> <li>- Knowledge of petroleum sector;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul> | 1             |
|                     | Technician | Petrography Technician                   | A1 in Geology and /or appropriate Applied Sciences<br><u>Key technical skills and knowledge required:</u><br><ul style="list-style-type: none"> <li>- Analytical and problem solving skills;</li> <li>- Knowledge of petroleum sector;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul> | 1             |
|                     | Technician | Geochemistry Technician                  | A1 in Geology and/or appropriate Applied Sciences<br><u>Key technical skills and knowledge required:</u><br><ul style="list-style-type: none"> <li>- Analytical and problem solving skills;</li> <li>- Knowledge of petroleum sector;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul>  | 1             |

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|---------------------|---------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Technician    | Drilling Technician                      | <p>A1 in Geology and/or appropriate Applied Sciences</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Analytical and problem solving skills;</li> <li>- Knowledge of petroleum sector;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul> | 1             |
|                     | Documentalist | Documentalist                            | <p>A0 in Library Information sciences or AI in Office Management, Library Information sciences and Bibliotheconomy</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Strong Documentation skills</li> <li>- General office skills</li> <li>- Excellent IT skills</li> <li>- Conscientious and independent worker</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                 | 1             |
|                     | Seismologist  | Seismologist                             | <p>A0 in Seismology, Earth Sciences</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Analytical and problem solving skills;</li> <li>- Knowledge of petroleum sector;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul>                  | 1             |

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| Administrative Unit        | Job Title                        | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Proposed Jobs |
|----------------------------|----------------------------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                            | Seismologist Stations Technician | Seismologist Stations Technician         | <p>A1 in Geology and/or Applied Sciences, Advanced diploma in mining engineering</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> <li>- Analytical and problem solving skills;</li> <li>- Knowledge of petroleum sector;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 1             |
| Sub Total                  |                                  |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 19            |
| Petroleum Exploration Unit | Director of Unit                 | Director of Petroleum Exploration Unit   | <p>A0 in Petroleum Geology, Petroleum Geosciences, Petroleum Geophysics, Petroleum Engineering with 3 years of working experience; Or Master's Degree or Equivalent in Petroleum Geology, Petroleum Geosciences, Petroleum Geophysics, Petroleum Engineering with 1 year of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent organizational skills;</li> <li>- Ability to organize, schedule and utilize time well;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |



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|---------------------|------------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Petroleum Geophysicist | Petroleum Geophysicist                   | <p>A0 in Petroleum Geology, Petroleum Geosciences, Petroleum Geophysics and Petroleum Engineering.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent organizational skills;</li> <li>- Ability to organize, schedule and utilize time well;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities;</li> <li>- Ability to juggle multiple/conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects successfully;</li> <li>- Ability to work under pressure on a variety of projects simultaneously;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Detail oriented and the ability to set priorities and objectives;</li> <li>- Organized, detail oriented, neat and able to meet deadlines;</li> <li>- Ability to work as a team coordinator;</li> <li>- Ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

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|---------------------|----------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Petroleum Geologists | Petroleum Geologist                      | <p>A0 in Petroleum Geology, Petroleum Geosciences, Petroleum Geology and Petroleum Engineering.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent organizational skills;</li> <li>- Ability to organize, schedule and utilize time well;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities;</li> <li>- Ability to juggle multiple/conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects successfully;</li> <li>- Ability to work under pressure on a variety of projects simultaneously;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Detail oriented and the ability to set priorities and objectives;</li> <li>- Organized, detail oriented, neat and able to meet deadlines;</li> <li>- Ability to work as a team coordinator;</li> <li>- Ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

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|---------------------|---------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Petroleum Engineers | Petroleum Engineer                       | <p>A0 in Petroleum Geology, Petroleum Geosciences, Petroleum Geology and Petroleum Engineering, Civil Engineering, Mechanical Engineering, Chemical engineering</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent organizational skills;</li> <li>- Ability to organize, schedule and utilize time well;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities;</li> <li>- Ability to juggle multiple/conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects successfully;</li> <li>- Ability to work under pressure on a variety of projects simultaneously;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Detail oriented and the ability to set priorities and objectives;</li> <li>- Organized, detail oriented, neat and able to meet deadlines;</li> <li>- Ability to work as a team coordinator;</li> <li>- Ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 2             |
| Sub Total           |                     |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 5             |

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|---------------------------------------|------------------|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Mining Regulation and Inspection Unit | Director of Unit | Director of Mining Regulation and Inspection Unit | <p>A0 in Mining Engineering, Geology and Metallurgy, Law with 3 years of working experience; Or Master's Degree or Equivalent in Mining Engineering, Geology and Metallurgy with 1 year of working.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent organizational skills;</li> <li>- Ability to organize, schedule and utilize time well;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities;</li> <li>- Ability to juggle multiple/conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects successfully;</li> <li>- Ability to work under pressure on a variety of projects simultaneously;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Detail oriented and the ability to set priorities and objectives;</li> <li>- Organized, detail oriented, neat and able to meet deadlines;</li> <li>- Ability to work as a team coordinator;</li> <li>- Ability to work and make decisions with minimal supervision;</li> </ul> | 1             |
|                                       | Inspector        | Mine Inspectors                                   | <p>A0 in Mining Engineering, Geology, Geography and Environmental Sciences</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge of government policy on Natural Resources;</li> <li>- Knowledge of the Natural Resources sector policies and issues;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 7             |

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| Administrative Unit | Job Title            | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Proposed Jobs |
|---------------------|----------------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Mining Engineer      | Small and Large Scale Mining Engineer    | <p>A0 in Mining Engineering and Geology</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge of government policy on Natural Resources;</li> <li>- Knowledge of the Natural Resources sector policies and issues;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul>                                                                                                                                                                                   | 2             |
|                     | Mineral Traceability | Mineral Traceability Team Leader         | <p>A0 in Geology, Geography, Project Management, Business Administration or Masters degree in Geology, GIS, Geography, Project Management, Business Administration</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge of Rwanda mining sector</li> <li>- Good knowledge of government policy on Natural Resources;</li> <li>- Knowledge of the Natural Resources sector policies and issues;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul> | 1             |

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| Administrative Unit | Job Title             | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Proposed Jobs |
|---------------------|-----------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Mineral Certification | Mineral Certification Team Leader        | <p>A0 in Mining, Geology, Biological Sciences , Physics, Geography, Economics and Development Economics.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge of government policy on Natural Resources;</li> <li>- Knowledge of the Natural Resources sector policies and issues;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul> | 1             |
|                     | Mineral Certification | Mineral Certification Officer            | <p>A0 in Mining, Geology, Biological Sciences , Physics, Geography,Economics and Development Economics</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge of government policy on Natural Resources;</li> <li>- Knowledge of the Natural Resources sector policies and issues;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul>   | 1             |
| Sub Total           |                       |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 13            |

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| Administrative Unit            | Job Title        | Title of Job positions linked to the Job   | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Proposed Jobs |
|--------------------------------|------------------|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Business Support Services Unit | Director of Unit | Director of Business Support Services Unit | <p>A0 in Mineral Economics, Economics, Geology, Mining Engineering with 3 years working experience or a Master in Mineral Economic, Economics, Geology/ Mining Engineering with 1 year of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent organizational skills;</li> <li>- Ability to organize, schedule and utilize time well;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |
|                                | Economist        | Mining Economist                           | <p>A0 in Mineral Economics, Petroleum Management, Economics, Business Administration</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High analytical and problem solving skills;</li> <li>- Knowledge of petroleum sector;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 1             |

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| Administrative Unit | Job Title                   | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|---------------------|-----------------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Mining Investment Promotion | Mining Investment Promotion Officer      | <p>A0 in Mining, Geology, Economics , Business Administration, Development Studies.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High analytical and problem solving skills;</li> <li>- Knowledge of petroleum sector;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul> | 1             |
|                     | Gemologist                  | Gemologist                               | <p>A0 in Gemology, Mineralogy</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High analytical and problem solving skills;</li> <li>- Knowledge of petroleum sector;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul>                                                       | 1             |
| Sub Total           |                             |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 4             |



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| Administrative Unit                | Job Title            | Title of Job positions linked to the Job       | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|------------------------------------|----------------------|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Mining Cadastre and Licensing Unit | Director of Unit     | Director of Mining Cadastre and Licensing Unit | <p>A0 in Geography, Environmental Sciences, Mining, with 3 years working experience or Masters Degree in Geography, Environmental Sciences, Geomatics, Geoinformatics with 1 year of working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High analytical and problem solving skills;</li> <li>- Knowledge of petroleum sector;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul> | 1             |
|                                    | Registrar of Permits | Registrar of Permits                           | <p>A0 in Law, Geography, Geology</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- good training in GIS.</li> <li>- High analytical and problem solving skills;</li> <li>- Knowledge of petroleum sector;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul>                                                                                                                                       | 2             |

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| Administrative Unit | Job Title             | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|-----------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Licence Database      | Licence Database Officer                 | <p>A0 in Computer Science, Information Technology, Geography, Geomatics, Geoinformatics and Cartography</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of FlexiCadastre Software;</li> <li>- High analytical and problem solving skills;</li> <li>- Knowledge of petroleum sector;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul> | 1             |
|                     | Spatial Data Analysis | Spatial Data Analysis Officer            | <p>A0 in Geography, Geomatics, Geoinformatics, Cartography</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of FlexiCadastre Software;</li> <li>- High analytical and problem solving skills;</li> <li>- Knowledge of petroleum sector;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills ;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul>                                              | 1             |
|                     |                       | Sub-Total                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 5             |

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|--------------------------------------------------|--------------------------|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Integrated Water Resources Management Department | Head of Department       | Head of Department of Integrated Water Resources Management | <p>A0 in Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology, Natural Sciences with 7 years of working experience or 2 years in a senior position or Master's Degree in Water Resource, Natural Resources, Water Resource Planning, Hydrology, environment with 3 years of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in water resources planning and management;</li> <li>- Knowledge in integrated water resources management, water security , water regulations</li> <li>- Strong Leadership skills;</li> <li>- Excellent organizational skills;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Time management skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal</li> </ul> | 1             |
|                                                  | Administrative Assistant | Administrative Assistant                                    | <p>A1 in Secretarial Studies, Office Management, or AO in Public Administration, Administrative Sciences, Law, Social work, and Sociology</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Computer Skills</li> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, and Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 1             |
| Sub Total                                        |                          |                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 2             |

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|-----------------------|------------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Water Regulation Unit | Director of Unit | Director of Water Regulation Unit        | <p>A0 in Natural Sciences, Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology, Ecology and Ecotechnology with 3 years of working experience; Or Master's Degree in Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology, Ecology, Natural Sciences with 1 year of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in water resources planning and management;</li> <li>- Knowledge in Water Law and transboundary water laws ;</li> <li>- Deep knowledge of Rwanda's natural resources policies, laws and regulations;</li> <li>- Strong Leadership skills;</li> <li>- Excellent organizational skills;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Time management skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track</li> </ul> | 1             |
|                       | Water Regulation | Water Regulation Officer                 | <p>A0 in Law, Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology, Ecology and Ecotechnology</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep knowledge of Rwanda's natural resources policies, laws and regulations;</li> <li>- Extensive knowledge in water resources planning, management and regulations;</li> <li>- Knowledge in water laws and institutions;</li> <li>- Excellent organizational skills;</li> <li>- Time management skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 1             |

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|---------------------|----------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Hydrologist          | Hydrologist                              | <p>A0 in Water Resource Management, Agricultural sciences, Hydrology,</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep knowledge of Rwanda's water resources policies, laws and regulations;</li> <li>- Extensive knowledge in water resources planning, management and regulations;</li> <li>- Knowledge in water monitoring systems;</li> <li>- Excellent organizational skills;</li> <li>- Time management skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul>                                                                                            | 2             |
|                     | Trans-boundary Water | Trans-boundary Water Officer             | <p>A0 in Natural Sciences, Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology, Ecology and Ecotechnology</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep knowledge of Rwanda's water policies, laws and regulations;</li> <li>- Extensive knowledge in water resources planning, transboundary water issues and regulations;</li> <li>- Knowledge in water laws and ;</li> <li>- Excellent organizational skills;</li> <li>- Time management skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |
| Sub Total           |                      |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 5             |

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|------------------------------------------------|------------------|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Water Resource Monitoring and Development Unit | Director of Unit | Director of Water Resources Monitoring and Development Unit | <p>A0 in Natural Sciences, Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology, with 3 years of working experience; Or Master's Degree in Water Resource Management, Environmental Management and Natural Resources, water accounting, Hydrology, Economy with 1 year of working experience in water sector.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in water resources planning and management;</li> <li>- Knowledge in water laws, water institutions</li> <li>- Deep knowledge of water resources policies, laws and regulations;</li> <li>- Strong Leadership skills;</li> <li>- Excellent organizational skills;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Time management skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> </ul> | 1             |

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|---------------------|----------------------------------------|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Water Resources Monitoring and Network | Water Resources Monitoring and Network Officer | <p>A0 in Natural Sciences, Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology, Ecology and Ecotechnology</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in water resources planning and management;</li> <li>- Knowledge in water monitoring ; hydrological stations</li> <li>- Deep knowledge of Rwanda's water resources policies, laws and regulations;</li> <li>- Strong Leadership skills;</li> <li>- Excellent organizational skills;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Time management skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal supervision;</li> </ul> | 2             |

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|---------------------|-------------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Flood and Drought | Flood and Drought Management officer     | <p>A0 in Natural Sciences, Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology, Ecology and Ecotechnology</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in Disaster prevention and management;</li> <li>- Deep knowledge of Rwanda's natural resources policies, laws and regulations;</li> <li>- Strong Leadership skills;</li> <li>- Excellent organizational skills;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Time management skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |



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|---------------------|-----------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Watershed | Watershed Management officer             | <p>A0 in Natural Sciences, Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology, Geography</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in watershed management;</li> <li>- Deep knowledge of Rwanda's natural resources policies, laws and regulations;</li> <li>- Knowledge of water resources law;</li> <li>- Leadership skills;</li> <li>- Excellent organizational skills;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Time management skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal</li> </ul> | 5             |

| Administrative Unit | Job Title        | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Proposed Jobs |
|---------------------|------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Water Harvesting | Water Harvesting Officer                 | <p>A0 in Natural Sciences, Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in water harvesting management;</li> <li>- knowledge of Rwanda's water policies, rainwater strategies, laws and regulations;</li> <li>- Knowledge of water permit systems;</li> <li>- Excellent organizational skills;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Time management skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal supervision;</li> </ul> | 2             |

| Administrative Unit | Job Title   | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Proposed Jobs |
|---------------------|-------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Hydrometres | Hydrometres Technician                   | <p>A1 in Natural Sciences, Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology,</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in hydrometrics;</li> <li>- Deep knowledge of Rwanda's natural resources policies, laws and regulations;</li> <li>- Knowledge of water permit systems;</li> <li>- Excellent organizational skills;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Time management skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

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|---------------------|----------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Dam Monitoring | Dam Monitoring Officer                   | <p>A0 in Natural Sciences, Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology, Ecology and Ecotechnology with 3 years of working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in water resources planning and management;</li> <li>- Deep knowledge of Rwanda's natural resources policies, laws and regulations;</li> <li>- Knowledge of Environmental law;</li> <li>- Excellent organizational skills;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Time management skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal supervision;</li> </ul> | 1             |

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| Administrative Unit | Job Title    | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|---------------------|--------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Ground Water | Ground water Officer                     | <p>A0 in Natural Sciences, Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in water resources planning and management;</li> <li>- Deep knowledge of Rwanda's natural resources policies, laws and regulations;</li> <li>- Knowledge of Environmental law;</li> <li>- Excellent organizational skills;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Time management skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

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| Administrative Unit | Job Title     | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|---------------------|---------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Water Quality | Water Quality management Officer         | <p>A0 in Natural Sciences, Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge in water resources planning and management;</li> <li>- Deep knowledge of Rwanda's natural resources policies, laws and regulations;</li> <li>- Knowledge of Environmental law;</li> <li>- Excellent organizational skills;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities;</li> <li>- Ability to manage multiple projects and to work under pressure;</li> <li>- Effective management, organizational, budgeting and planning skills;</li> <li>- Time management skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Ability to work as a team coordinator and ability to work and make decisions with minimal supervision;</li> <li>- <u>Fluent in Kinyarwanda. English and/ or French: knowledge of all is an advantage.</u></li> </ul> | 1             |
|                     |               | Sub-Total                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 15            |

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| Administrative Unit                         | Job Title                | Title of Job positions linked to the Job               | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Proposed Jobs |
|---------------------------------------------|--------------------------|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Forestry and Nature Conservation Department | Head of Department       | Head of Department of Forestry and Nature Conservation | <p>Master's Degree or Equivalent in Forestry, Agriculture, Biodiversity Conservation, Environmental and Natural Resources Management with 5 years of working experience and with at least 2 years in a senior position.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> <li>- Extensive knowledge in Nature conservation</li> <li>- Good experience in forestry research and extension, forest management, forest resource conservation and environmental protection</li> <li>- Extensive knowledge and understanding of the Natural Resources Management</li> <li>- Good knowledge of Forestry Governance;</li> <li>- High analytical skills;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul> | 1             |
|                                             | Administrative Assistant | Administrative Assistant                               | <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 &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Computer Skills</li> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, and Interpersonal Skills;</li> <li>- Computer knowledge (Word Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                        | 1             |
| Sub Total                                   |                          |                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 2             |

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| Administrative Unit    | Job Title         | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|------------------------|-------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Forest Management Unit | Director of Unit  | Director of Forest Management Unit       | <p>Master of Science degree in forestry, Nature or Biodiversity Conservation, Natural resource management or Environmental Economics; Or A0 in forestry with 3 year of working experience in Forestry Management</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Natural Resources Management</li> <li>- Knowledge of the Natural Resources sector policies and issues;</li> <li>- Extensive knowledge of Forestry management;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and French; Knowledge of all is an advantage.</li> </ul>      | 1             |
|                        | Forest Plantation | Forest Plantation Officer                | <p>A0 in forestry, Agroforestry or Environmental sciences</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge of forest site reconnaissance(climate, soil type, topography, vegetation etc.) and capability to advise beneficiaries on these site parameters</li> <li>- Good skills in forestry plantation site selection</li> <li>- Ability to make the most optimum forestry species selection</li> <li>- Capacity to lead and advise on forest planting site preparation works</li> <li>- Capacity to advise on the best timing for planting</li> <li>- Capacity to lead the planting activities;</li> <li>- Capacity to monitor the growth of the planted trees</li> <li>- Ability to lead the follow up on the growth of the planted trees.</li> <li>- Computer literate;</li> <li>- High presentation and reporting skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul> | 1             |



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|---------------------|------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Forest Licensing | Forest Licensing Officer                 | <p>A0 in forestry, Environmental sciences, Agriculture economics or Rural Development</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Capacity to give guidance to the procurement department on the sales of the standing volume in public forests;</li> <li>- Ability to assess the monetary value of forestry products;</li> <li>- Capacity to elaborate different forestry licenses of forestry products;</li> <li>- Capacity to elaborate forestry products export licenses;</li> <li>- Capacity to understand and apply forestry laws and regulations.</li> <li>- Capacity to understand forest business plans.</li> <li>- Capacity to keep good records of issued documents.</li> <li>- Computer literate;</li> <li>- High presentation and reporting skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul>                                                                                              | 1             |
|                     | Biomass Energy   | Biomass Energy Officer                   | <p>A0 in Forestry, Agroforestry, Agriculture Economics, Rural Development, Environmental Sciences</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of biomass energy technologies and renewable energy and low carbon strategy</li> <li>- Capacity to analyze forestry and energy policy, and formulate activities related to biomass energy gap alleviation;</li> <li>- Assist in coordination and communication between different stakeholders; including dissemination of information on biomass energy use and management.</li> <li>- Ability to prepare field monitoring activities and ensure proper records in the Forestry monitoring system.</li> <li>- Capacity to check consistency of internal and external information sources relating to biomass energy.</li> <li>- Computer literate;</li> <li>- High presentation and reporting skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul> | 1             |

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| Administrative Unit | Job Title      | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Proposed Jobs |
|---------------------|----------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Agro-forestry  | Agro-forestry Officer                    | <p>A0 in Forestry , Agriculture, Agroforestry; or Environmental Sciences</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extent of knowledge and expertise in agroforestry</li> <li>- Extensive knowledge and understanding of Land Management principles and practices</li> <li>- Knowledge of the land use policies</li> <li>- Better understanding of agriculture and forestry interface;</li> <li>- High analytical skills;</li> <li>- Computer literate;</li> <li>- High presentation and reporting skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul>                                                                                                                                                                                                                                         | 1             |
|                     | Urban forestry | Urban forestry Officer                   | <p>A0 in Forestry, Urban Environment, Urban Planning, Nature Conservation, or Horticulture.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and expertise in Urban Forestry and beautification of cities;</li> <li>- Good knowledge in the ornamental seedlings and saplings production;</li> <li>- Capacity to develop, operate, maintain and design beautification of urban parks and recreation facilities;</li> <li>- Knowledge of the hazards and safety practices common in urban trees preservation programs;</li> <li>- Knowledge in operating and maintenance of forest machinery;</li> <li>- Enough skills in riparian buffer management;</li> <li>- Computer literate;</li> <li>- High presentation and reporting skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul> | 1             |

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| Administrative Unit | Job Title                         | Title of Job positions linked to the Job  | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Proposed Jobs |
|---------------------|-----------------------------------|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Forest Industry and Carbon Market | Forest Industry and Carbon Market Officer | <p>A0 in Forestry, Agroforestry, Nature or Biodiversity Conservation, or Environmental Sciences</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extent of knowledge and expertise in Forestry in general</li> <li>- Extensive knowledge and understanding of the Rwandan Natural Resources Management</li> <li>- Good knowledge of Forestry management government policy and natural resources conservation in general</li> <li>- Knowledge of the Natural Resources sector policies and issues;</li> <li>- High analytical skills;</li> <li>- Computer literate;</li> <li>- High presentation and reporting skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage</li> </ul>                                                                                             | 1             |
|                     | Economist                         | Forest Economist                          | <p>A0 in Economics, Agriculture economics, Forestry, or Environmental Economics</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and expertise in Urban Forestry;</li> <li>- Good knowledge in the ornamental seedlings and saplings production;</li> <li>- Capacity to develop, operate, maintain and design beautification of urban parks and recreation facilities;</li> <li>- Knowledge of the hazards and safety practices common in urban trees preservation programs;</li> <li>- Knowledge in operating and maintenance of forest machinery;</li> <li>- Enough skills in riparian buffer management;</li> <li>- Computer literate;</li> <li>- High presentation and reporting skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul> | 1             |
| Sub Total           |                                   |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 8             |

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| Administrative Unit                   | Job Title        | Title of Job positions linked to the Job          | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Proposed Jobs |
|---------------------------------------|------------------|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Forest Inspection and Monitoring Unit | Director of Unit | Director of Forest Inspection and Monitoring Unit | <p>Master'S Degree in Forestry, Nature or Biodiversity Conservation, Natural Resource Management, Environment Sciences, Law; Or A0 in Forestry with 3 years of working experience in Forest Inspection and Protection;</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan Natural Resources Management</li> <li>- Knowledge of the Natural Resources sector policies and issues;</li> <li>- Extensive knowledge of Forestry management;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and French; Knowledge of all is an advantage.</li> </ul> | 1             |

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| Administrative Unit | Job Title                        | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Proposed Jobs |
|---------------------|----------------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Forest Inventory and Mapping     | Forest Inventory and Mapping Officer     | <p>A0 in Forestry, Nature or Biodiversity Conservation, Geography or Cartography</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good knowledge of forestry and or forests' dynamic</li> <li>- Good knowledge in forestry survey, biometrics and statistical knowledge and skills</li> <li>- Technical ability in relational databases, GIS, forest records systems and statistics.</li> <li>- Ability to assess inventory conditions as it relates to forest business options</li> <li>- Knowledge and understanding of cruising/sampling; GIS technology and tools, GPS and other spatial technologies</li> <li>- Ability to leverage the inventory and associated technologies to support other individuals and teams in achieving improved business results</li> <li>- Understanding and knowledge of:</li> <li>- Inventory variables such as stand tables, diameter distributions, log-stock tables, taper, growth, merchandising</li> <li>- Computer literacy and a good command of GIS software's</li> <li>- Excellent verbal and written communication skills.</li> <li>- High organisational and analytical skills;</li> <li>- High presentation and reporting skills;</li> </ul> | 2             |
|                     | Forest Inspection and Monitoring | Forest Inspection and Monitoring Officer | <p>A0 in Forestry, Agroforestry, Nature or Biodiversity Conservation, Law, Geography or Environmental Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Forest inspection and Monitoring</li> <li>- Extensive knowledge in forestry research, forest management, forest resource conservation and environmental protection</li> <li>- Multicultural working environment skills</li> <li>- Planning and organisation skills</li> <li>- Communication, reporting and writing skills</li> <li>- Interpersonal and team working skills</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 5             |

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| Administrative Unit | Job Title   | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed Jobs |
|---------------------|-------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Pathologist | Forest Pathologist                       | <p>A0 in Forestry, Nature or Biodiversity Conservation, Agriculture, Crop Sciences, Entomology, Plant protection; or other Environmental Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowldge in Nature conservation</li> <li>- Extensive knowldge in forestry research, forest management,forest resource conservation and environmental protection</li> <li>- Extensive knowledge and understanding of the Rwandan Natural Resources Management</li> <li>- Good knowledge of Forestry management government policy;</li> <li>- Knowledge of the Natural Resources sector policies and issues;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul> | 1             |
| Sub Total           |             |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 9             |

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| Administrative Unit                             | Job Title        | Title of Job positions linked to the Job                    | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Proposed Jobs |
|-------------------------------------------------|------------------|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Extension and Natural Ecosystem Management Unit | Director of Unit | Director of Extension and Natural Ecosystem Management Unit | <p>A0 in Forestry, Nature or Biodiversity Conservation, Agriculture, Natural Resource Management or Environmental Sciences Or A0 in Forestry with 3 years of working experience in Forest Ecosystems Management</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Natural Resources Management in Rwandan context</li> <li>- Knowledge of the Natural Resources sector policies and issues;</li> <li>- Extensive knowledge of Forestry ecosystem management;</li> <li>- Forestry research and Extension skills</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul> | 1             |

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| Administrative Unit | Job Title           | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Proposed Jobs |
|---------------------|---------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Forest Extensionist | Forest Extensionist                      | <p>A0 in Forestry, Agroforestry; Agriculture Extension, Environmental Sciences or Extension</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Good skills in planning and implementing programs</li> <li>- Keen interest and knowledge of forestry and natural resources</li> <li>- Capacity to work with the local people</li> <li>- Good communication, interpersonal and team work skills.</li> <li>- Possession of persuasive abilities</li> <li>- Good and careful speaking or behavior in the community.</li> <li>- Being vibrant, convincing, leading in conversation.</li> <li>- Capacity to help the people improve the quality of their lives</li> <li>- Good understanding the Rwanda socio-economic and cultural system</li> <li>- Enjoying working outdoors.</li> <li>- Computer literate;</li> <li>- High presentation and reporting skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul> | 5             |
|                     | Sylviculture        | Sylviculture Officer                     | <p>A0 in forestry, Agroforestry, Agriculture, Environmental Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High skills in Botany, Ecology, Genetics, and plant breeding;</li> <li>- Good knowledge of forestry regeneration practices both natural and artificial</li> <li>- Capacity to assess tree planting material provenance and genotype.</li> <li>- Good knowledge of the different forest tending techniques like enrichment planting, weeding, clearing, thinning, pruning and forest care.</li> <li>- Computer literate;</li> <li>- High presentation and reporting skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul>                                                                                                                                                                                                                                                        | 1             |



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|---------------------|-------------------------------------------|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Natural Forestry and Ecosystem Management | Natural Forestry and Ecosystem Management Officer | <p>A0 in Forestry, Biology, Biodiversity Conservation, Nature Conservation, Environmental Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High skills in Botany, Ecology, Genetics, and plant breeding;</li> <li>- Good knowledge of natural forest regeneration practices</li> <li>- Capacity to assess tree planting material provenance and genotype.</li> <li>- Good knowledge of the different forest tending techniques like enrichment planting.</li> <li>- Computer literate;</li> <li>- High presentation and reporting skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul>              | 1             |
|                     | Biodiversity and Nature Conservation      | Biodiversity and Nature Conservation Officer      | <p>A0 in Forestry, Biology or Biodiversity and Nature Conservation, Environmental Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High skills in Botany, Ecology, Nature conservation, Genetics, and plant breeding;</li> <li>- Good knowledge of natural forest regeneration practices</li> <li>- Capacity to assess tree planting material provenance and genotype.</li> <li>- Good knowledge of the different forest tending techniques like enrichment planting.</li> <li>- Computer literate;</li> <li>- High presentation and reporting skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul> | 1             |

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|---------------------|---------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Non-Timber Forest Product | Non-Timber Forest Product Officer        | <p>A0 in Forestry, Biology, Biodiversity and Nature Conservation, Environmental Economics, Rural Development</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- knowledge of monitoring existing forestry practices;</li> <li>- Forest production skills</li> <li>- Communication, reporting and writing skills</li> <li>- Interpersonal and team working skills</li> <li>- Understanding Rwanda's environment system</li> <li>- Computer literate;</li> <li>- High presentation and reporting skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.</li> </ul>                                                                                                                                                                                                                               | 1             |
| Sub Total           |                           |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 10            |
| Forestry Seed Unit  | Director of Unit          | Director of Forestry Seed Unit           | <p>Master of Science degree in Forestry, Crop Breeding, Natural Resource Management or Environmental Sciences; Or A0 in forestry with 3 year of working experience in Forest tree seed production and handling or in crop breeding</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Natural Resources Management in Rwandan context</li> <li>- Knowledge of the Natural Resources sector policies and issues;</li> <li>- Extensive knowledge of Forestry seeds and seedlings management, tree breeding;</li> <li>- Forestry research and tree seed technology</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> </ul> | 1             |

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|---------------------|--------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Accountant   | Accountant                               | <p>A0 in Accounting, Finance, Management with specialization in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA, etc)</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software(SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Knowledge to analyse complex financial information &amp; Produce reports</li> <li>- Deep understanding of financial accounts;</li> <li>- High Analytical Skills</li> <li>- Interpersonal skills;</li> <li>- Time management Skills</li> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Cashier      | Cashier                                  | <p>A2 in Accounting, Commerce</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- knowledge in financial business;</li> <li>- Knowledge of operating cash register and maintaining cash drawer;</li> <li>- Proven knowledge of processing exact and efficient sale and return transactions;</li> <li>- Planning skills;</li> <li>- Communication skills.</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and/or French. i</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                          | 1             |
|                     | Store Keeper | Store Keeper                             | <p>A1 in Management, Office management, Public Administration,Administrative Sciences,</p> <p>Key Technical Skills &amp; Knowledge required:</p> <ul style="list-style-type: none"> <li>- some knowldge of Store keeping</li> <li>- Management skills</li> <li>- Excellent IT Skills</li> <li>- Good organization skills</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 1             |

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| Administrative Unit | Job Title                            | Title of Job positions linked to the Job     | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Proposed Jobs |
|---------------------|--------------------------------------|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Seed Laboratory                      | Seed Laboratory officer                      | <p>A0 in forestry, Agroforestry, Biology, or Crop Laboratory sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Research skills</li> <li>- Laboratory skills</li> <li>- knowldge in international standards of environment.</li> <li>- Planning and organisation skills</li> <li>- Communication, reporting and writing skills</li> <li>- Interpersonal and team working skills</li> <li>- Spoken and written English and Swahili skills</li> <li>- Understanding Rwanda's environment system</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Seed Production                      | Seed Production Officer                      | <p>A0 in Forestry, Agroforestry, Biology &amp; Botany, Crop sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive Knowledge in Seed Production and handling</li> <li>- Research skills</li> <li>- knowldge in seed standards.</li> <li>- Communication, reporting and writing skills</li> <li>- Interpersonal and team working skills</li> <li>- Understanding Rwanda's environment system</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                             | 3             |
|                     | Seed Stands and Orchards Maintenance | Seed Stands and Orchards Maintenance Officer | <p>A0 in Forestry, Agroforestry, Biology &amp; Botany, Crop sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Extensive Knowledge in Seed Production and handling</li> <li>- Research skills</li> <li>- knowldge in seed standards.</li> <li>- Communication, reporting and writing skills</li> <li>- Interpersonal and team working skills</li> <li>- Understanding Rwanda's environment system</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                             | 3             |

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|-----------------------------|------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                             | Driver           | Driver                                   | <p>Certificate (A2), Driving License B and D with Mechanical certificate</p> <p><u>Key Technical Skills and Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Team work spirit;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1             |
|                             |                  | Sub-Total                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 12            |
| CORPORATE SERVICES DIVISION | Division Manager | Corporate Services Division Manager      | <p>A0 in Economics, Management, Business Administration, Public Administration, Administrative Sciences, Strategic Management, Public Finance or Accounting with 5 years of working experience or 2 years in a senior position; or Master's Degree in Economics, Management, Business Administration, Public Administration, Administrative Sciences, Strategic Management, Public Finance or Accounting with 3 years of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Human Resources Policy and procedures;</li> <li>- Knowledge of Accounting principles and practices and financial data reporting.</li> <li>- Knowledge of Rwanda Public Servant &amp; Labour laws and Financial Law;</li> <li>- Knowledge of Electronic equipment and computer hardware and software;</li> <li>- Leadership skills;</li> <li>- Coordination, Planning &amp; Organizational Skills;</li> <li>- Interpersonal Skills;</li> <li>- Effective Communication Skills;</li> <li>- Judgment and Decision Making Skills;</li> <li>- Complex Problem Solving;</li> <li>- Negotiation Skills;</li> <li>- Time Management Skills;</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

| Administrative Unit | Job Title      | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Proposed Jobs |
|---------------------|----------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Procurement    | Procurement Officer                      | <p>A0 in Procurement, Management, Public Finance, Economics, Law, Accounting</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High Analytical Skills;</li> <li>- Negotiation Skills;</li> <li>- Knowledge of basic business and purchasing practices;</li> <li>- Excellent Communication Skills;</li> <li>- Knowledge of state contracting laws, regulations and procedures;</li> <li>- Knowledge of grades, qualities, supply and price trends of commodities;</li> <li>- Time Management Skills;</li> <li>- Decision making Skills;</li> <li>- Computer Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .</li> </ul> | 2             |
|                     | Fiscal Revenue | Fiscal Revenue Officer                   | <p>A0 Accounting, Public Finance, Management specialized in Accounting or Finance.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both oral and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Good IT skills</li> <li>- Presentation skills</li> <li>- Creativity &amp; Initiative</li> <li>- Ability to prioritize and plan effectively</li> <li>- Team work;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                   | 1             |

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| Administrative Unit | Job Title              | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Jobs |
|---------------------|------------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Administrative Liaison | Administrative Liaison Officer           | <p>A1 in Secretarial Studies, Office Management, or A0 in Public Administration, Administrative Sciences, Management, Law, Sociology, and social work</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Computer Skills</li> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, and Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                        | 1             |
| Sub Total           |                        |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 5             |
| Finance Unit        | Director of Unit       | Director of Finance Unit                 | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA, IPSAS, IFRS) or Bachelor's degree in Accounting, Public Finance, Finance, or Mngement with specialisation in Finance with at least 3 years working experience</p> <p><u>Key Technical skills and knowledge required</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills</li> <li>- Knowledge of Rwanda's financial management standards and procedures;</li> <li>- Knowledge of Accounting principles and practices and financial data reporting.</li> <li>- Knowledge of Rwanda Public Financial Law;</li> <li>- Leadership and management skills;</li> <li>- Planning and organisational, Budgeting skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software (SMART IFMIS);</li> <li>- Time management Skills</li> <li>- Interviewing Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Problem solving;</li> <li>- Fluent in Kinyarwanda, English and/ or French;</li> </ul> | 1             |

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| Administrative Unit | Job Title  | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Proposed Jobs |
|---------------------|------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Accountant | Accountant                               | <p>A0 in Accounting, Finance, Management with specialization in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA, IPSAS, IFRS, etc)</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both oral and in writing</li> <li>- Excellent interpersonal skills</li> <li>- Good IT skills</li> <li>- Presentation skills</li> <li>- Creativity &amp; Initiative</li> <li>- Ability to prioritize and plan effectively</li> <li>- Team work;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                          | 2             |
|                     | Budget     | Budget Officer                           | <p>A0 in Finance, Accounting, Management and Economics</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Deep understanding of financial accounts;</li> <li>- High Analytical Skills</li> <li>- Interpersonal skills;</li> <li>- Time management Skills</li> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |



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| Administrative Unit                     | Job Title        | Title of Job positions linked to the Job       | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Proposed Jobs |
|-----------------------------------------|------------------|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                                         | Secretary        | Secretary to Finance Unit                      | <p>A2 in Secretarial Studies,Accounting, Office Management, or A1 in Public Administration, Administrative Sciences, Management, Sociology, Social work, Law</p> <p><u>Key Technical Skills and Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                    | 1             |
| Sub Total                               |                  |                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 5             |
| Human Resources and Administration Unit | Director of Unit | Director of Human Resources and Administration | <p>A0 in HR Management, Management with Specialization in Human Resource, Public Administration,Administrative Sciences,with 3 years of working experience or Master's Degree in HR Management, Management with Specialization in Human Resource,Administrative Sciences, Public Administration with 1 year of working experience.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Deep knowledge of Rwandan public service and labor law;</li> <li>- Knowledge in Confilct Management;</li> <li>- Knowledge of the regulations applying to payroll procedures;</li> <li>- Knowledge of human resources concepts, practices,policies, and procedures;</li> <li>- Problem Solving Skills;</li> <li>- Computer Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Interview Skills;</li> <li>- High analytical Skills;</li> <li>- Teamworking Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

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| Administrative Unit | Job Title      | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed Jobs |
|---------------------|----------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Human Resource | HR Officer                               | <p>A0 in Human Resource Management, Management, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources;</li> <li>- Knowledge in the Development of Human Resources Policies and procedures</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 2             |
|                     | Customer Care  | Customer Care Officer                    | <p>A0 in Communication, International Relations, Linguistics and Literature, Journalism</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent interpersonal skills;</li> <li>- Knowledge in Customer care satisfaction;</li> <li>- Knowledge in Hospitality management;</li> <li>- Public speaking skills;</li> <li>- Time management skills;</li> <li>- Organizational skills;</li> <li>- Excellent communication skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and/or French. knowledge of all is an advantage.</li> </ul>                                                                                                                                                                                                                                                                                                              | 1             |

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|---------------------|--------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Logistics    | Logistics Officer                        | <p>A0 in Store Management, Management, Accounting, Economics, Administrative Sciences, Public Administration, Finance</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both oral and in writing</li> <li>- Excellent interpersonnal skills</li> <li>- Good IT skills</li> <li>- Presentation skills</li> <li>- Creativity &amp; Initiative</li> <li>- Ability to prioritize and plan effectively</li> <li>- Team work;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 2             |
|                     | Store Keeper | Store Keeper                             | <p>A1 in Store Management, Management, Economics, Administrative Sciences, Public Administration</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both oral and in writing</li> <li>- Excellent interpersonnal skills</li> <li>- Good IT skills</li> <li>- Presentation skills</li> <li>- Creativity &amp; Initiative</li> <li>- Ability to prioritize and plan effectively</li> <li>- Team work;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                      | 1             |

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| Administrative Unit | Job Title | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Proposed Jobs |
|---------------------|-----------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Secretary | Head of Central Secretariat              | <p>A1 in Secretariat Studies, Office Management, Library and Information Science with 2 years of working experience or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law, Library and Information Science</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |
|                     | Secretary | Secretary in Central Secretariat         | <p>A2 in Secretarial Studies, Office Management, or A1 in Public Administration, Administrative Sciences, Management, Sociology, Social work, Law</p> <p><u>Key Technical Skills and Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>                                                                                                       | 2             |
|                     |           | Sub-Total                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 10            |

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|---------------------------------------------------|------------------|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Management Information System and IT Support Unit | Director of Unit | Director of Management Information System and IT Support Unit | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 3 years of working experience and Certifications in A+, N+; Certifications in CCNA, MCSE, MCSD, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage or Master's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 1 year of working experience in ICT .</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's justice ICT Policies and Strategies as well as National ICT Policy;</li> <li>- Deep Understanding of information technology and telecommunications;</li> <li>- Capacity to research and analyze technology problems, issues, and program requirements.</li> <li>- Knowledge of computer hardware/software technologies.</li> <li>- Interpersonal Skills;</li> <li>- Communication skills</li> <li>- Negotiation Skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills a</li> <li>- Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</li> </ul> | 1             |

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|---------------------|------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Flexi Cadastre Systems | Flexi Cadastre Systems Officer           | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering.</p> <p><u>Key Technical Skills and Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Basic knowledge in Geographical Information System(GIS) as applied in any organization Information system(s)</li> <li>- Required Certification in MCTs (.NET) or Java Programming or visual studio,PHP and LAMP/WAMP;</li> <li>- Certification in Typo 3 (CMS), Java Programming, MySQL/ SQL server, PostgreSQL, and Oracle</li> <li>- Basic Network troubleshooting</li> <li>- Hands on development with C, C++, ASP.Net/C#. HTML, Active Server Pages, JavaScript J2EE, Servlets, Struts, spring and Hibernate</li> <li>- Open source technologies skills</li> <li>- Knowledge of web server infrastructure</li> <li>- Knowledge of Server environments (window, linux, unix)</li> <li>- Ability to work in a team</li> <li>- Analytical/technical mindset</li> <li>- Interpersonal communication skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

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|---------------------|-------------------------------------|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Hydro Management Information System | Hydro Management Information System Officer | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Basic knowledge in Geographical Information System(GIS) as applied in any organization Information system(s);</li> <li>- Certification in MCTs (.NET) or Java Programming or visual studio, PHP and LAMP/WAMP; Certification in Typo 3 (CMS), Java Programming, MySQL/ SQL server, PostgreSQL, and Oracle</li> <li>- Basic Network troubleshooting</li> <li>- Basic knowledge of Water and administrative management aspects</li> <li>- Basic knowledge of Geographical Information Systems(GIS)</li> <li>- Hands on development with C, C++, ASP.Net/C#. HTML, Active Server Pages, JavaScript J2EE, Servlets, Struts, spring and Hibernate</li> <li>- Open source technologies skills</li> <li>- Knowledge of web server infrastructure</li> <li>- Knowledge of Server environments (window, linux, unix)</li> <li>- Ability to work in a team</li> <li>- Analytical/technical mindset</li> <li>- Interpersonal communication skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1             |

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|---------------------|---------------------------------------------------|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Land Administration Management Information System | Land Administration Management Information System Officer | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management, Electronics and Telecommunication Engineering.</p> <p><u>Key Technical skills and knowledge required</u></p> <ul style="list-style-type: none"> <li>- Basic knowledge in Geographical Information System(GIS) as applied in any organization Information system(s);</li> <li>- Required Certification in MCTs (.NET) or Java Programming or visual studio, PHP and LAMP/WAMP;</li> <li>- Certification in Typo 3 (CMS), Java Programming, MySQL/ SQL server, PostgreSQL, and Oracle</li> <li>- Basic Network troubleshooting</li> <li>- Basic knowledge of Land and administrative management aspects</li> <li>- Basic knowledge of Geographical Information Systems(GIS)</li> <li>- Hands on development with C, C++, ASP.Net/C#. HTML, Active Server Pages, JavaScript J2EE,</li> <li>- Servlets, Struts, spring and Hibernate</li> <li>- Open source technologies skills</li> <li>- Knowledge of web server infrastructure</li> <li>- Knowledge of Server environments (window, linux, unix)</li> <li>- Ability to work in a team</li> <li>- Analytical/technical mindset</li> <li>- Interpersonal communication skills;</li> </ul> | 1             |



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|---------------------|----------------------------------------|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Forestry Management Information System | Forestry Management Information System Officer | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering.</p> <p><u>Key Technical skills and knowledge required</u></p> <ul style="list-style-type: none"> <li>- Basic knowledge in Geographical Information System(GIS) as applied in any organization Information system(s)</li> <li>- Required Certification in MCTs (.NET) or Java Programming or visual studio, PHP and LAMP/WAMP;</li> <li>- Certification in Typo 3 (CMS), Java Programming, MySQL/ SQL server, PostgreSQL, and Oracle</li> <li>- Basic Network troubleshooting</li> <li>- Basic knowledge of Forestry management aspects</li> <li>- Hands on development with C, C++, ASP.Net/C#. HTML, Active Server Pages, JavaScript J2EE, Servlets, Struts, spring and Hibernate</li> <li>- Open source technologies skills</li> <li>- Knowledge of web server infrastructure</li> <li>- Knowledge of Server environments (window, linux, unix)</li> <li>- Ability to work in a team</li> <li>- Analytical/technical mindset</li> </ul>                                    | 1             |
|                     | Software Development                   | Software Development Engineer                  | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering.</p> <p><u>Key Technical skills and knowledge required</u></p> <ul style="list-style-type: none"> <li>- Certification in MCTs (.NET) or Java Programming or visual studio, PHP and LAMP/WAMP;</li> <li>- Certification in Typo 3 (CMS), Java Programming, MySQL/ SQL server, PostgreSQL, and Oracle</li> <li>- Basic Network troubleshootin</li> <li>- Basic knowledge in Geographical Information System(GIS) as applied in any</li> <li>- Hands on development with C, C++, ASP.Net/C#. HTML, Active Server Pages, JavaScript J2EE, Servlets, Struts, spring and Hibernate</li> <li>- Open source technologies skills</li> <li>- Knowledge of web server infrastructure</li> <li>- Knowledge of Server environments (window, linux, unix)</li> <li>- Ability to work in a team</li> <li>- Analytical/technical mindset</li> <li>- Interpersonal communication skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 2             |

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| Administrative Unit | Job Title            | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Proposed Jobs |
|---------------------|----------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | IT Business Analysis | IT Business Analysis Officer             | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering.</p> <p><u>Key Technical skills and knowledge required</u></p> <ul style="list-style-type: none"> <li>- Basic knowledge in Geographical Information System(GIS);</li> <li>- Certification in MCTs (.NET) or Java Programming or visual studio, PHP and LAMP/WAMP;</li> <li>- Certification in Typo 3 (CMS), Java Programming, MySQL/ SQL server, PostgreSQL, and Oracle</li> <li>- Basic Network troubleshooting</li> <li>- Basic knowledge of Land and administrative management aspects</li> <li>- Hands on development with C, C++, ASP.Net/C#. HTML, Active Server Pages, JavaScript J2EE,</li> <li>- Excellent analytical, mathematical, and creative problem-solving skills.</li> <li>- Excellent understanding of the organization's goals and objectives.</li> <li>- Excellent listening, interpersonal, written, and oral communication skills.</li> <li>- Logical and efficient, with keen attention to details.</li> <li>- Highly self-motivated and directed.</li> <li>- Ability to effectively prioritize and execute tasks while under pressure.</li> <li>- Strong customer service orientation.</li> <li>- Communicates effectively with clients to identify needs and evaluate alternative business solutions with project management</li> </ul> | 1             |

| Administrative Unit | Job Title           | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Proposed Jobs |
|---------------------|---------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | Network and Systems | Network and Systems Administrator        | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, 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><u>Key Technical skills and knowledge required</u></p> <ul style="list-style-type: none"> <li>- Certification in A+, N+, Linus+ and MCITP or MCSE, MCSA, CCNA and Server;</li> <li>- Knowledge in network equipment debugging technology, hacker attack and defense technology and bandwidth management;</li> <li>- Excellent analytical, mathematical, and creative problem-solving skills;</li> <li>- Excellent understanding of the organization's goals and objectives;</li> <li>- Excellent listening, interpersonal, written, and oral communication skills;</li> <li>- Logical and efficient, with keen attention to details;</li> <li>- Highly self-motivated and directed;</li> <li>- Ability to effectively prioritize and execute tasks while under pressure;</li> <li>- Strong customer service orientation;</li> <li>- Communicates effectively with clients to identify needs and evaluate alternative business solutions with project management;</li> </ul> | 2             |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit | Job Title  | Title of Job positions linked to the Job | Job Profile                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proposed Jobs |
|---------------------|------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|                     | IT Support | IT Support Officer                       | <p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, 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><u>Key Technical skills and knowledge required</u></p> <ul style="list-style-type: none"> <li>- Certification in A+, N+, Linux+ and MCITP or MCSE, MCSA</li> <li>- Certifications in A+, N+, CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP;</li> <li>- Proficiency in basic computer network theory to correct the rational design of planning a network environment, network management platform design</li> <li>- Knowledge in network equipment debugging technology, hacker attack and defense technology, bandwidth management.</li> <li>- Good command of oral language skills and writing ability, interpersonal communication skills and ability to work with others under pressure and solve problems</li> <li>- Ability to work in a team</li> <li>- Analytical/technical mindset</li> <li>- Interpersonal communication skills;</li> </ul> | 2             |
|                     |            | Sub-Total                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 12            |
|                     |            | Total                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 209           |

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Kigali, ku wa 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakoziba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika :**

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

**Seen to be annexed to Prime Minister's Order n° 80/03 of 27/2/2015 determining Organizational Structure, salaries and fringe benefits of Rwanda Natural Resources Authority (RNRA) employees**

Kigali, on 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Prime Minister

(sé)  
**UWIZEYE Judith**  
Minister of Public Service and Labor

**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° 80/03 du 27/2/2015 déterminant la Structure Organisationnelle, les salaires et autres avantages accordés aux personnels de l'Office Rwandais des Ressources Naturelles (RNRA)**

Kigali, le 27/2/2015

(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  
MINISITIRI W'INTEBE No 80/03 RYO KU WA  
27/2/2015 RISHYIRAHU IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI B'IKIGO  
GISHINZWE UMUTUNGO KAMERE MU  
RWANDA (RNRA)

ANNEX III TO PRIME MINISTER'S ORDER  
No 80/03 OF 27/2/2015 DETERMINING The  
ORGANIZATIONAL STRUCTURE, SALARIES  
AND FRINGE BENEFITS OF RWANDA  
NATURAL RESOURCES AUTHORITY (RNRA)  
EMPLOYEES

ANNEXE III DE L'ARRETE DU PREMIER  
MINISTRE N° 80/03 DU 27/2/2015  
DETERMINANT LA STRUCTURE  
ORGANISATIONNELLE, SALAIRES ET  
AUTRES AVANTAGES ACCORDES AU  
PERSONNEL DE L'OFFICE RWANDAIS DES  
RESSOURCES NATURELLES (RNRA)

RWANDA NATURAL RESOURCES AUTHORITY (RNRA) - SALARY STRUCTURE

| POST                                                                        | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|-----------------------------------------------------------------------------|-----|-------|-------|-----------------------------|
| Director General and Chief Registrar of Land Titles                         | 500 | E     | 3156  | 2,011,950                   |
| Head of Lands, Mapping Department and Registrar of Land Titles              | 400 | 1.IV  | 2608  | 1,330,080                   |
| Head of Forestry and Nature Conservation Department                         | 400 | 1.IV  | 2608  | 1,330,080                   |
| Head of Geology and Mines Department                                        | 400 | 1.IV  | 2608  | 1,330,080                   |
| Head of Integrated Water Resources Management Department                    | 400 | 1.IV  | 2608  | 1,330,080                   |
| Land Registration Zonal Offices Division Manager & Registrar of Land Titles | 400 | 2.III | 1890  | 1,082,378                   |
| Technical Land Operations Division Manager                                  | 400 | 2.III | 1890  | 1,082,378                   |
| Technical Mining Operations Division Manager                                | 400 | 2.III | 1890  | 1,082,378                   |
| Corporate Services Division Manager                                         | 400 | 2.III | 1890  | 1,082,378                   |
| Director of Planning, M&E Unit                                              | 400 | 3.II  | 1369  | 784,008                     |
| Director of Land Administration Unit                                        | 400 | 3.II  | 1369  | 784,008                     |
| Director of Land Surveying and Mapping Unit                                 | 400 | 3.II  | 1369  | 784,008                     |
| Director of Land use Management and Spatial Planning Unit                   | 400 | 3.II  | 1369  | 784,008                     |
| Director of Forestry Management Unit                                        | 400 | 3.II  | 1369  | 784,008                     |
| Director of Extension and Natural Ecosystem Management Unit                 | 400 | 3.II  | 1369  | 784,008                     |
| Director of Forestry Inspection and Monitoring Unit                         | 400 | 3.II  | 1369  | 784,008                     |
| Director of Mining Regulation and Inspection Unit                           | 400 | 3.II  | 1369  | 784,008                     |
| Director of Geological Surveying and Exploration Unit                       | 400 | 3.II  | 1369  | 784,008                     |
| Director of Mining Cadastre and Licensing Unit                              | 400 | 3.II  | 1369  | 784,008                     |
| Director of Petroleum Exploitation Unit                                     | 400 | 3.II  | 1369  | 784,008                     |
| Director of Business Support Services Unit                                  | 400 | 3.II  | 1369  | 784,008                     |
| Director of Water Regulation Unit                                           | 400 | 3.II  | 1369  | 784,008                     |
| Director of Water Resources Monitoring and Development Unit                 | 400 | 3.II  | 1369  | 784,008                     |
| Director of Forestry Seed Unit                                              | 400 | 3.II  | 1369  | 784,008                     |
| Director of Finance Unit                                                    | 400 | 3.II  | 1369  | 784,008                     |
| Director of Management Information and IT support Unit                      | 400 | 3.II  | 1369  | 784,008                     |

| POST                                                   | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|--------------------------------------------------------|-----|-------|-------|-----------------------------|
| Director Human Resource and Administration Unit        | 400 | 3.II  | 1369  | 784,008                     |
| Legal Advisor                                          | 400 | 4.III | 1313  | 744,659                     |
| Human Resources Officer                                | 400 | 4.II  | 1141  | 647,110                     |
| Public Relations and Communication Officer             | 400 | 4.II  | 1141  | 647,110                     |
| Seismologist                                           | 400 | 4.II  | 1141  | 647,110                     |
| Geologist                                              | 400 | 4.II  | 1141  | 647,110                     |
| Geophysicists                                          | 400 | 4.II  | 1141  | 647,110                     |
| Geochemist                                             | 400 | 4.II  | 1141  | 647,110                     |
| Mining Engineer                                        | 400 | 4.II  | 1141  | 647,110                     |
| Small and Large Scale Mining Engineers                 | 400 | 4.II  | 1141  | 647,110                     |
| Petrologist                                            | 400 | 4.II  | 1141  | 647,110                     |
| Petroleum Geophysicist                                 | 400 | 4.II  | 1141  | 647,110                     |
| Petroleum Geologist                                    | 400 | 4.II  | 1141  | 647,110                     |
| Petroleum Engineer                                     | 400 | 4.II  | 1141  | 647,110                     |
| Software Development Engineer                          | 400 | 4.II  | 1141  | 647,110                     |
| MIS Officers (Hydro, Flexi Cadastre, Land and Forests) | 400 | 4.II  | 1141  | 647,110                     |
| Transboundry Water Officer                             | 400 | 4.II  | 1141  | 647,110                     |
| Hydrologist                                            | 400 | 4.II  | 1141  | 647,110                     |
| Water Regulation Officer                               | 400 | 4.II  | 1141  | 647,110                     |
| Mines Inspector                                        | 400 | 4.II  | 1141  | 647,110                     |
| Mineral Traceability Team Leader                       | 400 | 4.II  | 1141  | 647,110                     |
| Mineral Certification Team Leader                      | 400 | 4.II  | 1141  | 647,110                     |
| Senior Surveyor                                        | 400 | 4.III | 1313  | 744,659                     |
| Seismologist Stations Technician                       | 400 | 5.II  | 951   | 539,353                     |
| Cadastre Officer                                       | 400 | 5.II  | 951   | 539,353                     |
| Network and System Administrator                       | 400 | 5.II  | 951   | 539,353                     |
| Planning Officer                                       | 400 | 5.II  | 951   | 539,353                     |



| POST                                                        | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|-------------------------------------------------------------|-----|-------|-------|-----------------------------|
| M& E Officer                                                | 400 | 5.II  | 951   | 539,353                     |
| Statistician                                                | 400 | 5.II  | 951   | 539,353                     |
| IT Business Analysis Officer                                | 400 | 5.II  | 951   | 539,353                     |
| IT Support Officer                                          | 400 | 5.II  | 951   | 539,353                     |
| Professional in charge of Land Registration (Provinces)     | 400 | 5.II  | 951   | 539,353                     |
| Professional in charge of Cadastral Maintenance (Provinces) | 400 | 5.II  | 951   | 539,353                     |
| Land Valuation                                              | 400 | 5.II  | 951   | 539,353                     |
| Urban Planner                                               | 400 | 5.II  | 951   | 539,353                     |
| Land Use Planner                                            | 400 | 5.II  | 951   | 539,353                     |
| Professional in Land use Monitoring and Evaluation          | 400 | 5.II  | 951   | 539,353                     |
| Lands Archivist (Provinces)                                 | 400 | 5.II  | 951   | 539,353                     |
| Forest Industry & Carbon Market Officer                     | 400 | 5.II  | 951   | 539,353                     |
| Forest Licensing                                            | 400 | 5.II  | 951   | 539,353                     |
| Biomass Energy Officer                                      | 400 | 5.II  | 951   | 539,353                     |
| Forest Inventory and Mapping Officer                        | 400 | 5.II  | 951   | 539,353                     |
| Forest Economist                                            | 400 | 5.II  | 951   | 539,353                     |
| Forest Plantations Officer                                  | 400 | 5.II  | 951   | 539,353                     |
| Forestry Extensionists                                      | 400 | 5.II  | 951   | 539,353                     |
| Urban Forestry Officer                                      | 400 | 5.II  | 951   | 539,353                     |
| Agroforestry Officer                                        | 400 | 5.II  | 951   | 539,353                     |
| Sylviculture Officer                                        | 400 | 5.II  | 951   | 539,353                     |
| Forests Inspection and Monitoring Officer                   | 400 | 5.II  | 951   | 539,353                     |
| Forests Pathologist                                         | 400 | 5.II  | 951   | 539,353                     |
| Natural Forestry and Ecosystem Management Officer           | 400 | 5.II  | 951   | 539,353                     |
| Biodiversity and Nature Conservation Officer                | 400 | 5.II  | 951   | 539,353                     |
| Non-Timber Forest Product Officer                           | 400 | 5.II  | 951   | 539,353                     |
| Mineral Certification Officer                               | 400 | 5.II  | 951   | 539,353                     |

| POST                                                    | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|---------------------------------------------------------|-----|-------|-------|-----------------------------|
| Water Resources Monitoring and Network Officer          | 400 | 5.II  | 951   | 539,353                     |
| Flood and Drought Management Officer                    | 400 | 5.II  | 951   | 539,353                     |
| Watershed Management Officer                            | 400 | 5.II  | 951   | 539,353                     |
| Water Harvesting Officer                                | 400 | 5.II  | 951   | 539,353                     |
| Hydrometres Technician                                  | 400 | 5.II  | 951   | 539,353                     |
| Dam Monitoring Officer                                  | 400 | 4.II  | 1141  | 647,110                     |
| Ground water Officer                                    | 400 | 5.II  | 951   | 539,353                     |
| Water Quality Management Officer                        | 400 | 5.II  | 951   | 539,353                     |
| Mining Economist                                        | 400 | 5.II  | 951   | 539,353                     |
| Mining Investment Promotion Officer                     | 400 | 5.II  | 951   | 539,353                     |
| Gemologist                                              | 400 | 5.II  | 951   | 539,353                     |
| Registrar of Permits                                    | 400 | 5.II  | 951   | 539,353                     |
| License Database Officer                                | 400 | 5.II  | 951   | 539,353                     |
| Spatial Data Analysis Officer                           | 400 | 5.II  | 951   | 539,353                     |
| Surveyor                                                | 400 | 5.II  | 951   | 539,353                     |
| Cartography Officer                                     | 400 | 5.II  | 951   | 539,353                     |
| Photogrammetrist                                        | 400 | 5.II  | 951   | 539,353                     |
| Internal Auditor                                        | 400 | 5.II  | 951   | 539,353                     |
| Procurement Officer                                     | 400 | 5.II  | 951   | 539,353                     |
| Budget Officer                                          | 400 | 5.II  | 951   | 539,353                     |
| Accountant                                              | 400 | 5.II  | 951   | 539,353                     |
| Accountant in Forestry Seed Unit                        | 400 | 5.II  | 951   | 539,353                     |
| Logistics Officer                                       | 400 | 5.II  | 951   | 539,353                     |
| Fiscal Revenue Officer                                  | 400 | 5.II  | 951   | 539,353                     |
| Administrative Assistant to DG                          | 400 | 5.II  | 951   | 539,353                     |
| Technician in Geological Surveying and Exploration Unit | 400 | 5.II  | 951   | 539,353                     |
| Seed Laboratory Officer in Forestry Seed Unit           | 400 | 5.II  | 951   | 539,353                     |

| POST                                                             | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|------------------------------------------------------------------|-----|-------|-------|-----------------------------|
| Seed Production Officer in Forestry Seed Unit                    | 400 | 5.II  | 951   | 539,353                     |
| Seed Stands & Orchards Maintenance Officer in Forestry Seed Unit | 400 | 5.II  | 951   | 539,353                     |
| Administrative Assistant to Corporate Services                   | 400 | 7.II  | 660   | 374,314                     |
| Customer Care Officer                                            | 400 | 6.II  | 793   | 449,744                     |
| Documentalist in Geological Surveying and Exploration Unit       | 400 | 6.II  | 793   | 449,744                     |
| Administrative Assistant to Head of Department                   | 400 | 7.II  | 660   | 374,314                     |
| Administrative Assistant to Registrar of Land Titles (Provinces) | 400 | 7.II  | 660   | 374,314                     |
| Head of Central Secretariat                                      | 400 | 7.II  | 660   | 374,314                     |
| Cashier in Forestry Seed Unit                                    | 400 | 8.II  | 508   | 288,109                     |
| Storekeeper - Corporate Service                                  | 400 | 8.II  | 508   | 288,109                     |
| Storekeeper in Forestry Seed Unit                                | 400 | 8.II  | 508   | 288,109                     |
| Secretary to Central Secretariat                                 | 400 | 8.II  | 508   | 288,109                     |
| Secretary to DAF Unit                                            | 400 | 8.II  | 508   | 288,109                     |
| Driver in Forestry Seed Unit                                     | 400 | 8.II  | 508   | 288,109                     |

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 80/03 ryo ku wa 27/2/2015 rishyiraho Imbonerahamwe y'Imyanya y'Imirimo, Imishahara n'ibindi bigenerwa Abakozi b'Ikigo gishinzwe Umutungo Kamere mu Rwanda (RNRA)**

Kigali, ku wa 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakoziba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika :**

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

**Seen to be annexed to Prime Minister's Order n° 80/03 of 27/2/2015 determining Organizational Structure, salaries and fringe benefits of Rwanda Natural Resources Authority (RNRA) employees**

Kigali, on 27/2/2015

(sé)  
**MUREKEZI Anastase**  
Prime Minister

(sé)  
**UWIZEYE Judith**  
Minister of Public Service and Labor

**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° 80/03 du 27/2/2015 déterminant la Structure Organisationnelle, les salaires et autres avantages accordés aux personnels de l'Office Rwandais des Ressources Naturelles (RNRA)**

Kigali, le 27/2/2015

(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

ITEKA RYA MINISITIRI W'INTEBE N° 81/03  
RYO KU WA 27/02/2015 RISHYIRAHU URWEGO  
RUKORA UBUVUGIZI BWA LETA, RIKAGENA  
INSHINGANO, IMITERERE N'IMIKORERE  
BYARWO KANDI RIGASHYIRAHU  
IMISHAHARA N'IBINDI BIGENERWA  
ABAKOZI BARWO

PRIME MINISTER'S ORDER N° 81/03 OF  
27/02/2015 ESTABLISHING THE OFFICE OF  
THE GOVERNMENT SPOKESPERSON AND  
DETERMINING ITS RESPONSIBILITIES,  
ORGANISATION AND FUNCTIONING AS  
WELL AS SALARIES AND FRINGE  
BENEFITS FOR ITS EMPLOYEES

ARRETE DU PREMIER MINISTRE N° 81/03  
DU 27/02/2015 PORTANT CREATION DU  
SERVICE DU PORTE-PAROLE DU  
GOUVERNEMENT ET DETERMINANT SES  
ATTRIBUTIONS, ORGANISATION ET  
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ISHAKIRO

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**ITEKA RYA MINISITIRI W'INTEBE 81/03 RYO KU WA 27/02/2015 RISHYIRAHU URWEGO RUKORA UBUVUGIZI BWA LETA, RIKAGENA INSHINGANO, IMITERERE N'IMIKORERE BYARWO KANDI RIGASHYIRAHU IMISHAHARA N'IBINDI BIGENERWA ABAKOZI BARWO**

**PRIME MINISTER'S ORDER N° 81/03 OF 27/02/2015 ESTABLISHING THE OFFICE OF THE GOVERNMENT SPOKESPERSON AND DETERMINING ITS RESPONSIBILITIES, ORGANISATION AND FUNCTIONING AS WELL AS SALARIES AND FRINGE BENEFITS FOR ITS EMPLOYEES**

**ARRETE DU PREMIER MINISTRE N° 81/03 DU 27/02/2015 PORTANT CREATION DU SERVICE DU PORTE-PAROLE DU GOUVERNEMENT ET DETERMINANT SES ATTRIBUTIONS, ORGANISATION, FONCTIONNEMENT ET LES SALAIRES ET AVANTAGES ACCORDES A SON PERSONNEL**

**Minisitiri w'Intebe;**

**The Prime Minister;**

**Le Premier Ministre;**

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo ku wa 04 Kamena 2003 nk'uko ryavuguruwe kugeza ubu, cyane mu ngingo zaryo, iya 118, iya 119, iya 120, iya 121 n'iya 201;

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 118, 119, 120, 121 and 201;

Vu la Constitution de la République du Rwanda du 04 juin 2003 telle que révisée à ce jour, spécialement en ses articles 118, 119, 120, 121 et 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;

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

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

Asubiye ku Iteka rya Minisitiri w'Intebe n° 78/03 ryo ku wa 12/08/2011 rishyiraho Urwego rukora Ubuvugizi bwa Leta kandi rikagena inshingano, imiterere n'imikorere byarwo;

Having reviewed the Prime Minister's Order n° 78/03 of 12/08/2011 establishing the Office of the Government Spokesperson and determining its responsibilities, organization and functioning;

Revu l'Arrêté du Premier Ministre n° 78/03 de la 12/08/2011 portant création du service du Porte-parole du Gouvernement et déterminant ses attributions, son organisation et son fonctionnement ;

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

Having reviewed 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 to date;

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 et complété à ce jour;

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

On proposal by the Minister of Public Service and Labour;

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

Inama y'Abaminisitiri yateranye ku wa 10/09/2014 imaze kubisuzuma no kubyemeza.

After consideration and approval by the Cabinet, in its session of 10/09/2014;

Après examen et adoption par le Conseil des Ministres en sa séance du 10/09/2014;

**ATEGETSE:**

**HEREBY ORDERS:**

**ARRETE :**

**Ingingo ya mbere: Icyo iri teka rigamije**

Iri teka rishyiraho Urwego rukora Ubuvugizi bwa Leta kandi rikagena inshingano, imiterere n'imikorere byarwo. Rwitwa "Urwego" mu ngingo zikurikira. Rigena kandi imishahara n'ibindi bigenerwa Abakozi barwo.

**Article One: Purpose of this Order**

This Order establishes Office of the Government Spokesperson named "Office" in the following Articles. It also determines its responsibilities, organization and functioning as well as salaries and fringe benefits for its employees.

**Article premier: Objet du présent arrêté**

Le présent arrêté porte création du Service du Porte-Parole du Gouvernement, nommé «Service» dans les articles suivants. Il détermine aussi ses attributions, son organisation et son fonctionnement ainsi que les salaires et autres avantages accordés à son personnel.

**Ingingoya 2: Ubwigenge**

Urwego rufite ubwigenge mu miyoborere, mu micungire y'abakozi n'umutungo byarwo.

**Article 2: Autonomy**

The Office shall have administrative and financial autonomy.

**Article 2: Autonomie**

Le Service est doté de l'autonomie administrative et financière.

**Ingingo ya 3: Inshingano**

Urwego rufite inshingano rusange yo gushyira mu bikorwa uburyo bwiza kandi bunoze bw'ubuvugizi bwa Leta mu rwego rwo kumenyekanisha ibikorwa n'isura nziza by'u Rwanda.

**Article 3: Mission**

The Office shall have a general mission of an efficient and proactive government communication system in order to disseminate success story and promote the good image of Rwanda.

**Article 3: Missions**

Le Service a la mission générale de mettre en œuvre un système efficace et proactif de communication du Gouvernement en vue de diffuser les réalisations et de promouvoir l'image positive du Rwanda.

By'umwihariko, Urwego rufite inshingano zikurikira:

In particular, the Office shall have the following responsibilities:

Particulièrement, les attributions du Service sont les suivantes:

1 ° gushyiraho no gukwirakwiza ingamba z'ubuvugizi za Leta binyujijwe mu:

1 ° developing and disseminating the Government Communication Strategies through:

1 ° le développement et la diffusion des stratégies de communication du Gouvernement à travers:

a. gushyiraho politiki, ingamba, uburyo na gahunda bigamije kunoza ubuvugizi bwa Guverinoma;

a. elaborating policies, strategies, plans and programs to improve the quality of Government communication;

a. l'élaboration des politiques, stratégies, plans et programmes visant à améliorer la qualité de communication du Gouvernement;

b. gushyiraho imiyoboro n'uburyo byifashishwa

b. Developing efficient communication

b. le développement des canaux et outils



| mu buvugizi bwa Guverinoma.                                                                                                          | channels and tools.                                                                                      | efficaces de communication.                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| 2 ° guhuza gahunda z'itumanaho mu Nzego za Leta;                                                                                     | 2 ° coordinating communication programs within Government institutions;                                  | 2 ° la coordination des programmes de communication dans les institutions de l'Etat ;                                  |
| 3 ° gukurikirana ishyirwa mu bikorwa rya politiki, ingamba na gahunda bijyanye n'itumanaho n'ubuvugizi bya Guverinoma binyujijwe mu: | 3 ° monitoring the implementation of Government communication policies, strategies and programs through: | 3 ° le suivi de la mise en oeuvre des politiques, stratégies et programmes de communication du Gouvernement à travers: |
| a. gusuzuma uruhare rw'amakuru anyuranye ku iterambere ry'Igihugu no guteza imbere isura y'u Rwanda;                                 | a. evaluating the impact of information on national development and on promotion of the image of Rwanda; | a. l'évaluation de l'impact de l'information sur le développement national et sur la promotion de l'image du Rwanda;   |
| b. gukurikirana no gusuzuma gahunda z'ibikorwa zijyanye n'itumanaho mu Nzego z'imirimo ya Leta;                                      | b. monitoring and evaluating the communication plans and programs in Government institutions;            | b. le suivi et l'évaluation des plans et programmes de communication dans les institutions de l'Etat;                  |
| c. gushyikiriza Guverinoma raporo y'ibikorwa Urwego rwakoze mu gushyira mu bikorwa inshingano zarwo.                                 | c. reporting periodically to the Government on the achievements of the Office.                           | c. les rapports périodiques transmis au Gouvernement concernant l'accomplissement de la mission de l'Office.           |

**Ingingo ya 4: Kurebererwa**

Urwego rurebererwa na Minisiteri ifite ububanyi n'amahanga mu nshingano zayo.

**Ingingo ya 5: Sitati igenga Abakozi**

Abakozi bo mu rwego rwa tekini n'abunganira Urwego bagengwa na Sitati rusange igenga Abakozi ba Leta.

**Ingingo ya 6: Imikorere**

Urwego rushyiraho amategeko ngamikorere yarwo.

**Article 4: Supervising authority**

The Office shall be supervised by the Ministry responsible for Foreign Affairs.

**Article 5: Staff**

The technical and support staff of the Office shall be managed in accordance with the General Statutes of Public Service.

**Article 6: Functioning**

The Office shall elaborate internal rules and

**Article 4: Organe de tutelle**

Le Service est placé sous la tutelle Ministère ayant les affaires étrangères dans ses attributions.

**Article 5: Personnel**

Le personnel technique et le personnel d'appui du Service est régi par le statut général de la fonction publique.

**Article 6: Fonctionnement**

Le Service met en place son règlement d'ordre

regulations.

intérieur.

**Ingingo ya 7: Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo**

Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo biri ku migereka ya I na II y'iri teka.

**Ingingo 8 : Igenwa ry'umushahara**

Imishahara y'abakozi b'Urwego 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 rwego rukora Ubuvugizi bwa Leta biri ku mugereka wa III w'iri teka.

**Ingingo 9: 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.

**Article 7: Organizational structure and job profiles**

The Organizational structure and job profiles are respectively in annex I and II of this Order.

**Article 8: Determination of the salary**

Salaries for employees of the Office shall be determined basing on 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 Office of the Government Spokesperson are in annex III of this Order.

**Article 9: Composition of gross salary**

The monthly gross salary 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.

**Article 7: Structure Organisationnelle et profils d'emploi**

La structure organisationnelle et profils d'emplois sont respectivement en annexes I et II du présent arrêté.

**Article 8 : Détermination du salaire**

Les salaires accordés au personnel du Service 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 du Service sont en annexe III du présent arrêté.

**Article 9: 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.

Indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo ntigenerwa abayobozi bari ku nzego z'imirimo za "D", "F" na "H/2" boroherezwa ingengo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze, kimwe n'abakozi bari ku rwego rwa "3" bagenerwa indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

The transport allowance specified in Paragraph One of this Article shall not be granted to officials positioned on levels "D", "F" 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.

L'indemnité de transport visée à l'alinéa premier du présent article n'est pas allouée aux agents de l'Etat aux postes de niveau "D", "F" et "H/2" pour lesquels le transport est facilité selon les Instructions du Ministre ayant le transport dans ses attributions, ainsi que ceux aux postes de niveau "3" qui bénéficient l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

**Ingingo ya 10: Ibindi bigenerwa Umuvugizi wa Leta**

Umuvugizi wa Leta uri ku rwego rw'umurimo rwa "D" agenerwa ibindi bimufasha gutunganya imirimo bikurikira:

- 1 ° amafaranga yo kwishyura telefoni na fax byo mu biro angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi, amafaranga ibihumbi mirongo ine y'u Rwanda (40.000 Frw) buri kwezi ya internet igendanwa n'aya telefoni igendanwa angana n'ibihumbi ijana na mirongo itanu (150.000 Frw) buri kwezi;
- 2 ° amafaranga yo kwakira abashyitsi mu kazi angana n'amafaranga ibihumbi magana atatu y'u Rwanda (300.000 Frw) buri kwezi anyura kuri konti y'urwego bireba.
- 3 ° Leta imworohereza mu bijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

**Article 10: Fringe benefits for Government Spokesperson**

The Government Spokesperson on "D" job level shall be entitled to the following fringe benefits:

- 1 ° one hundred thousand Rwandan francs (100,000 Rwf) per month for office telephone, fax and forty thousand Rwandan francs (40,000 Rwf) per month for wireless internet connection and one hundred and fifty thousand Rwandan francs (150,000 Rwf) per month for mobile phone;
- 2 ° office entertainment allowance of three hundred thousand Rwandan francs (300,000 Rwf) per month and transferred to the institution's account;
- 3 ° The Government shall facilitate his/her transport in accordance with Instructions of the Minister in charge of transport.

**Article 10: Avantages alloués au Porte-Parole du Gouvernement**

Le Porte-Parole du Gouvernement au poste de niveau « D » bénéficie des avantages suivants:

- 1 ° les frais de téléphone, d'internet de bureau équivalant à cent mille francs rwandais (100.000 Frw) par mois et les frais d'internet sans fil équivalant à quarante mille francs rwandais (40.000 Frw) par mois et ceux de téléphone portable équivalant à cent cinquante mille francs rwandais (150.000 Frw) par mois ;
- 2 ° les frais de représentation au service équivalant à trois cent mille francs rwandais (300.000 Frw) chaque mois et domiciliés au compte de l'institution concernée;
- 3 ° L'Etat lui facilite en ce qui concerne le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Ingingo ya 11: Ibindi bigenerwa abayobozi bakuru bari ku rwego rwa “2”**

Umuyobozi Mukuru uri ku rwego rw’umurimo rwa “H/2” kandi ufite itsinda ry’Abakozi ba Leta ayobora hashingiwe ku mbonerahamwe y’inzego z’imirimo yemewe, agenerwa ibindi bimufasha gutunganya imirimo bikurikira:

- 1° amafaranga ya telefone yo mu biro angana n’amafaranga y’u Rwanda ibihumbi mirongo irindwi (70.000 Frw) buri kwezi n’aya telefoni igendanwa angana n’ibihumbi mirongo irindwi y’u Rwanda (70. 000 Frw) buri kwezi;
- 2° Leta imworohereza ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

Umuyobozi mukuru uri ku rwego rw’imirimo rwa “2” ariko adafite itsinda ry’abakozi ba Leta ayobora hashingiwe ku mbonerahamwe y’imyanaya y’imirimo yemewe, agenerwa gusa buri kwezi amafaranga y’itumanaho rya telefoni igendanwa angana n’ibihumbi mirongo irindwi y’u Rwanda (70.000 Frw). Leta imworohereza kandi ingendo mu buryo buteganyijwe mu gika cya mbere cy’iyi ngingo.

**Ingingo ya 12: Ibindi bigenerwa Abayobozi b’Amashami n’Abakozi bari ku rwego rw’imirimo rwa “3.II”**

Abayobozi b’Amashami n’Abakozi bari ku rwego rw’imirimo rwa “3.II” bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

**Article 11: Fringe benefits for Senior Officials on “2” job level**

The Senior Official on “H/2” job level with a pool of public servants under his/her responsibility in accordance with the approved organizational structure, shall be entitled to the following fringe benefits:

- 1° seventy thousand Rwandan francs (Rwf 70,000) per month for office land line and seventy thousand Rwandan francs (Rwf 70,000) per month for mobile phone communication allowance;
- 2° the Government shall facilitate his/her transport in accordance with Instructions of the Minister in charge of transport.

Senior Officials positioned on job level “2” without a pool of public servants under their responsibilities in accordance with the approved organizational structure, shall only each be entitled to a mobile phone communication allowance of seventy thousand Rwandan francs (Rwf 70,000) per month. The Government shall also facilitate his/her transport as provided for under the Paragraph One of this Article.

**Article 12: Fringe benefits for Directors of Units and Officials on “3.II” job level**

Directors of Units and Officials on “3.II” job level shall each be entitled to fringe benefits as follows:

**Article 11: Avantages alloués aux autorités au poste de niveau “2”**

L’autorité au poste de niveau “H/2” et ayant des agents de l’Etat placés sous sa responsabilité suivant la structure organisationnelle approuvée, bénéficie des avantages suivants:

- 1° les frais de communication par téléphone de bureau et fax de bureau équivalant à septante mille francs rwandais (70.000 Frw) et de téléphone portable équivalant à septante mille francs rwandais (70.000 Frw) par mois ;
- 2° l’Etat lui facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Les hauts cadres aux postes de niveau « 2 » qui n’ont pas d’agents de l’Etat placés sous leurs responsabilités suivant la structure organisationnelle approuvée, bénéficient chacun des seuls frais de communication par téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 Frw) par mois. L’Etat lui facilite aussi le transport comme il est prévu à l’alinéa premier du présent article.

**Article 12: Avantages alloués au Directeurs d’Unité et cadres au poste de niveau “3.II”**

Les Directeurs d’Unité et cadres au poste de niveau “3.II” bénéficient chacun des avantages suivants:

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.

Umuyobozi w’ishami uri ku rwego rw’imirimu rwa “3.II” ufite itsinda ry’Abakozi ba Leta ayobora hashingiwe ku mbonerahamwe yemewe y’Urwego akorera, agenerwa kandi amafaranga ibihumbi ijana y’u Rwanda (100.000 Frw) buri kwezi ya telefoni yo mu biro.

**Ingingo ya 13: Indamunite z’urugendo rw’imodoka**

Iyo abayobozi bakuru bari ku rwego rwa “D”, “F” na “2” bagiye mu butumwa imbere mu Gihugu bakoresheje imodoka zabo, Leta ibabagenera indamunite y’urugendo hakurikijwe ibiteganywa n’amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

**Ingingo ya 14: Abashinzwe kubahiriza iri teka**

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

**Ingingo ya 15: Ivanwaho ry’ingingo zinyuranyije n’iri teka**

Ingingo zose z’amateka abanziriza iri kandi zinyuranyije

1 ° a mobile phone communication allowance of thirty thousand Rwandan francs (30,000 Rwf) per month.

2 ° a special transport allowance as determined by instructions of the Minister in charge of public service.

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

**Article 13: Mileage allowances**

When a senior official on levels “D”, “F” and “2” goes on official mission inside the Country by using his/her vehicle, the State shall pay him/her mileage allowances specified in the relevant Ministerial Instructions issued by the Minister in charge of transport.

**Article 14: Authorities responsible for the implementation of this Order**

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

**Article 15: Repealing provision**

All prior provisions contrary to this Order are hereby

1 ° les frais de communication par téléphone portable équivalant à trente mille francs rwandais (30.000 Frw) par mois.

2 ° l’indemnité spéciale de transport conformément aux Instructions du Ministre ayant la fonction publique dans ses attributions.

Le Directeur d’Unité au poste de niveau “3.II” ayant des agents de l’Etat placés sous sa responsabilité suivant la structure organisationnelle approuvée, bénéficie en plus chacun des frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) par mois.

**Article 13 : Indemnités kilométriques**

Lorsqu’un haut cadre aux postes de niveaux “D”, “F” et “2” va en mission officielle à l’intérieur du Pays en utilisant son véhicule, l’Etat lui octroie une indemnité kilométriques conformément aux Instructions du Ministre ayant le transport dans ses attributions.

**Article 14: Autorités chargées de l’exécution du présent arrêté**

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

**Article 15: Disposition abrogatoire**

Toutes les dispositions antérieures contraires au

na ryo zivanyweho.

repealed.

présent arrêté sont abrogées.

**Ingingo ya 16: Igihe iteka ritangira gukurikizwa**

**Article 16: Commencement**

**Article 16 : Entrée en vigueur**

Iri teka ritangira gukurikizwa ku munsu ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera ku wa 10/09/2014.

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes an effect as of 10/09/2014.

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il sort ses effets à partir du 10/09/2014.

Kigali ku wa 27/02/2015

Kigali on 27/02/2015

Kigali le 27/02/2015

(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)

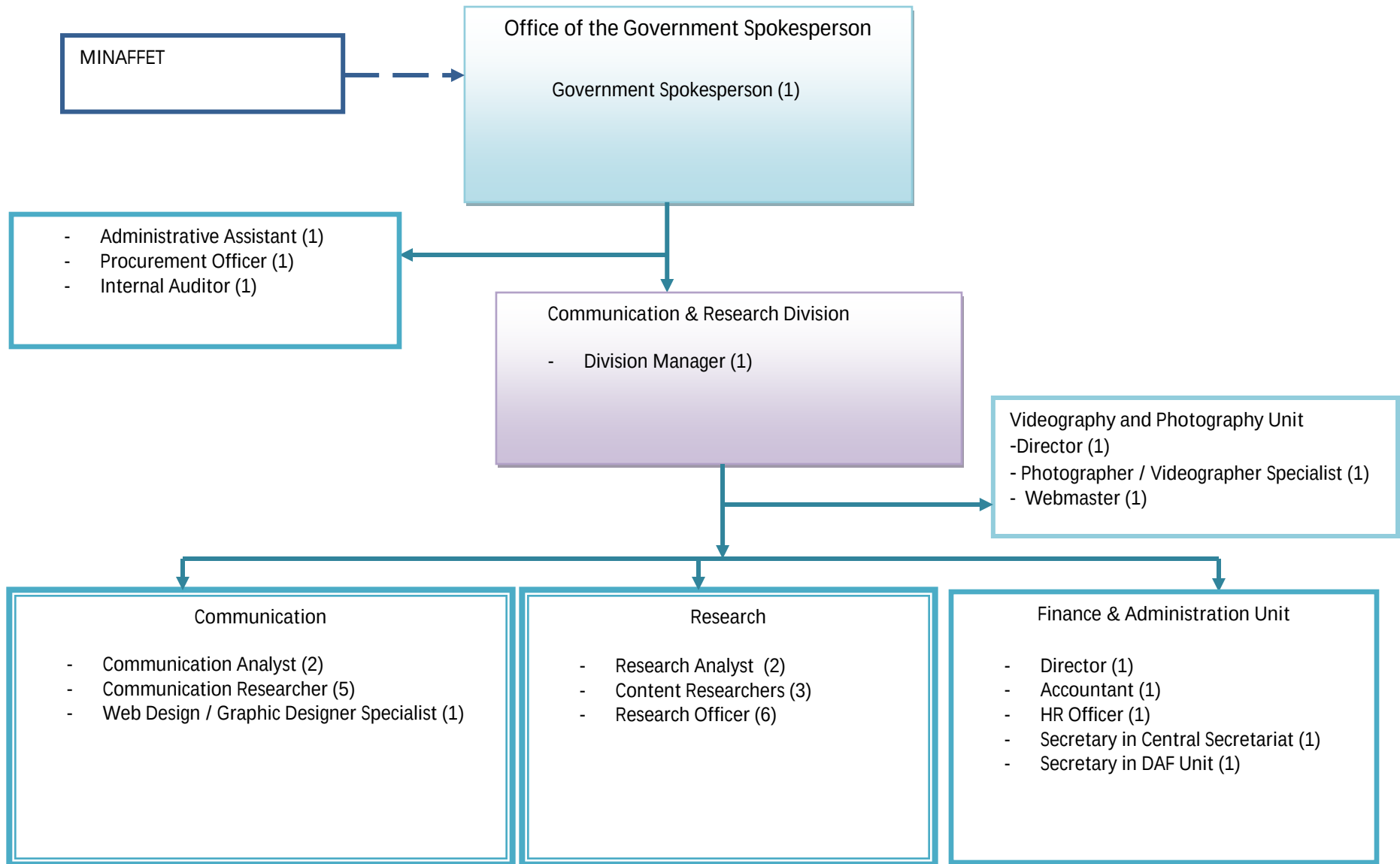
**BUSINGYE Johnston**  
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I W'ITEKA RYA MINISITIRI  
W'INTEBE N° 81/03 RYO KU WA 27/02/2015  
RISHYIRAHU URWEGO RUKORA UBUVUGIZI  
BWA LETA KANDI RIKAGENA INSHINGANO,  
IMITERERE N'IMIKORERE BYARWO  
N'IMISHAHARA N'IBINDI BIGENERWA  
ABAKOZI BARWO

ANNEX I TO THE PRIME MINISTER'S  
ORDER N° 81/03 OF 27/02/2015  
ESTABLISHING THE OFFICE OF THE  
GOVERNMENT SPOKESPERSON AND  
DETERMINING ITS RESPONSIBILITIES,  
ORGANISATION AND FUNCTIONING AS  
WELL AS SALARIES AND FRINGE BENEFITS  
FOR ITS EMPLOYEES

ANNEXE I D'ARRETE DU PREMIER  
MINISTRE N° 81/03 DU 27/02/2015 PORTANT  
CREATION DU SERVICE DU PORTE-  
PAROLE DU GOUVERNEMENT ET  
DETERMINANT SES ATTRIBUTIONS,  
ORGANISATION ET FONCTIONNEMENT  
AINSI QUE LES SALAIRES ET  
AVANTAGES ACCORDES A SON  
PERSONNEL

OFFICE OF THE GOVERNMENT SPOKESPERSON - ORGANISATIONAL CHART





**Bibonywe kugira ngo bigirwe Umigereka wa III w'Iteka rya Minisitiri w'Intebe n° 81/03 ryo ku wa 27/02/2015. rishyiraho Urwego rukora Ubuvugizi bwa Leta kandi rikagena inshingano, imiterere n'imikorere byarwo n'imishahara n'ibindi bigenerwa abakozi barwo**

Kigali, ku wa 27/02/2015

**(sé)**  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

**(sé)**  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika :**

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

**Seen to be annex III to the Prime Minister's Order n° 81/03 of 27/02/2015. establishing the Office of the Government Spokesperson and determining its responsibilities, organization and functioning as well as salaries and fringe benefits for its employees**

Kigali, on 27/02/2015

**(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 l'annexe III de l'Arrêté du Premier Ministre n° 81/03 du 27/02/2015 portant création du Service du Porte-Parole du Gouvernement et déterminant ses attributions, organisation et fonctionnement ainsi que les salaires et avantages accordés à son personnel**

Kigali, le 27/02/2015

**(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 MINISITIRI  
W'INTEBE N° 81/03 RYO KU WA 27/02/2015  
RISHYIRAHU URWEGO RUKORA UBUVUGIZI  
BWA LETA KANDI RIKAGENA INSHINGANO,  
IMITERERE N'IMIKORERE BYARWO  
N'IMISHAHARA N'IBINDI BIGENERWA  
ABAKOZI BARWO**

**ANNEX II TO THE PRIME MINISTER'S  
ORDER N° 81/03 OF 27/02/2015  
ESTABLISHING THE OFFICE OF THE  
GOVERNMENT SPOKESPERSON AND  
DETERMINING ITS RESPONSIBILITIES,  
ORGANISATION AND FUNCTIONING AS  
WELL AS SALARIES AND FRINGE BENEFITS  
FOR ITS EMPLOYEES**

**ANNEXE II D'ARRETE DU PREMIER  
MINISTRE N° 81/03 DU 27/02/2015 PORTANT  
CREATION DU SERVICE DU PORTE-  
PAROLE DU GOUVERNEMENT ET  
DETERMINANT SES ATTRIBUTIONS,  
ORGANISATION ET FONCTIONNEMENT  
AINSI QUE LES SALAIRES ET AUTRES  
AVANTAGES ACCORDES A SON  
PERSONNEL**

OGS JOB PROFILES

| Administrative Unit     | Job Title               | Title of job position linked with the job | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Proposed Job Positions |
|-------------------------|-------------------------|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Government Spokesperson | Government Spokesperson | Government Spokesperson                   | Political Appointee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 1                      |
|                         | Procurement             | Procurement Officer                       | <p>A0 in Procurement, Management, Accounting, Public Finance, Law, Economy</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- High analytical skills;</li> <li>- Knowledge of basic business and purchasing practices;</li> <li>- Knowledge of state contracting law, regulations and procedures;</li> <li>- Knowledge of grade, qualities, suppliers and prices traders of commodities;</li> <li>- Knowledge in contract drafting and negotiation;</li> <li>- Category management skills;</li> <li>- Time management skills;</li> <li>- Decision making skills;</li> <li>- Excellent communication skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French. knowledge of all is an advantage</li> <li>- Review and evaluates the performance of the suppliers</li> <li>- Verify the required order is within the agreed budget</li> </ul> | 1                      |

| Administrative Unit | Job Title                | Title of job position linked with the job               | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Proposed Job Positions |
|---------------------|--------------------------|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
|                     | Internal Auditor         | Internal Auditor                                        | <p>A0 in Accounting, Public Finance, Management specializing in Finance/Accounting.</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Detailed knowledge of financial and Audit Standards, HR &amp; Financial Regulations, Procedures ;</li> <li>- Financial software;</li> <li>- Planning Skill;</li> <li>- High Analytical skills;</li> <li>- Report writing and presentation skills.</li> <li>- Time management skills;</li> <li>- Excellent problem-solving skills and clear logical thinking;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1                      |
|                     | Administrative Assistant | Administrative Assistant to the Government Spokesperson | <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 and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of institution's mandate and function</li> <li>- Excellent communication, organizational and interpersonal skills;</li> <li>- Excellent customer care skills;</li> <li>- Office management skills;</li> <li>- Computer knowledge (Word processing, Power Point and Internet);</li> <li>- Analytical and problem solving;</li> <li>- Fluent in Kinyarwanda, English and/or French</li> </ul>  | 1                      |
| <b>S/total</b>      |                          |                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>4</b>               |

| Administrative Unit               | Job Title        | Title of job position linked with the job | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Proposed Job Positions |
|-----------------------------------|------------------|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Communication & Research Division | Division Manager | Communication & Research Division Manager | <p>A0 in Communication, Public Relations, Political Sciences, Sociology, International Relations, Journalism, Governance, Law, Linguistics and Literature, Economics, Development Studies with 5 years of working experience; or Master's Degree or Equivalent in Communication, Public Relations, Political Sciences, Sociology, International Relations, Journalism, Governance, Law, Linguistics and Literature, Economics, Economic Policy and Planning, Economics Policy and Management, Development Economics, Agro Economics, Development Studies with 3 years of working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent managerial and leadership skills;</li> <li>- Excellent communication skills both orally and in writing;</li> <li>- Excellent interpersonal skills;</li> <li>- The ability to build strong and collaborative relationships with stakeholders</li> <li>- Report writing and presentation skills;</li> <li>- Planning and coordination skills;</li> <li>- Creativity and initiative;</li> <li>- Excellent organizational and time-management skills;</li> <li>- Team working skills;</li> <li>- Effective public relations and public speaking skills;</li> <li>- Interviewing skills;</li> <li>- Flexibility and the ability to multi-task;</li> <li>- The ability to work under pressure and to tight deadlines;</li> <li>- The ability to pay close attention to detail;</li> <li>- A fervent interest in the media and new technology;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage;</li> </ul> | 1                      |
| S/Total                           |                  |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1                      |

| Administrative Unit   | Job Title             | Title of job position linked with the job | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Proposed Job Positions |
|-----------------------|-----------------------|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Pool of Communication | Communication Analyst | Communication Analyst                     | <p>A0 in Communication, Public Relations, Political Sciences, Sociology, International Relations, Journalism, Education Sciences, Governance, Law, Linguistics and Literature, Economics, Development Studies, Education Sciences with 5 years of working experience; or Master's Degree or Equivalent in Communication, Public Relations, Political Sciences, Sociology, International Relations, Education Sciences, Journalism, Governance, Law, Linguistics and Literature, Economics, Economic Policy and Planning, Economics Policy and Management, Development Economics, Development Studies, with 3 years of working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent managerial and leadership skills;</li> <li>- Excellent communication skills both orally and in writing;</li> <li>- Excellent interpersonal skills;</li> <li>- The ability to build strong and collaborative relationships with stakeholders</li> <li>- Report writing and presentation skills;</li> <li>- Planning and Coordination skills;</li> <li>- Creativity and initiative;</li> <li>- Excellent organizational and time-management skills;</li> <li>- Team working skills;</li> <li>- Effective public relations and public speaking skills;</li> <li>- Interviewing skills;</li> <li>- Flexibility and the ability to multi-task;</li> <li>- The ability to work under pressure and to tight deadlines;</li> <li>- The ability to pay close attention to detail;</li> <li>- A fervent interest in the media and new technology;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage</li> </ul> | 2                      |

| Administrative Unit | Job Title                | Title of job position linked with the job | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Proposed Job Positions |
|---------------------|--------------------------|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
|                     | Communication Researcher | Communication Researcher                  | <p>A0 in Communication, Public Relations, Political Sciences, Sociology, International Relations, Journalism, Education Sciences, Governance, Law, Linguistics and Literature, Economics, Development Studies with 3 years of working experience; or Master's Degree or Equivalent in Communication, Public Relations, Political Sciences, Sociology, International Relations, Journalism, Education Sciences, Governance, Law, Linguistics and Literature, Economics, Economic Policy and Planning, Economics Policy and Management, Development Economics, Development Studies with 1 years of working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- The ability to build strong and collaborative relationships with stakeholders</li> <li>- Communication skills both orally and in writing</li> <li>- The ability to produce high quality content for multiple platforms</li> <li>- Excellent interpersonal skills</li> <li>- Report writing and presentation skills</li> <li>- Planning and Coordination skills</li> <li>- Creativity and initiative</li> <li>- Excellent organizational and time-management skills</li> <li>- Team working skills</li> <li>- Effective public relations and public speaking skills</li> <li>- Interviewing skills</li> <li>- Flexibility and the ability to multi-task</li> <li>- The ability to work under pressure and to tight deadlines</li> <li>- The ability to pay close attention to detail</li> <li>- A fervent interest in the media and new technology</li> <li>- Computer skills</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage</li> </ul> | 5                      |

| Administrative Unit | Job Title                     | Title of job position linked with the job | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Proposed Job Positions |
|---------------------|-------------------------------|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
|                     | Web Design / Graphic Designer | Web Design / Graphic Designer Specialist  | <p>A0 in Graphic Design, Fine Arts, Visual Arts, Communication Design, Creative Design (Media Design), Creative Design (Communication Design), Creative Design (Environmental Design), Creative Design (Product Design), Web Design or Architecture with 3 years of working experience OR AO level equivalent certificate / technical training with 5 years working experience OR Master's degree in Graphic Design, Fine Arts, Visual Arts, Communication Design, Creative Design (Media Design), Creative Design (Communication Design), Creative Design (Environmental Design), Creative Design (Product Design), Web Design or Architecture with 1 year experience OR Master's level equivalent certificate / technical training with 3 years working experience.</p> <p><u>Key Technical Skills &amp; Knowledge Required:</u></p> <ul style="list-style-type: none"> <li>- Advanced skills in Multimedia design, Digital media development and Interactive computing.</li> <li>- Knowledge of Adobe Illustrator, Adobe Photoshop, Adobe InDesign, Adobe DreamWeaver, Adobe PDF and Adobe Flash</li> <li>- Demonstrable graphic design skills and a strong portfolio</li> <li>- Ability to design for print and web</li> <li>- Knowledge of image copyright</li> <li>- Knowledge of technicalities of photography/videography and Editing skills (photo/video);</li> <li>- Knowledge of and experience in developing info-graphics</li> <li>- Video/Photo Direction skills</li> <li>- An understanding of internet programming and scripting languages good working knowledge of the main web design applications</li> <li>- Strong creative skills</li> <li>- Good problem-solving skills and a logical approach to work</li> <li>- The ability to explain technical matters clearly to people who may have little knowledge of IT</li> <li>- An ability to work to deadlines</li> <li>- Good interpersonal Skills</li> <li>- Good communication skills</li> </ul> | 1                      |
| <b>S/Total</b>      |                               |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>8</b>               |



| Administrative Unit | Job Title        | Title of job position linked with the job | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Proposed Job Positions |
|---------------------|------------------|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Pool of Research    | Research Analyst | Research Analyst                          | <p>A0 in Communication, Public Relations, Political Sciences, Sociology, International Relations, Journalism, Governance, Law, Linguistics and Literature, Education Sciences, Economics, Development Studies with 5 years of working experience; or Master's Degree or Equivalent in Communication, Public Relations, Political Sciences, Sociology, International Relations, Journalism, Governance, Law, Education Sciences, Linguistics and Literature, Economics, Economic Policy and Planning, Economics Policy and Management, Development Economics, Development Studies, A with 3 years of working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent managerial and leadership skills;</li> <li>- Excellent communication skills both orally and in writing;</li> <li>- Excellent interpersonal skills;</li> <li>- Report writing and presentation skills;</li> <li>- Excellent research and analytic skills</li> <li>- Planning and Coordination skills;</li> <li>- Creativity and initiative;</li> <li>- Excellent organisational and time-management skills;</li> <li>- Teamworking skills;</li> <li>- Effective public relations and public speaking skills;</li> <li>- Interviewing skills;</li> <li>- Flexibility and the ability to multi-task;</li> <li>- The ability to work under pressure and to tight deadlines;</li> <li>- The ability to pay close attention to detail;</li> <li>- The ability to build strong and collaborative relationships with stakeholders</li> <li>- A fervent interest in the media and new technology;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage</li> </ul> | 2                      |

| Administrative Unit | Job Title           | Title of job position linked with the job | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Proposed Job Positions |
|---------------------|---------------------|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
|                     | Content Researchers | Content Researchers                       | <p>A0 in Communications, Public Relations, Political Sciences, Sociology, International Relations, Journalism, Governance, Law, Linguistics and Literature, Economics, Development Studies, History, Economics, Geography, Languages, Science, Education, Arts, Business Studies with 3 years of working experience; OR Master's Degree or equivalent in Communications, Public Relations, Political Sciences, Sociology, International Relations, Journalism, Governance, Law, Research Methods, Linguistics and Literature, Economics, Economic Policy and Planning, Economics Policy and Management, Development Economics, Development Studies History, Economics, Geography, Languages, Science, Education, Arts, Business Studies, Archeology with 1 years of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent managerial and leadership skills;</li> <li>- Excellent communication skills both orally and in writing;</li> <li>- Excellent interpersonal skills;</li> <li>- The ability to build strong and collaborative relationships with stakeholders</li> <li>- Excellent research and analytic skills</li> <li>- Report writing and presentation skills;</li> <li>- Planning and Coordination skills;</li> <li>- Creativity and initiative;</li> <li>- Excellent organisational and time-management skills;</li> <li>- Teamworking skills;</li> <li>- Effective public relations and public speaking skills;</li> <li>- Interviewing skills;</li> <li>- Flexibility and the ability to multi-task;</li> <li>- The ability to work under pressure and to tight deadlines;</li> <li>- The ability to pay close attention to detail;</li> <li>- A fervent interest in the media and new technology;</li> </ul> | 3                      |

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| Administrative Unit | Job Title        | Title of job position linked with the job | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Proposed Job Positions |
|---------------------|------------------|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
|                     | Research Officer | Research Officer                          | <p>A0 in Communications, Public Relations, Political Sciences, Sociology, International Relations, Journalism, Governance, Law, Linguistics and Literature, Economics, Development Studies, History, Economics, Geography, Languages, Science, Education, Arts, Social Science, Business Studies</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing;</li> <li>- Excellent interpersonal skills;</li> <li>- Report writing and presentation skills;</li> <li>- Creativity and initiative;</li> <li>- Excellent organizational and time-management skills;</li> <li>- Team working skills;</li> <li>- Flexibility and the ability to multi-task;</li> <li>- The ability to work under pressure and to tight deadlines;</li> <li>- The ability to pay close attention to detail;</li> <li>- A fervent interest in the media and new technology;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English and French; knowledge of all is an advantage;</li> <li>-</li> </ul> | 6                      |
| S/Total             |                  |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 11                     |

| Administrative Unit            | Job Title        | Title of job position linked with the job    | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Proposed Job Positions |
|--------------------------------|------------------|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Photography / Videography Unit | Dorector of Unit | Director of Photography and Videography Unit | <p>A0 or Certificate or specialist training in photography, Visual Arts or Digital Media, Creative Design (Media Design), Creative Design (Communication Design), Creative Design (Environmental Design), Creative Design (Product Design) with 3years or working experience or Master's Degree or specialist training in the same field with 1 year of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent managerial and leadership skills;</li> <li>- Excellent communication skills both orally and in writing;</li> <li>- Excellent interpersonal skills;</li> <li>- Knowledge of Adobe Illustrator, Adobe Photoshop, Adobe Flash, Adobe InDesign, Adobe Dreamweaver, Avid, Final Cut PRO and relevant sounds creation software</li> <li>- Knowledge of image copyright;</li> <li>- Knowledge of Video/photo equipment (camera + accessories, sound materials, lighting);</li> <li>- Knowledge of technicalities of photography/videography and editing skills (photo/video);</li> <li>- Video/Photo Direction skills</li> <li>- Excellent communication, organization and interpersonal skills;</li> <li>- Time management skills;</li> <li>- Analytical and problem solving;</li> <li>- A mixture of creative and practical skills</li> <li>- A good sense of timing and visual awareness</li> <li>- Good computer skills</li> <li>- Planning and Coordination skills;</li> <li>- Creativity and initiative;</li> <li>- Excellent organisational and time-management skills;</li> <li>- Teamworking skills;</li> <li>- Interviewing skills;</li> </ul> | 1                      |

| Administrative Unit | Job Title                                   | Title of job position linked with the job   | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Proposed Job Positions |
|---------------------|---------------------------------------------|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
|                     | Photographer/<br>Videographer<br>Specialist | Photographer/<br>Videographer<br>Specialist | <p>A0 or Certificate or specialist training in photography, Visual Arts or Digital Media, Creative Design (Media Design), Creative Design (Communication Design), Creative Design (Environmental Design), Creative Design (Product Design) with 3 years or working experience or Master's Degree or specialist training in the same field with 1 year of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing;</li> <li>- Excellent interpersonal skills;</li> <li>- Knowledge of Adobe Illustrator, Adobe Photoshop, Adobe Flash, Adobe InDesign, Adobe Dreamweaver, Avid, Final Cut PRO and relevant sounds creation software</li> <li>- Knowledge of image copyright;</li> <li>- Knowledge of Video/photo equipment (camera + accessories, sound materials, lighting);</li> <li>- Knowledge of technicalities of photography/videography and editing skills (photo/video);</li> <li>- Video/Photo Direction skills</li> <li>- Time management skills;</li> <li>- A mixture of creative and practical skills</li> <li>- A good sense of timing and visual awareness</li> <li>- Good computer skills</li> <li>- Planning and Coordination skills;</li> <li>- Creativity and initiative;</li> <li>- Excellent organisational and time-management skills;</li> <li>- Teamworking skills;</li> <li>- Interviewing skills;</li> <li>- Flexibility and the ability to multi-task;</li> <li>- The ability to work under pressure and to tight deadlines;</li> <li>- The ability to pay close attention to detail;</li> </ul> | 1                      |

| Administrative Unit | Job Title | Title of job position linked with the job | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Proposed Job Positions |
|---------------------|-----------|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
|                     | Webmaster | Webmaster                                 | <p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering. Certificates in A+, N+, CCNA, MCSD, LAMP/WAMP Framework and MCITP is an advantage or A1 A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering. Certificates in A+, N+, CCNA, MCSD, LAMP/WAMP Framework and MCITP is an advantage is an advantage with 2 years of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of research and development ICT policies and strategies;</li> <li>- Highly proficient with Microsoft Windows operating systems</li> <li>- Highly proficient in Microsoft Office products - Proficient in basic networking protocols and standards - Knowledge of AD, Exchange, VPN, routers, and wireless internet access;</li> <li>- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming and their repair; - Problem-solving skills;</li> <li>- Web and database programming skills - A good appreciation of design, usability and interactivity of web platforms</li> <li>- Ability to manage websites</li> <li>- Creative skills to turn clients' ideas into workable plans</li> <li>- Excellent problem-solving skills</li> <li>- A willingness to work flexibly but in an organized manner</li> <li>- The ability to follow exact instructions</li> <li>- An understanding of international web development standards</li> <li>- The ability to work to deadlines - A commitment to keep up to date with developments in technology</li> <li>- The ability to work alone or as part of a team.</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> <li>- A fervent interest in the media and new technology;</li> </ul> | 1                      |
| S/total             |           |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 3                      |

| Administrative Unit           | Job Title | Title of job position linked with the job   | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Proposed Job Positions |
|-------------------------------|-----------|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Finance & Administration Unit | Director  | Director of Finance and Administration Unit | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA etc) or A0 in Accounting, Public Finance, Finance or Management with Specialization in Finance/ Accounting with 3 years of working experience</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Leadership and management skills;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software (SMART IFMIS);</li> <li>- Knowledge of human resources concepts, practices, policies, and procedures;</li> <li>- Knowledge of organizational structure, workflow, and operating procedures;</li> <li>- Knowledge in Monitoring &amp; System Evaluation;</li> <li>- Time management Skills- Interviewing Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Problem solving;</li> <li>- fluent in Kinyarwanda, English and/ or French;</li> </ul> <p>knowledge of all is an advantage</p> | 1                      |

| Administrative Unit | Job Title              | Title of job position linked with the job | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Proposed Job Positions |
|---------------------|------------------------|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
|                     | Human Resource Officer | Human Resource Officer                    | <p>A0 in Human Resource Management, Management, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources;</li> <li>- Knowledge in the Development of Human Resources Policies and procedures</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1                      |



| Administrative Unit | Job Title  | Title of job position linked with the job | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Proposed Job Positions |
|---------------------|------------|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
|                     | Accounting | Accountant                                | <p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Knowledge to analyse complex financial information &amp; Produce reports;</li> <li>- Deep understanding of financial accounts;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financia software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- High Analytical Skills;</li> <li>- Interpersonal skills;</li> <li>- Time management Skills;</li> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1                      |

| Administrative Unit | Job Title               | Title of job position linked with the job | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Proposed Job Positions |
|---------------------|-------------------------|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
|                     | Secretariat to DAF Unit | Secretary to DAF Unit                     | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Analytical &amp; Problem solving Skills;</li> <li>- Decision Making Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French;</li> </ul> <p>knowledge of all is an advantage</p> | 1                      |

**Official Gazette No. Special Bis of 28/02/2015**

| Administrative Unit | Job Title                          | Title of job position linked with the job | Required qualification, Experience and Profiles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Proposed Job Positions |
|---------------------|------------------------------------|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
|                     | Secretariat in Central Secretariat | Secretary of Central Secretariat          | <p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills &amp; Knowledge required:</u></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Analytical &amp; Problem solving Skills;</li> <li>- Decision Making Skills;</li> <li>- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul> | 1                      |
| S/total             |                                    |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 5                      |
| GRAND TOTAL         |                                    |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 32                     |

**Bibonywe kugira ngo bigirwe Umigereka wa I w'Iteka rya Minisitiri w'Intebe n° 81/03 ryo ku wa 27/02/2015 rishyiraho Urwego rukora Ubuvugizi bwa Leta kandi rikagena inshingano, imiterere n'imikorere byarwo n'imishahara n'ibindi bigenerwa abakozi barwo**

Kigali, ku wa 27/02/2015

**(sé)**  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

**(sé)**  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika :**

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

**Seen to be annex I to the Prime Minister's Order n° 81/03 of 27/02/2015. establishing the Office of the Government Spokesperson and determining its responsibilities, organization and functioning as well as salaries and fringe benefits for its employees**

Kigali, on 27/02/2015

**(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 l'annexe I de l'Arrêté du Premier Ministre n° 81/03 du 27/02/2015 portant création du Service du Porte-Parole du Gouvernement et déterminant ses attributions, organisation et fonctionnement ainsi que les salaires et avantages accordés à son personnel**

Kigali, le 27/02/2015

**(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  
MINISITIRI W'INTEBE N° 81/03 RYO KU WA  
27/02/2015 RISHYIRAHU URWEGO RUKORA  
UBUVUGIZI BWA LETA KANDI RIKAGENA  
INSHINGANO, IMITERERE N'IMIKORERE  
BYARWO N'IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI BARWO

ANNEX III TO THE PRIME MINISTER'S  
ORDER N° 81/03 OF 27/02/2015  
ESTABLISHING THE OFFICE OF THE  
GOVERNMENT SPOKESPERSON AND  
DETERMINING ITS RESPONSIBILITIES,  
ORGANISATION AND FUNCTIONING AS  
WELL AS SALARIES AND FRINGE BENEFITS  
FOR ITS EMPLOYEES

ANNEXE III D'ARRETE DU PREMIER  
MINISTRE N° 81/03 DU 27/02/2015 PORTANT  
CREATION DU SERVICE DU PORTE-  
PAROLE DU GOUVERNEMENT ET  
DETERMINANT SES ATTRIBUTIONS,  
ORGANISATION ET FONCTIONNEMENT  
AINSI QUE LES SALAIRES ET AUTRES  
AVANTAGES ACCORDES A SON  
PERSONNEL

**OFFICE OF THE GOVERNMENT SPOKESPERSON (OGS) - SALARY STRUCTURE**

| POST                                         | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|----------------------------------------------|-----|-------|-------|-----------------------------|
| Govt Spokesperson                            | 500 | D     | 3472  | 2,304,540                   |
| Communication and Research Division Manager  | 500 | 2.IV  | 2079  | 1,488,269                   |
| Communication Analyst                        | 500 | 2.III | 1890  | 1,352,972                   |
| Research Analyst                             | 500 | 2.III | 1890  | 1,352,972                   |
| Communication Researcher                     | 500 | 3.III | 1575  | 1,127,477                   |
| Content Researchers                          | 500 | 3.III | 1575  | 1,127,477                   |
| Director of Photographer / Videographer Unit | 500 | 3.II  | 1369  | 1,015,946                   |
| Director of Administration and Finance Unit  | 500 | 3.II  | 1369  | 980,010                     |
| Web Design / Graphic Designer Specialist     | 500 | 3.II  | 1369  | 980,010                     |
| Photographer / Videographer Specialist       | 500 | 3.II  | 1369  | 980,010                     |
| Webmaster                                    | 500 | 4.II  | 1141  | 808,888                     |
| Human Resources Officer                      | 500 | 4.II  | 1141  | 808,888                     |
| Research Officer                             | 500 | 5.II  | 951   | 674,191                     |
| Procurement Officer                          | 500 | 5.II  | 951   | 674,191                     |
| Internal Auditor                             | 500 | 5.II  | 951   | 674,191                     |
| Accountant                                   | 500 | 5.II  | 951   | 674,191                     |
| Administrative Assistant to the GS           | 500 | 5.II  | 951   | 674,191                     |
| Secretary in Central Secretariat             | 500 | 8.II  | 508   | 360,136                     |
| Secretary to DAF Unit                        | 500 | 8.II  | 508   | 360,136                     |

**Bibonywe kugira ngo bigirwe Umigereka wa II w'Iteka rya Minisitiri w'Intebe n° 81/03 ryo ku wa 27/02/2015 rishyiraho Urwego rukora Ubuvugizi bwa Leta kandi rikagena inshingano, imiterere n'imikorere byarwo n'imishahara n'ibindi bigenerwa abakozi barwo**

Kigali, ku wa 27/02/2015

**(sé)**  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

**(sé)**  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika :**

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

**Seen to be annex II to the Prime Minister's Order n° 81/03 of 27/02/2015 establishing the Office of the Government Spokesperson and determining its responsibilities, organization and functioning as well as salaries and fringe benefits for its employees**

Kigali, on 27/02/2015

**(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 l'annexe II de l'Arrêté du Premier Ministre n° 81/03 du 27/02/2015 portant création du Service du Porte-Parole du Gouvernement et déterminant ses attributions, organisation et fonctionnement ainsi que les salaires et avantages accordés à son personnel**

Kigali, le 27/02/2015

**(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

ITEKA RYA MINISITIRI W'INTEBE N° 83/03  
RYO KU WA 27/02/2015 RISHYIRAHU  
IMISHAHARA N'IBINDI BIGENERWA  
ABAKOZI B'IKIGO CY'IGIHUGU  
CY'UBUSHAKASHATSI N'ITERAMBERE MU  
BYEREKEYE INGANDA (NIRDA)

PRIME MINISTER'S ORDER N° 83/03 OF  
27/02/2015 DETERMINING SALARIES AND  
FRINGE BENEFITS FOR EMPLOYEES OF  
THE NATIONAL INDUSTRIAL RESEARCH  
AND DEVELOPMENT AGENCY (NIRDA)

ARRETE DU PREMIER MINISTRE N° 83/03  
DU 27/02/2015 DETERMINANT LES  
SALAIRES ET AVANTAGES ACCORDES AU  
PERSONNEL DE L'AGENCE NATIONALE  
DE RECHERCHE ET DE DEVELOPPEMENT  
INDUSTRIELS (NIRDA)

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**ITEKA RYA MINISITIRI W'INTEBE N°83/03 RYO KU WA27/02/2015 RISHYIRAHU IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'IKIGO CY' IGIHUGU CY'UBUSHAKASHATSI N'ITERAMBERE MU BYEREKEYE INGANDA (NIRDA)**

**PRIME MINISTER'S ORDER N°83/03 OF 27/02/2015 DETERMINING SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE NATIONAL INDUSTRIAL RESEARCH AND DEVELOPMENT AGENCY (NIRDA)**

**ARRETE DU PREMIER MINISTRE N°83/03 DU 27/02/2015. DETERMINANT LES SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DE L'AGENCE NATIONALE DE RECHERCHE ET DE DEVELOPPEMENT INDUSTRIELS (NIRDA)**

**Minisitiri w'Intebe;**

**The Prime Minister;**

**Le Premier Ministre;**

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 118, iya 119, iya 121 n'iya 201;

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 118, 119, 121 and 201;

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

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

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

Ashingiye ku Itegeko n° 51/2013 ryo ku wa 28/06/2013 rishyiraho Ikigo cy'Igihugu cy'Ubushakashatsi n'Iterambere mu byerekeye inganda (NIRDA) rikanagena inshingano, imiterere n'imikorere byacyo, cyane cyane mu ngingo yaryo ya 11;

Pursuant to Law n° 51/2013 of 28/06/2013 establishing the National Industrial Research and Development Agency (NIRDA) and determining its mission, organization and functioning; especially in Article 11;

Vu la Loi n° 51/2013 du 28/06/2013 portant création de l'Agence Nationale de Recherche et de Développement Industriels (NIRDA) et déterminant sa mission, son organisation et son fonctionnement, spécialement en son article 11;

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

On proposal by the Minister Public Service and Labour;

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

Inama y'Abaminisitiri yateranye ku wa 29/07/2014 imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet in its session of 29/07/2014;

Après examen et adoption par le Conseil des Ministres en sa séance du 29/07/2014 ;

**ATEGETSE:**

**ORDERS:**

**ARRETE:**

**Ingingo ya mbere: Icyo iri teka rigamije**

**Article One: Purpose of this Order**

**Article premier: Objet du présent arrêté**

Iri teka rishyiraho imishahara n'ibindi bigenerwa Abakozi b'Ikigo cy'Igihugu cy'Ubushakashatsi n'Iterambere mu byerekeye Inganda (NIRDA).

This Order determines salaries and fringe benefits for employees of the National Industrial Research and Development Agency (NIRDA).

Le présent arrêté détermine les salaires et avantages accordés au personnel de l'Agence Nationale de Recherche et de Développement

Industriels (NIRDA).

**Ingingo 2: Igenwa ry’umushahara**

Imishahara y’abakozi ba NIRDA 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 muri NIRDA biri ku mugereka w’iri teka.

**Ingingo 3: 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 cya mbere cy’iyi ngingo 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

**Article 2: Determination of the salary**

Salaries for employees of NIRDA 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 NIRDA are in annex to this Order.

**Article 3: 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 Paragraph One of this Article 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 officials positioned on level “3” who are entitled to special transport

**Article 2: Détermination du salaire**

Les salaires accordés au personnel de NIRDA 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 NIRDA sont en annexe du présent arrêté.

**Article 3: 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 visée à l’alinéa premier du présent article n’est pas allouée aux agents aux postes de niveau “E”, “F”, “G/1.IV” et “H/2” pour lesquels le transport est facilité conformément aux instructions du Ministre ayant le transport dans ses attributions, ainsi que ceux aux poste de niveau “3” qui bénéficient l’indemnité spéciale de transport

abakozi ba Leta mu nshingano ze.

allowance in accordance with instructions of the Minister in charge public service.

conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

**Ingingo ya 4: Ibindi bigenerwa Umuyobozi Mukuru wa NIRDA**

**Article 4: Fringe benefits for the Director General of NIRDA**

**Article 4: Avantages alloués au Directeur Général de NIRDA**

Umuyobozi Mukuru wa NIRDA agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

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

Le Directeur Général de NIRDA bénéficie des avantages suivants :

1 ° amafaranga y’itumanaho rya telefone yo mu biro angana n’ibihumbi ijana y’u Rwanda (100.000 Frw) buri kwezi, amafaranga ibihumbi mirongo ine y’u Rwanda (40.000Frw) buri kwezi ya internet igendanwa n’ay’itumanaho rya telefone igendanwa angana n’ibihumbi ijana na mirongo itanu (150.000 Frw) buri kwezi;

1 ° one hundred thousand Rwandan francs (Rwf 100,000) each month for office telephone and fax communication allowance and forty thousand Rwandan francs (Rwf 40,000) per month for wireless internet connection and one hundred and fifty thousand Rwandan francs (Rwf 150,000) per month for mobile phone communication allowance;

1 ° les frais de communication par téléphone et fax de bureau équivalant à cent mille francs rwandais (100.000 Frw) par mois et les frais d’internet sans fil équivalant à quarante mille francs rwandais (40.000 Frw) par mois et ceux de téléphone portable équivalant 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 (Rwf 300,000) per month and transferred to the institution’s account;

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

3 ° Leta imworohera 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 in charge of 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 5: Ibindi bigenerwa ba Head of Departments n’Abashakashatsi bari ku rwego rwa “1.IV”**

**Article 5: Fringe benefits for Head of Departments and Researchers on “1.IV” Job level**

**Article 5: Avantages alloués au Chefs des Départements et Chercheurs aux postes de niveaux “1.IV”**

Head of Department n’Abashakashatsi bari ku rwego rwa “1.IV” bagenerwa buri wese ibindi bibafasha gutunganya imirimo ku buryo bukurikira:

Heads of Departments and Researchers on “1.IV” job level shall each be entitled to the following fringe benefits:

Les Chefs des Départements et Chercheurs aux postes de niveaux “1.IV” bénéficient chacun des avantages comme suit :

1 ° buri Head of Department agenerwa amafaranga

1 ° each Head of Department shall be entitled to

1 ° chaque chef de département bénéficie des

y'itumanaho rya telefone yo mu biro angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi n'ay'irya telefone igendanwa angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi;

one hundred thousand Rwandan francs (Rwf 100,000) per month for office telephone communication allowance and one hundred thousand Rwandan francs (Rwf 100,000) per month for mobile phone communication allowance;

frais de communication par téléphone de bureau équivalent à cent mille francs rwandais (100.000 Frw) par mois et ceux de téléphone portable équivalent à cent mille francs rwandais (100.000 Frw) par mois ;

2 ° Leta iborohereza kandi ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze;

2 ° the Government shall also facilitate their transport in accordance with the Instructions of the Minister in charge of transport;

2 ° l'Etat leur facilite aussi le transport conformément aux instructions du Ministre ayant le transport dans ses attributions;

Buri Mushakashatsi w'umwuga uri ku rwego rwa "1.IV" yoroherezwa mu bijyanye n'uburyo bw'ingendo hakurikijwe uburyo bwihariye buteganywa n'amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze. Icyakora ntagererwa amafaranga y'itumanaho avugwa mu gika cya mbere cy'iyi ngingo.

Each career Researcher on "1.IV" Job level shall be entitled to transport facilitation in particular manner in accordance with instructions of the Minister in charge of transport. However, he/she shall not benefit communication allowance referred to in Paragraph One of this Article.

Chaque Chercheur de carrière au poste de niveau "1.IV" bénéficie de la facilitation de transport de façon particulière conformément aux instructions du Ministre ayant le transport dans ses attributions. Cependant il ne bénéficie pas des frais de communication mentionnés à l'alinéa premier du présent article.

**Ingingo ya 6: Ibindi bigenerwa ba Divison Managers n'Abashakashatsi bari ku rwego rwa "2.III"**

**Article 6: Fringe benefits for Division Managers and Researchers on "2.III" job classification level**

**Article 6: Avantages alloués aux Chefs des Divisions et Chercheurs aux postes de niveau "2.III"**

*Divison Managers* n'Abashakashatsi bari ku rwego rwa "2.III" bagenerwa buri wese ibindi bibafasha gutunganya imirimo ku buryo bukurikira:

Division Managers and Researchers on "2.III" job classification level shall each be entitled to fringe benefits as follows:

Les chefs des divisions et Chercheurs aux postes de niveau "2.III" bénéficient chacun des avantages comme suit:

1 ° buri *Divison Manager* agenerwa amafaranga y'itumanaho rya telefone 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;

1 ° each Division Manager shall be entitled to seventy thousand Rwandan francs (Rwf 70,000) each month for office telephone communication allowance and a mobile phone communication allowance of seventy thousand Rwandan francs (Rwf 70,000) per month;

1 ° chaque chef de division bénéficie des frais de communication par téléphone de bureau équivalent à soixante-dix mille francs Rwandais (Rwf 70.000) et ceux de téléphone portable équivalent à soixante-dix-mille francs rwandais (Rwf 70.000) par mois;

2 ° Leta iborohereza ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze;

2 ° the Government facilitate their transport in accordance with the instructions of the Minister in charge of transport;

2 ° l'Etat leur facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions;

Buri Mushakashatsi w'umwuga uri ku rwego rwa "2/H" yoroherezwa ingendo hakurikijwe uburyo bwihariye buteganywa n'amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze. icyakora ntagererwa amafaranga y'itumanaho avugwa mu gika cya mbere cy'iyi ngingo.

Each career Researcher on "2/H" Job level shall be entitled to transport facilitation in particular manner in accordance with instructions of the Minister in charge of transport. However, he/she shall not benefit communication allowance referred to in Paragraph One of this Article.

Chaque Chercheur de carrière au poste de niveau "2/H" bénéficie de la facilitation de transport de façon particulière conformément aux instructions du Ministre ayant le transport dans ses attributions. Cependant il ne bénéficie pas des frais de communication mentionnés à l'alinéa premier du présent article.

**Ingingo ya 7: Ibindi bigenerwa Abayobozi b'Amashami na Specialists bari ku rwego rw'imirimo rwa "3"**

**Article 7: Fringe benefits for Directors of Units and Specialists on "3" job classification level**

**Article 7: Avantages alloués aux Directeurs d'Unités et Spécialistes aux postes de niveau "3"**

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

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

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

1 ° buri Muyobozi w'Ishami na buri Specialist uri ku rwego rwa "3" agenerwa amafaranga y'itumanaho rya telefone igendanwa angana n'ibihumbi mirongo itatu y'u Rwanda (30.000 Frw) buri kwezi;

1 ° each Director of Unit and each Specialist shall be entitled to a mobile phone communication allowance of thirty thousand Rwandan francs (Rwf 30,000) per month;

1 ° chaque Directeur d'Unité et chaque Spécialiste bénéficie des frais de communication par téléphone portable équivalant à trente mille francs rwandais (30.000 Frw) par mois.

2 ° buri Muyobozi w'Ishami na buri Specialist bagenerwa kandi indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite Abakozi ba Leta mu nshingano ze.

2 ° each Director of Unit and each Specialist shall also be entitled to a special transport allowance in accordance with instructions of the Minister in charge of public service.

2 ° chaque Directeur d'unité et chaque Spécialiste bénéficie aussi de l'indemnité spéciale de transport conformément aux Instructions du Ministre ayant la fonction publique dans ses attributions.

Abayobozi b'Amashami bari ku rwego rw'imirimo rwa "3.II" bafite itsinda ry'abakozi bayobora hashingiwe ku mbonerahamwe y'imyanya y'imirimo yemewe, bagenerwa buri wese kandi amafaranga ibihumbi ijana y'u Rwanda (Rwf 100,000) buri kwezi y'itumanaho rya telefone yo mu biro.

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

Les Directeurs d'Unités aux postes de niveau "3.II" ayant des agents 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.

Abashakashatsi b'umwuga bari ku rwego rw'imirimo

Career Researchers positioned by career progression

Les Chercheurs de carrière aux postes

rwa “3” bitewe n’izamurwa mu ntera mu mirimo bakora; kandi bakaba badafite itsinda ry’abakozi bayobora hashingiwe ku mbonerahamwe y’imyanya y’imirimo, ntibagenerwa amafaranga y’itumanaho n’uburyo bwo koroherezwa ingendo bivugwa muri iyi ngingo.

**Ingingo ya 8: Indamunite z’urugendo rw’imodoka**

Iyo Umuyobozi Mukuru uri ku rwego rwa “E”, “F”, “G/1.IV” na “H/2” agiye mu butumwa imbere mu Gihugu akoresheje imodoka ye, Leta imugenera indamunite y’urugendo hakurikijwe ibiteganywa n’Amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

**Ingingo ya 9: Abashinzwe kubahiriza iri teka**

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

**Ingingo ya 10: Ivanwaho ry’ingingo zinyuranyije n’iri teka**

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

**Ingingo ya 11: Igihe iteka ritangira gukurikizwa**

Iri teka ritangira gukurikizwa ku munsu ritangarijweho mu Igazeti ya Leta ya Repubulika y’u Rwanda. Agaciro karyo gahera kuwa 29/07/2014.

Kigali, ku wa 27/02/2015

on level “3” without a pool of employees under their responsibilities in accordance with the approved organizational structure, shall not be entitled to communication allowances and transport facilitation stipulated in the present Article.

**Article 8: Mileage allowances**

When a senior official on levels “E”, “F”, “G/1.IV” and “H/2” goes on official mission inside the country by using his/her vehicle, the State shall pay him/her mileage allowances in accordance with the instructions of the Minister in charge of transport.

**Article 9: Authorities responsible for the implementation of this Order**

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

**Article 10: Repealing provision**

All prior provisions contrary to this Order are hereby repealed.

**Article 11: Commencement**

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes an effect as of 29/07/2014.

Kigali, on 27/02/2015

d’avancement professionnel de niveaux “3”, mais qui n’ont pas d’agents placés sous leurs responsabilités suivant la structure organisationnelle approuvée, ne bénéficient pas de frais de communication et la facilitation de transport dont mention au présent article.

**Article 8: Indemnités kilométriques**

Lorsqu’un haut cadre au poste de niveau “E”, “F”, “G/1.IV” et “H/2” va en mission officielle à l’intérieur du pays en utilisant son véhicule, l’Etat lui octroie une indemnité kilométrique conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Article 9: Autorités chargées de l’exécution du présent arrêté**

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

**Article 10: Disposition abrogatoire**

Toutes les dispositions antérieures contraires au présent Arrêté sont abrogées.

**Article 11: Entrée en vigueur**

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il produit ses effets à partir du 29/07/2014.

Kigali, le 27/02/2015

(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 W' ITEKA RYA MINISITIRI  
W'INTEBE N° 83/03 RYO KU WA. 27/02/2015  
RISHYIRAHU IMISHAHAR N'IBINDI BIGENERWA  
ABAKOZI B'IKIGO CY'IGIHUGU  
CY'UBUSHAKASHATSI N'ITERAMBERE MU  
BYEREKEYE INGANDA (NIRDA)

ANNEX TO PRIME MINISTER'S ORDER  
N° 83/03 OF 27/02/2015 DETERMINING  
SALARIES AND FRINGE BENEFITS FOR  
EMPLOYEES OF THE NATIONAL  
INDUSTRIAL RESEARCH AND  
DEVELOPMENT AGENCY (NIRDA)

ANNEXE DE L'ARRETE DU PREMIER  
MINISTRE N° 83/03 DU 27/02/2015  
DETERMINANT LES SALAIRES ET  
AVANTAGES ACCORDES AU  
PERSONNEL DE L'AGENCE NATIONALE  
DE RECHERCHE ET DE  
DEVELOPPEMENT INDUSTRIELS  
(NIRDA)



NIRDA - SALARY STRUCTURE

| POST                                                                  | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|-----------------------------------------------------------------------|-----|-------|-------|-----------------------------|
| Director General                                                      | 500 | E     | 3,156 | 2,011,950                   |
| Head of Research & Development Coordination<br>Department             | 400 | 1.IV  | 2,608 | 1,330,080                   |
| Chemistry Principal Researcher                                        | 400 | 1.IV  | 2,608 | 1,330,080                   |
| Chemical and Biomedical Engineering Principal<br>Researcher           | 400 | 1.IV  | 2,608 | 1,330,080                   |
| Pharmaceutical and Chemical Industries Division Manager               | 400 | 2.III | 1,890 | 1,082,378                   |
| Cleaner Energy & Environmental Managemen Research<br>Division Manager | 400 | 2.III | 1,890 | 1,082,378                   |
| Agro-Processing & Biotechnological Research Division<br>Manager       | 400 | 2.III | 1,890 | 1,082,378                   |
| Process Engineering, Manufacturing & High-tech Division<br>Manager    | 400 | 2.III | 1,890 | 1,082,378                   |
| Technology Transfer & Commercialisation Division<br>Manager           | 400 | 2.III | 1,890 | 1,082,378                   |
| Corporate Services Division Manager                                   | 400 | 2.III | 1,890 | 1,082,378                   |
| Chemistry Senior Researcher                                           | 400 | 2.III | 1,890 | 963,900                     |
| Pharmacy/Microbiology Senior Researcher                               | 400 | 2.III | 1,890 | 963,900                     |
| Chemical and Biomedical Engineering Senior Researcher                 | 400 | 2.III | 1,890 | 963,900                     |
| Biodiversity/Ecology Senior Researcher                                | 400 | 2.III | 1,890 | 963,900                     |
| Environmental Technology Senior Researcher                            | 400 | 2.III | 1,890 | 963,900                     |
| Waste management Senior Researcher                                    | 400 | 2.III | 1,890 | 963,900                     |
| Eco-tourism Senior Researcher                                         | 400 | 2.III | 1,890 | 963,900                     |
| Solar, Wind and Geothermal energy Senior Researcher                   | 400 | 2.III | 1,890 | 963,900                     |
| Alternative renewable liquid and solid fuels Senior<br>Researcher     | 400 | 2.III | 1,890 | 963,900                     |
| Oils and gas technologies Senior Researcher                           | 400 | 2.III | 1,890 | 963,900                     |

| POST                                                    | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|---------------------------------------------------------|-----|-------|-------|-----------------------------|
| Biotechnology Senior Researcher                         | 400 | 2.III | 1,890 | 963,900                     |
| Chemical Engineering Senior Researcher                  | 400 | 2.III | 1,890 | 963,900                     |
| Industrial chemistry Senior Researcher                  | 400 | 2.III | 1,890 | 963,900                     |
| Automation and Control Senior Researcher                | 400 | 2.III | 1,890 | 963,900                     |
| Machinery, processes and systems Senior Researcher      | 400 | 2.III | 1,890 | 963,900                     |
| Packaging Senior Research Officer                       | 400 | 2.III | 1,890 | 963,900                     |
| Manufacturing Senior Researcher                         | 400 | 2.III | 1,890 | 963,900                     |
| Nanotechnology Senior Researcher                        | 400 | 2.III | 1,890 | 963,900                     |
| ICT Senior Researcher                                   | 400 | 2.III | 1,890 | 963,900                     |
| Building Materials and Ceramics Senior Researcher       | 400 | 2.III | 1,890 | 963,900                     |
| Chemistry Researcher                                    | 400 | 3.III | 1,575 | 803,250                     |
| Pharmacy/Microbiology Researcher                        | 400 | 3.III | 1,575 | 803,250                     |
| Chemical and Biomedical Engineering Researcher          | 400 | 3.III | 1,575 | 803,250                     |
| Biodiversity/Ecology Researcher                         | 400 | 3.III | 1,575 | 803,250                     |
| Environmental Technology Researcher                     | 400 | 3.III | 1,575 | 803,250                     |
| Climate Change Researcher                               | 400 | 3.III | 1,575 | 803,250                     |
| Green Urbanization Researcher                           | 400 | 3.III | 1,575 | 803,250                     |
| Waste management Researcher                             | 400 | 3.III | 1,575 | 803,250                     |
| Eco-tourism Researcher                                  | 400 | 3.III | 1,575 | 803,250                     |
| Alternative renewable liquid and solid fuels Researcher | 400 | 3.III | 1,575 | 803,250                     |
| Oils and gas technologies Researcher                    | 400 | 3.III | 1,575 | 803,250                     |

| POST                                                              | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|-------------------------------------------------------------------|-----|-------|-------|-----------------------------|
| Biotechnology Researcher                                          | 400 | 3.III | 1,575 | 803,250                     |
| Industrial chemistry Researcher                                   | 400 | 3.III | 1,575 | 803,250                     |
| Automation and Control Researcher                                 | 400 | 3.III | 1,575 | 803,250                     |
| Machinery, processes and systems Researcher                       | 400 | 3.III | 1,575 | 803,250                     |
| Packaging Researcher                                              | 400 | 3.III | 1,575 | 803,250                     |
| Manufacturing Researcher                                          | 400 | 3.III | 1,575 | 803,250                     |
| Building Materials and Ceramics Researcher                        | 400 | 3.III | 1,575 | 803,250                     |
| Electrical Mechanical Engineering Researcher                      | 400 | 3.III | 1,575 | 803,250                     |
| Electro Mechanical Engineering Researcher                         | 400 | 3.III | 1,575 | 803,250                     |
| Director of Green Economy Development Centres                     | 400 | 3.III | 1,575 | 803,250                     |
| Director of Technology Incubation Centres                         | 400 | 3.III | 1,575 | 803,250                     |
| Prototype Research Officers                                       | 400 | 3.II  | 1,369 | 776,419                     |
| Incubation Centre Managers                                        | 400 | 3.II  | 1,369 | 784,008                     |
| Chemistry Associate Researcher                                    | 400 | 3.II  | 1,369 | 776,419                     |
| Pharmacy/Microbiology Associate Researcher                        | 400 | 3.II  | 1,369 | 776,419                     |
| Chemical and Biomedical Engineering Associate Researcher          | 400 | 3.II  | 1,369 | 776,419                     |
| Biodiversity/Ecology Associate Researcher                         | 400 | 3.II  | 1,369 | 776,419                     |
| Environmental Technology Associate Researcher                     | 400 | 3.II  | 1,369 | 776,419                     |
| Waste management Associate Researcher                             | 400 | 3.II  | 1,369 | 776,419                     |
| Solar, Wind and Geothermal energy Associate Research officer      | 400 | 3.II  | 1,369 | 776,419                     |
| Alternative renewable liquid and solid fuels Associate Researcher | 400 | 3.II  | 1,369 | 776,419                     |

| POST                                                                                                | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|-----------------------------------------------------------------------------------------------------|-----|-------|-------|-----------------------------|
| Oils and gas technologies Associate Researcher                                                      | 400 | 3.II  | 1,369 | 776,419                     |
| Biotechnology Associate Researcher                                                                  | 400 | 3.II  | 1,369 | 776,419                     |
| Chemical Engineering Associate Researcher                                                           | 400 | 3.II  | 1,369 | 776,419                     |
| Industrial chemistry Associate Researcher                                                           | 400 | 3.II  | 1,369 | 776,419                     |
| Machinery, processes and systems Associate Researcher                                               | 400 | 3.II  | 1,369 | 698,190                     |
| Manufacturing Associate Researcher                                                                  | 400 | 3.II  | 1,369 | 698,190                     |
| Nanotechnology Associate Researcher                                                                 | 400 | 3.II  | 1,369 | 698,190                     |
| ICT Associate Researcher                                                                            | 400 | 3.II  | 1,369 | 698,190                     |
| Electrical Mechanical Engineering Associate Researcher                                              | 400 | 3.II  | 1,369 | 698,190                     |
| Electro Mechanical Engineering Associate Researcher                                                 | 400 | 3.II  | 1,369 | 698,190                     |
| Director of Laboratory                                                                              | 400 | 3.II  | 1,369 | 698,190                     |
| Director of Industrial Information and Intellectual Property, Marketing & Business Development Unit | 400 | 3.II  | 1,369 | 784,008                     |
| Director of Planning, Monitoring, Evaluation & ICT Unit                                             | 400 | 3.II  | 1,369 | 784,008                     |
| Director of Administration & Finance Unit                                                           | 400 | 3.II  | 1,369 | 784,008                     |
| HR Management & Capacity Development Specialist                                                     | 400 | 3.II  | 1,369 | 784,008                     |
| Investment & Financial Specialist                                                                   | 400 | 3.II  | 1,369 | 784,008                     |
| Environmental Innovation & Technology Specialist                                                    | 400 | 3.II  | 1,369 | 784,008                     |
| Climate Change Innovation Specialist                                                                | 400 | 3.II  | 1,369 | 784,008                     |
| Green Urbanization Specialist                                                                       | 400 | 3.II  | 1,369 | 784,008                     |
| Chemistry Research Assistant                                                                        | 400 | 4.III | 1,313 | 744,659                     |
| Pharmacy/Microbiology Research assistant                                                            | 400 | 4.III | 1,313 | 744,659                     |

| POST                                                            | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|-----------------------------------------------------------------|-----|-------|-------|-----------------------------|
| Chemical and Biomedical Engineering Research Assistant          | 400 | 4.III | 1,313 | 744,659                     |
| Solar, Wind and Geothermal energy Research Assistant            | 400 | 4.III | 1,313 | 744,659                     |
| Alternative renewable liquid and solid fuels Research Assistant | 400 | 4.III | 1,313 | 744,659                     |
| Oils and gas technologies Research Assistant                    | 400 | 4.III | 1,313 | 744,659                     |
| Biotechnology Research Assistant                                | 400 | 4.III | 1,313 | 744,659                     |
| Chemical Engineering Research Assistant                         | 400 | 4.III | 1,313 | 744,659                     |
| Automation and Control Research Assistant                       | 400 | 4.III | 1,313 | 744,659                     |
| Machinery, processes and systems Research Assistant             | 400 | 4.III | 1,313 | 744,659                     |
| Manufacturing Research Assistant                                | 400 | 4.III | 1,313 | 744,659                     |
| Nanotechnology Research Assistant                               | 400 | 4.III | 1,313 | 744,659                     |
| Building Materials and Ceramics Research Assistant              | 400 | 4.III | 1,313 | 744,659                     |
| Electrical Mechanical Engineering Research Assistant            | 400 | 4.III | 1,313 | 744,659                     |
| Electro Mechanical Engineering Research Assistant               | 400 | 4.III | 1,313 | 744,659                     |
| Prototype Research Assistant                                    | 400 | 4.III | 1,313 | 744,659                     |
| Legal Affairs Officer                                           | 400 | 4.III | 1,313 | 744,659                     |
| Public Relations & Communication Officer                        | 400 | 4.II  | 1,141 | 647,110                     |
| Marketing Officer                                               | 400 | 5.II  | 951   | 539,353                     |
| Senior Lab Technician                                           | 400 | 4.II  | 1,141 | 647,110                     |
| Lab Technician                                                  | 400 | 5.II  | 951   | 539,353                     |
| Internal Auditor                                                | 400 | 5.II  | 951   | 539,353                     |
| Procurement Officer                                             | 400 | 5.II  | 951   | 539,353                     |

| POST                                              | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|---------------------------------------------------|-----|-------|-------|-----------------------------|
| Legal Officers (Industrial property)              | 400 | 5.II  | 951   | 539,353                     |
| Quality Assurance Officer                         | 400 | 5.II  | 951   | 539,353                     |
| Business Development Officer                      | 400 | 5.II  | 951   | 539,353                     |
| Intellectual Property Manager                     | 400 | 5.II  | 951   | 539,353                     |
| Planning Officer                                  | 400 | 5.II  | 951   | 539,353                     |
| Monitoring & Evaluation Officers                  | 400 | 5.II  | 951   | 539,353                     |
| Network & System Administrator                    | 400 | 5.II  | 951   | 539,353                     |
| Database & Application Administrator              | 400 | 5.II  | 951   | 539,353                     |
| Logistics Officer                                 | 400 | 5.II  | 951   | 539,353                     |
| Accountant                                        | 400 | 5.II  | 951   | 539,353                     |
| Budget Officer                                    | 400 | 5.II  | 951   | 539,353                     |
| Administrative Assistant to the DG                | 400 | 5.II  | 951   | 539,353                     |
| Administrative Assistant to Head of department    | 400 | 7.II  | 660   | 374,314                     |
| Administrative Assistant to the Division Managers | 400 | 7.II  | 660   | 374,314                     |
| Cashiers                                          | 400 | 8.II  | 508   | 288,109                     |
| Secretary in Central Secretariat                  | 400 | 8.II  | 508   | 288,109                     |

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 83/03 ryo ku wa 27/02/2015 rishyiraho imishahara n'ibindi bigenerwa Abakozi b'Ikigo cy'Igihugu cy'Ubushakashatsi n'Iterambere mu byerekeye Inganda (NIRDA)**

Kigali, ku wa 27/02/2015

**(sé)**  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

**(sé)**  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika :**

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

**Seen to be annexed to Prime Minister's Order n° 83/03 of 27/02/2015 determining salaries and fringe benefits for employees of the National Industrial Research and Development Agency (NIRDA)**

Kigali, on 27/02/2015

**(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° 83/03 du 27/02/2015 déterminant les salaires et avantages accordés au personnel de l'Agence Nationale de Recherche et de Développement Industriels (NIRDA)**

Kigali, le 27/02/2015

**(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

ITEKA RYA MINISITIRI W'INTEBE N° 84/03 RYO KU WA 27/02/2015 RIGENA IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'IKIGO CY'IGIHUGU GISHINZWE IRANGAMUNTU (NIDA)

PRIME MINISTER'S ORDER N° 84/03 OF 27/02/2015 DETERMINING SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF NATIONAL IDENTIFICATION AGENCY (NIDA)

ARRETE DU PREMIER MINISTRE N° 84/03 DU 27/02/2015 DETERMINANT LES SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DE L'AGENCE NATIONALE DE L'IDENTIFICATION (NIDA)

ISHAKIRO

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**ITEKA RYA MINISITIRI W'INTEBE N°84/03 RYO KU WA27/02/2015 RIGENA IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'IKIGO CY'IGIHUGU GISHINZWE IRANGAMUNTU (NIDA)**

**PRIME MINISTER'S ORDER N° 84/03 OF 27/02/2015 DETERMINING SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF NATIONAL IDENTIFICATION AGENCY (NIDA)**

**ARRETE DU PREMIER MINISTRE N° 84/03 DU 27/02/2015 DETERMINANT LES SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DE L'AGENCE NATIONALE DE L'IDENTIFICATION (NIDA)**

**Minisitiri w'Intebe;**

**The Prime Minister;**

**Le Premier Ministre;**

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

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 37, 118, 119, 121 and 201;

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

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

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

Asubiye ku Iteka rya Minisitiri w'Intebe n° 38/03 ryo kuwa 11/04/2014 rigena imbonerahamwe n'incamake y'imyanya y'imirimo by'Ikigo cy'Igihugu Gishinzwe Irangamuntu;

Reviewing the Prime Minister's Order n° 38/03 of 11/04/2014 determining the organizational structure and summary of job positions of the National Identification Agency;

Revu l'Arrêté du Premier Ministre n° 38/03 du 11/04/2014 déterminant la structure organisationnelle et la synthèse des emplois de l'Agence Nationale de l'Identification;

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;

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 to date;

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 et complété à ce jour;

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

On proposal by the Minister of Public Service and Labour;

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

Inama y'Abaminisitiri yateranye ku wa 29/07/2014 imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet in its session of 29/07/2014;

Après examen et adoption par le Conseil des Ministres en sa séance du 29/07/2014;

**ATEGETSE:**

**ORDERS:**

**ARRETE :**

**Ingingo ya mbere: Icyo iri teka rigamije**

Iri teka rigena imishahara n'ibindi bigenerwa Abakozi mu Kigo cy'Igihugu gishinzwe Indangamuntu (NIDA).

**Ingingo 2: Igenwa ry'umushahara**

Imishahara y'Abakozi ba NIDA 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 muri NIDAbiri ku mugereka w'iri teka.

**Ingingo 3: Ibigize umushahara mbumbe**

Umushahara mbumbe wa buri kwezi ku bayobozi bakuru n'abakozi ba NIDA 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 cya mbere cy'iyi ngingo ntigenerwa abakozi bari ku nzego

**Article One: Purpose of this Order**

This Order determines salaries and fringe benefits for employees of National Identification Agency (NIDA).

**Article 2: Determination of the salary**

Salaries for employees of NIDA shall be determined basing on 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 NIDA are annexed to this Order.

**Article 3: Composition of gross salary**

The monthly gross salary of the authorities and employees of NIDA 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 Paragraph One of this Article shall not be granted to official

**Article premier: Objet du présent arrêté**

Le présent arrêté détermine les salaires et avantages accordés aux agents de l'Agence Nationale de l'Identification (NIDA).

**Article 2 : Détermination du salaire**

Les salaires accordés aux agents de NIDA 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 NIDA sont en annexe du présent arrêté.

**Article 3: Composition du salaire brut**

Le salaire brut mensuel des dirigeants et des agents de NIDA 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 visée à l'alinéa premier du présent article n'est pas allouée aux agents aux

z'imirimo za "F" 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 4: Ibindi bigenerwa Umuyobozi Mukuru wa NIDA**

Umuyobozi Mukuru muri NIDA agenerwa ibindi bimufasha gutunganya imirimo bikurikira:

- 1 ° amafaranga y'itumanaho rya telefone 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 ° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200.000 Frw) buri kwezi anyura kuri konti y'urwego bireba.
- 3 ° Leta imworohereza ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

**Ingingo ya 5: Ibindi bigenerwa Abayobozi Bakuru bari ku rwego rwa "H/2"**

Abayobozi bakuru bari ku rwego rwa "H/2" kandi bafite itsinda ry'abakozi bayobora hashingiwe ku mbonerahamwe y'imyanya y'imirimo yemewe, bagenerwa buri wese ibindi bibafasha gutunganya

positioned on level "F" 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 officials positioned on level "3" who are entitled to special transport allowance in accordance with instructions of the Minister in charge of public service.

**Article 4: Fringe benefits for Director General of NIDA**

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

- 1 ° an office telephone communication allowance of one hundred thousand Rwandan francs (Rwf 100,000) and a mobile phone communication allowance of one hundred thousand Rwandan francs (Rwf 100,000) per month;
- 2 ° office entertainment allowance of two hundred thousand Rwandan francs (Rwf 200,000) per month payable at the concerned institution's bank account ;
- 3 ° the Government shall facilitate his/her transport in accordance with the instructions of the Minister in charge of transport.

**Article 5: Fringe benefits for senior officials on "H/2" job classification level**

Senior officials on "H/2" job classification level with a pool of employees under their responsibilities in accordance with the approved organizational structure, shall each be entitled to the following

postes de niveau "F" et "H/2" pour lesquels le transport est facilité selon les instructions du Ministre ayant le transport dans ses attributions, ainsi que ceux aux postes de niveau "3" qui bénéficient l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

**Article 4: Avantages alloués au Directeur General de NIDA**

Le Directeur General de NIDA bénéficie des avantages suivants :

- 1 ° les frais de communication par téléphone de bureau équivalent à cent mille francs Rwandais (100.000 Frw) et de communication par telephone portable équivalent à cent mille francs rwandais (100.000 Frw) par mois;
- 2 ° les frais de représentation au service équivalent à deux cent mille francs rwandais (200.000 Frw) chaque mois payable au compte bancaire de l'institution concernée;
- 3 ° l'Etat lui facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Article 5: Avantages alloués aux hauts cadres aux postes de niveau "H/2"**

Les hauts cadres aux postes de niveau "H/2" et ayant des agents placés sous leurs responsabilités suivant la structure organisationnelle approuvée, bénéficient chacun des avantages suivants:

imirimo bikurikira:

1 ° amafaranga y’itumanaho rya telefone na fax byo mu biro angana n’amafaranga y’u Rwanda ibihumbi mirongo irindwi (70.000 Frw) buri kwezi; n’aya telefone igendanwa angana n’amafaranga ibihumbi mirongo irindwi y’u Rwanda (70. 000 Frw) buri kwezi;

2 ° Leta iborohereza ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n’ibintu mu nshingano ze.

**Ingingo ya 6: Ibigenerwa Abayobozi b’Amashami n’abakozi bari ku rwego rw’imirimo rwa “3”**

Abayobozi b’Amashami n’Abakozi bari ku rwego rw’imirimo rwa “3” bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

1 ° amafaranga y’itumanaho rya telefone 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” bafite itsinda ry’abakozi bayobora hashingiwe ku mbonerahamwe y’imyanya y’imirimo yemewe, bagenerwa kandi buri wese amafaranga ibihumbi ijana y’u Rwanda (100.000 Frw) buri kwezi y’itumanaho rya telefone yo mu biro.

fringe benefits:

1 ° seventy thousand Rwandan francs (Rwf 70,000) per month for office telephone and fax communication allowance, and seventy thousand Rwandan francs (Rwf 70,000) per month for mobile phone communication allowance;

2 ° the Government shall facilitate their transport in accordance with the instructions of the Minister in charge of transport.

**Article 6: Fringe benefits for Directors of Units and officials on “3” job level**

Directors of Units and officials on “3” job 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 the instructions of the Minister in charge of public service.

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

1 ° les frais de communication par téléphone et fax de bureau équivalant à soixante-dix mille francs rwandais (70.000 Frw) et de téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 Frw) par mois ;

2 ° l’Etat leur facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Article 6: Avantages alloués aux Directeurs d’Unités et cadres aux postes de niveau “3”**

Les Directeurs d’Unités et cadres 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 ° l’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” ayant des agents 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.

**Ingingo ya 7: Indamunite z'urugendo rw'imodoka**

Iyo Umuyobozi Mukuru uri ku rwego rwa “F” na “H/2” agiye mu butumwa imbere mu Gihugu akoresheje imodoka ye, Leta imugenera indamunite y'urugendo akurikijwe ibiteganywa n'Amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

**Ingingo ya 8: Abashinzwe kubahiriza iri teka**

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

**Ingingo ya 9: Ivanwaho ry'ingingo zinyuranyije n'iri teka**

Ingingo z'amateka abanziriza iri kandi zinyuranyije na ryo bivanyweho.

**Ingingo ya 10: Igihe Iteka ritangira gukurikizwa**

Iri teka ritangira gukurikizwa ku munsu ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera ku wa 29/07/2014.

Kigali, ku wa 27/02/2015

**Article 7: Mileage allowances**

When a Senior Official on levels “F” na “H/2” goes on official mission inside the country by using his/her vehicle, the State shall pay him/her mileage allowances specified in the instructions of the Minister in charge of transport.

**Article 8: Authorities responsible for the implementation of this Order**

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

**Article 9: Repealing provision**

All other prior provisions contrary to this Order are hereby repealed.

**Article 10: Commencement**

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes effect as of 29/07/2014.

Kigali, on 27/02/2015

**Article 7 : Indemnités kilométriques**

Lorsqu'un Haut Cadre aux postes de niveaux “F” na “H/2” va en mission officielle à l'intérieur du pays en utilisant son véhicule, l'Etat lui octroie une indemnité kilométrique conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Article 8 : Autorités chargées de l'exécution du présent arrêté**

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

**Article 9: Disposition abrogatoire**

Toutes les autres dispositions antérieures contraires au présent Arrêté sont abrogées.

**Article 10: Entrée en vigueur**

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il produit ses effets à partir du 29/07/2014.

Kigali, le 27/02/2015

(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 W'ITEKA RYA MINISITIRI  
W'INTEBE N°84/03 RYO KU WA 27/02/2015  
RIGENA IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI B'IKIGO  
CY'IGIHUGU GISHINZWE IRANGAMUNTU  
(NIDA)

ANNEXE TO PRIME MINISTER'S ORDER  
N°84/03 OF 27/02/2015 DETERMINING  
SALARIES AND FRINGE BENEFITS FOR  
EMPLOYEES OF NATIONAL  
IDENTIFICATION AGENCY (NIDA)

ANNEXE A L'ARRETE DU PREMIER  
MINISTRE N° 84/03 DU 27/02/2015  
DETERMINANT LES SALAIRES ET  
AVANTAGES ACCORDES AU PERSONNEL  
DE L'AGENCE NATIONALE DE  
L'IDENTIFICATION (NIDA)

**NIDA - SALARY STRUCTURE**

| POST                                                          | I.V | Level | Index | Gross Salary<br>(Rwf / Month) |
|---------------------------------------------------------------|-----|-------|-------|-------------------------------|
| Director General                                              | 441 | F     | 2869  | 1,613,167                     |
| Technical Operation Division Manager                          | 400 | 2.III | 1890  | 963,900                       |
| Director of Database & Applications Unit                      | 400 | 3.III | 1575  | 901,981                       |
| Director of ICT Infrastructure Unit                           | 400 | 3.III | 1575  | 901,981                       |
| Director of Production & Distribution Unit                    | 400 | 3.III | 1575  | 901,981                       |
| Director of Civil Registration & Data Collection Unit         | 400 | 3.II  | 1369  | 784,008                       |
| Director of Finance & Administration Unit                     | 400 | 3.II  | 1369  | 784,008                       |
| Senior ID System Administrator                                | 400 | 3.II  | 1369  | 784,008                       |
| Senior Database and Application Administrator                 | 400 | 3.II  | 1369  | 812,757                       |
| System Integration Specialist                                 | 400 | 3.II  | 1369  | 784,008                       |
| Smart Card Specialist                                         | 400 | 3.II  | 1369  | 784,008                       |
| Senior Network Administrator                                  | 400 | 3.II  | 1369  | 784,008                       |
| Senior IT System Security Auditor                             | 400 | 3.II  | 1369  | 784,008                       |
| Senior Spartanic Engineer                                     | 400 | 3.II  | 1369  | 784,008                       |
| Financial Business Specialist                                 | 400 | 3.II  | 1369  | 784,008                       |
| Human Resource Management and Capacity development specialist | 400 | 3.II  | 1369  | 784,008                       |
| Legal Advisor                                                 | 400 | 4.III | 1313  | 744,659                       |
| Public Relations & Communication Officer                      | 400 | 4.II  | 1141  | 647,110                       |
| Hardware Engineer                                             | 400 | 4.II  | 1141  | 647,110                       |
| Biometric Data Officer                                        | 400 | 5.II  | 951   | 539,353                       |
| Data Analysis Officer                                         | 400 | 5.II  | 951   | 539,353                       |
| Diaspora Biometric Data Officer                               | 400 | 5.II  | 951   | 539,353                       |
| Production & Distribution Supervisor                          | 400 | 5.II  | 951   | 539,353                       |
| Card Issuing Officer                                          | 400 | 5.II  | 951   | 539,353                       |
| Base Stock Officer                                            | 400 | 5.II  | 951   | 539,353                       |
| Card Printing Officer                                         | 400 | 5.II  | 951   | 539,353                       |
| Quality Assurance Officer                                     | 400 | 5.II  | 951   | 539,353                       |
| Accountant                                                    | 400 | 5.II  | 951   | 539,353                       |
| Budget Officer                                                | 400 | 5.II  | 951   | 539,353                       |
| Planning/M&E Officer                                          | 400 | 5.II  | 951   | 539,353                       |
| Logistics Officer                                             | 400 | 5.II  | 951   | 539,353                       |
| Internal Auditor                                              | 400 | 5.II  | 951   | 539,353                       |
| Procurement Officer                                           | 400 | 5.II  | 951   | 539,353                       |
| Administrative Assistant to DG                                | 400 | 5.II  | 951   | 539,353                       |
| Administrative Liaison Officer                                | 400 | 5.II  | 951   | 539,353                       |
| Customer Care Officer                                         | 400 | 6.II  | 793   | 449,744                       |
| Data Authorization Officer                                    | 400 | 7.II  | 660   | 374,314                       |
| Data Entry Officer                                            | 400 | 7.II  | 660   | 374,314                       |
| Secretary in central secretariat                              | 400 | 8.II  | 508   | 288,109                       |



**Bibonywe kugira ngo bishyirwe ku mugereka w’  
Iteka rya Minisitiri w’Intebe n° 84/03 ryo ku wa  
27/02/2015 rigena imishahara n’ibindi bigenerwa  
Abakozi mu Kigo cy’Igihugu gishinzwe  
Indangamuntu (NIDA)**

Kigali, ku wa 27/02/2015

**(sé)**

**MUREKEZI Anastase**

Minisitiri w’Intebe

**Seen to be annexed to Prime Minister’s order n°  
84/03 of 27/02/2015 determining, salaries and  
fringe benefits for employees of National  
Identification Agency (NIDA)**

Kigali, on 27/02/2015

**(sé)**

**MUREKEZI Anastase**

Prime Minister

**Vu pour être annexé à l’Arrêté du Premier  
Ministre n° 84/03 du 27/02/2015 déterminant les  
salaires et avantages accordés aux agents de  
l’Agence Nationale de l’Identification (NIDA)**

Kigali, le 27/02/2015

**(sé)**

**MUREKEZI Anastase**

Premier Ministre

**(sé)**

**UWIZEYE Judith**

Minisitiri w’Abakozi ba Leta n’Umurimo  
**Bibonywe kandi bishyizweho Ikirango cya  
Repubulika :**

**(sé)**

**UWIZEYE Judith**

Minister of Public Service and Labour  
**Seen and Sealed with the Seal of the Republic:**

**(sé)**

**UWIZEYE Judith**

Ministre de la Fonction Publique et du Travail  
**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

ITEKA RYA MINISITIRI W'INTEBE N° 85/03  
RYO KU WA 27/02/2015 RISHYIRAHU  
IMISHAHARA N'IBINDI BIGENERWA  
ABAKOZI MURI KOMISIYO Y'IGIHUGU  
Y'ITORERO (NIC)

PRIME MINISTER'S ORDER N°85/03 OF  
27/02/2015 DETERMINING SALARIES AND  
FRINGE BENEFITS FOR EMPLOYEES OF  
THE NATIONAL ITORERO COMMISSION  
(NIC)

ARRETE DU PREMIER MINISTRE N° 85/03  
DU 27/02/2015 DETERMINANT LES  
SALAIRES ET AVANTAGES ACCORDES  
AUX AGENTS DE LA COMMISSION  
NATIONALE D'ITORERO (NIC)

ISHAKIRO

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**ITEKA RYA MINISITIRI W'INTEBE N° 85/03.RYO KU WA27/02/2015 RISHYIRAHU IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI KOMISIYO Y'IGIHUGU Y'ITORERO (NIC)**

**PRIME MINISTER'S ORDER N° 85/03 OF 27/02/2015 DETERMINING SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE NATIONAL ITORERO COMMISSION (NIC)**

**ARRETE DU PREMIER MINISTRE N° 85/03 DU 27/02/2015 DETERMINANT LES SALAIRES ET AVANTAGES ACCORDES AUX AGENTS DE LA COMMISSION NATIONALE D'ITORERO (NIC)**

**Minisitiri w'Intebe;**

**The Prime Minister;**

**Le Premier Ministre;**

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 118, iya 119, iya 121 n'iya 201;

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Article 118, 119, 121 and 201;

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

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

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

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

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 to date;

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 et complété à ce jour;

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

On proposal by the Minister Public Service and Labour;

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

Inama y'Abaminisitiri yateranye ku wa 29/07/2014 imaze kubisuzuma no kubyemeza.

After consideration and approval by the Cabinet in session of 29/07/2014;

Après examen et adoption par le Conseil des Ministres en sa séance du 29/07/2014;

**ATEGETSE:**

**ORDERS:**

**ARRETE :**

**Ingingo ya mbere: Icyo iri teka rigamije**

**Article One: Purpose of this Order**

**Article premier: Objet du présent arrêté**

Iri teka rishyiraho imishahara n'ibindi bigenerwa Abakozi muri Komisiyo y'Igihugu y'Itorero (NIC).

This Order determines salaries and fringe benefits for employees of the National Itorero Commission (NIC).

Le présent arrêté détermine les salaires et avantages alloués aux agents de la Commission Nationale d'Itorero (NIC).

**Ingingo 2: Igenwa ry’umushahara**

Imishahara y’abakozi ba NIC 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 muri NIC biri ku mugereka w’iri teka.

**Ingingo 3: Umushahara mbumbe**

Umushahara mbumbe wa buri kwezi ku bayobozi bakuru n’abakozi ba NIC 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 cya mbere cy’iyi ngingo abakozi bari ku nzego z’imirimo za “F”, “G/1”, 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

**Article 2: Determination of the salary**

Salaries for employees of NIC shall be determined basing on job classification and in accordance with general principles on salary calculation in Public Service.

The level, index, index value and the gross salary corresponding to each job position within NIC are annexed to this Order.

**Article 3: Gross salary**

The monthly gross salary of the authorities and employees of NIC 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 Paragraph One of this Article shall not be granted to officials positioned on levels “F”, “G/1.” 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 officials positioned on level “3” who are entitled to special transport allowance in

**Article 2 : Détermination du salaire**

Les salaires accordés aux agents de NIC 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 NIC sont en annexe du présent arrêté.

**Article 3: Salaire brut**

Le salaire brut mensuel des dirigeants et des agents de NIC 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 visée à l’alinéa premier du présent article n’est pas allouée aux agents aux postes de niveau “F”, “G/1” 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

nshingano ze.

accordance with instructions of the Minister in charge of public service.

conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

**Ingingo ya 4 :Ibindi bigenerwa Umunyamabanga Mukuru wa NIC**

**Article 4: Fringe benefits for Secretary General of NIC**

**Article 4 : Avantages alloués au Secrétaire General de NIC**

Umunyamabanga Mukuru wa NIC agenerwa ibi bikurikira:

The Secretary General of NIC shall be entitled to the following benefits:

Le Secrétaire General de NIC bénéficie des avantages suivants :

1 ° amafaranga y’itumanaho rya telefone na fax byo mu biro angana n’ibihumbi ijana y’u Rwanda (100.000 Frw) n’ay’irya telefone igendanwa angana n’ibihumbi ijana y’u Rwanda (100.000 Frw) buri kwezi;

1 ° one hundred thousand Rwandan francs (Rwf 100,000) each month for office telephone and fax communication allowance and one hundred thousand Rwandan francs (Rwf 100,000) per month for mobile phone communication allowance;

1 ° les frais de communication par téléphone et fax de bureau équivalant à cent mille francs Rwandais (100.000 Frw) et ceux de téléphone portable équivalant à cent mille francs rwandais (100.000 Frw) par mois;

2 ° Leta imworohereza 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 in charge of transport.

2 ° l’Etat lui facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Ingingo ya 5: Ibindi bigenerwa abayobozi bakuru bari ku rwego rwa “H/2”**

**Article 5: Fringe benefits for senior officials on “H/2” job classification level**

**Article 5: Avantages alloués aux hauts cadres aux postes de niveau “H/2”**

Abayobozi bakuru bari ku rwego rwa “H/2” kandi bafite itsinda ry’abakozi bayobora hashingiwe ku mbonerahamwe y’imyanya y’imirimo yemewe, bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

Senior officials on “H/2” job classification level with a pool of employees under their responsibilities in accordance with the approved organizational structure, shall each be entitled to the following fringe benefits:

Les hauts cadres aux postes de niveau “H/2” et ayant des agents placés sous leurs responsabilités suivant la structure organisationnelle approuvée, bénéficient chacun des avantages suivants:

1 ° amafaranga y’itumanaho rya telefone na fax byo yo mu biro angana n’amafaranga y’u Rwanda ibihumbi mirongo irindwi (70.000 Frw) buri kwezi; n’ay’irya telefoni igendanwa angana n’amafaranga ibihumbi mirongo irindwi y’u Rwanda (70. 000 Frw) buri kwezi;

1 ° seventy thousand Rwandan francs (Rwf 70,000) per month for office telephone and fax communication allowance, and seventy thousand Rwandan francs (Rwf 70,000) per month for mobile phone communication allowance;

1 ° les frais de communication par téléphone et fax de bureau équivalant à soixante-dix mille francs rwandais (70.000 Frw) et ceux de téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 Frw) par mois ;

2 ° Leta iborohereza ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

2 ° the Government shall facilitate their transport in accordance with the Instructions of the Minister in charge of transport.

2 ° l'Etat leur facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Ingingo ya 6: Ibigererwa Abayobozi n'abakozi bari ku rwego rw'imirimo rwa "3"**

**Article 6: Fringe benefits for Directors of Units and officials on "3" job level**

**Article 6: Avantages alloués aux Directeurs d'Unités et cadres aux postes de niveau "3"**

Abayobozi b'Amashami n'abakozi bari ku rwego rw'imirimo rwa "3" bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

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

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

1 ° amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo itatu y'u Rwanda (30.000 Frw) buri kwezi;

1 ° a mobile phone communication allowance of thirty thousand Rwandan francs (Rwf 30,000) per month;

1 ° les frais de communication par téléphone portable équivalant à trente mille francs rwandais (30.000 Frw) par mois ;

2 ° indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite Abakozi ba Leta mu nshingano ze.

2 ° a special transport allowance as determined by the instructions of the Minister in charge of public service.

2 ° l'indemnité spéciale de transport conformément aux Instructions du Ministre ayant la fonction publique dans ses attributions.

Abayobozi b'Amashami bari ku rwego rw'imirimo rwa "3" bafite itsinda ry'abakozi bayobora hashingiwe ku mbonerahamwe y'imyanya y'imirimo yemewe, bagenerwa kandi buri wese amafaranga ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi y'itumanaho rya telefone yo mu biro.

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

Les Directeurs d'Unités aux postes de niveau "3" 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.

**Ingingo ya 7: Indamunite z'urugendo rw'imodoka**

**Article 7: Mileage allowances**

**Article 7 : Indemnités kilométriques**

Iyo Umuyobozi Mukuru uri ku rwego rwa F na H/2 agiye mu butumwa imbere mu Gihugu akoresheje imodoka ye, Leta imugenera indamunite y'urugendo hakurikijwe ibiteganywa n'amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

When a senior officials on levels F, and H/2 go on official mission inside the country by using their vehicles, the State shall pay them mileage allowances in accordance with the instructions of the Minister in charge of transport.

Lorsqu'un haut cadre aux postes de niveaux F, et H/2 va en missions officielles à l'intérieur du pays en utilisant son véhicule, l'Etat lui octroie une indemnité kilométrique conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Ingingo ya 8: Abashinzwe kubahiriza iri teka**

**Article 8: Authorities responsible for the implementation of this Order**

**Article 8: Autorités chargées de l'exécution du présent arrêté**

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

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

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

**Ingingo ya 9: Ivanwaho ry'ingingo zinyuranyije n'iri teka**

**Article 9: Repealing provision**

**Article 9: Disposition abrogatoire**

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

All prior provisions contrary to this Order are hereby repealed.

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

**Ingingo ya 10: Igihe iteka ritangira gukurikizwa**

**Article 10: Commencement**

**Article 10: Entrée en vigueur**

Iri teka ritangira gukurikizwa ku munsu ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera ku wa 29/07/2014.

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes effect as of 29/07/2014.

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il produit ses effets à partir du 29/07/2014

Kigali, ku wa 27/02/2015

Kigali, on 27/02/2015

Kigali, le 27/02/2015

(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 W'ITEKA RYA MINISITIRI  
W'INTEBE N° 85/03 RYO KU WA 27/02/2015  
RIGENA IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MURI KOMISIYO  
Y'IGIHUGU Y'ITORERO (NIC)**

**ANNEX TO PRIME MINISTER'S ORDER N°  
85/03 OF 27/02/2015 DETERMINING SALARIES  
AND FRINGE BENEFITS FOR EMPLOYEES OF  
NATIONAL ITORERO COMMISSION (NIC)**

**ANNEXE DE L'ARRETE DU PREMIER  
MINISTRE N° 85/03 .DU 27/02/2015  
DETERMINANT LES SALAIRES ET  
AVANTAGES ACCORDES AU PERSONNEL  
DE LA COMMISSION NATIONALE  
D'ITORERO (NIC)**



NIC - SALARY STRUCTURE

| POST                                                               | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|--------------------------------------------------------------------|-----|-------|-------|-----------------------------|
| Secretary General                                                  | 441 | F     | 2,869 | 1,613,167                   |
| Commissioner of ITORERO Commission                                 | 400 | G     | 2,608 | 1,330,080                   |
| Coordinator of UBUTORE Development Centre                          | 400 | 2.III | 1,890 | 1,082,378                   |
| Director of Mentoring, Mobilisation & Volunteerism Unit            | 400 | 3.II  | 1,369 | 784,008                     |
| Director of National Service                                       | 400 | 3.II  | 1,369 | 784,008                     |
| Director of Administration & Finance Unit                          | 400 | 3.II  | 1,369 | 784,008                     |
| Advisor to the Person                                              | 400 | 3.II  | 1,369 | 784,008                     |
| Human Resources Management and Capacity development specialist     | 400 | 3.II  | 1,369 | 784,008                     |
| Legal Affairs                                                      | 400 | 4.III | 1,313 | 744,659                     |
| Public Relations & Communication Officer                           | 400 | 4.II  | 1,141 | 647,110                     |
| Researcher & Data Manager                                          | 400 | 4.II  | 1,141 | 647,110                     |
| Mentor Officer                                                     | 400 | 5.II  | 951   | 539,353                     |
| Mobilization Officer                                               | 400 | 5.II  | 951   | 539,353                     |
| Volunteer Officer                                                  | 400 | 5.II  | 951   | 539,353                     |
| National Service Plants Officer                                    | 400 | 5.II  | 951   | 539,353                     |
| National Service Tracking Officer                                  | 400 | 5.II  | 951   | 539,353                     |
| National Service Operations Officer                                | 400 | 5.II  | 951   | 539,353                     |
| Call Centre Officer                                                | 400 | 5.II  | 951   | 539,353                     |
| Program Officer at UBUTORE Dvpt Centre                             | 400 | 5.II  | 951   | 539,353                     |
| ICT Officer at UBUTORE Dvpt Centre                                 | 400 | 5.II  | 951   | 539,353                     |
| ICT Officer at Haedquarter                                         | 400 | 5.II  | 951   | 539,353                     |
| Internal auditor                                                   | 400 | 5.II  | 951   | 539,353                     |
| Procurement Officer                                                | 400 | 5.II  | 951   | 539,353                     |
| Planning, M&E Officer                                              | 400 | 5.II  | 951   | 539,353                     |
| Accountant                                                         | 400 | 5.II  | 951   | 539,353                     |
| Budget Officer                                                     | 400 | 5.II  | 951   | 539,353                     |
| Logistics Officer at Headquarter                                   | 400 | 5.II  | 951   | 539,353                     |
| Logistics Officer at UBUTORE Dvpt Centre                           | 400 | 5.II  | 951   | 539,353                     |
| Administrative Assistant to the Chairman                           | 400 | 5.II  | 951   | 539,353                     |
| Administrative Assistant to the SG                                 | 400 | 5.II  | 951   | 539,353                     |
| Documentalist & Librarian                                          | 400 | 6.II  | 793   | 449,744                     |
| Nurse                                                              | 400 | 7.II  | 660   | 374,314                     |
| Administrative Assistant to the Coordinator of UBUTORE Dvpt Centre | 400 | 7.II  | 660   | 374,314                     |
| Secretary in Central Secretariat                                   | 400 | 8.II  | 508   | 288,109                     |
| Driver                                                             | 400 | 10.II | 300   | 170,143                     |

**Bibonywe kugira ngo bishyirwe ku mugereka w' Iteka rya Minisitiri w'Intebe n° 85/03 ryo ku wa 27/02/2015 rishyiraho imishahara n'ibindi bigenerwa Abakozi muri Komisiyo y'Igihugu y'Itorero (NIC)**

Kigali, ku wa 27/02/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

**Seen to be annexed to Prime Minister's Order n° 85/03 of 27/02/2015 determining, salaries and fringe benefits for employees of National Itorero Commission (NIC)**

Kigali, on 27/02/2015

(sé)  
**MUREKEZI Anastase**  
Prime Minister

**Vu pour être annexé à l'Arrêté du Premier Ministre n° 85/03 du 27/02/2015 déterminant les salaires et avantages accordés au personnel de la Commission Nationale d'Itorero (NIC)**

Kigali, le 27/02/2015

(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)  
**MUREKEZI Anastase**  
Ministre de la Fonction Publique et du Travail

**Bibonywe kandi bishyizweho Ikirango cya Repubilika :**

**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

ITEKA RYA MINISITIRI W'INTEBE N° 86/03 RYO KU WA 27/02/2015 RISHYIRAHU IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'IKIGO CY'IGIHUGU GISHINZWE UBUMENYI BW'IKIRERE (METEO Rwanda)

PRIME MINISTER'S ORDER N° 86/03 OF 27/02/2015 DETERMINING SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF RWANDA METEOROLOGY AGENCY (METEO Rwanda)

ARRETE DU PREMIER MINISTRE N° 86/03 DU 27/02/2015 DETERMINANT LES SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DE L'AGENCE RWANDAISE DE LA METEOROLOGIE (METEO Rwanda)

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Ingingo ya 6: Ibindi bigenerwa Abayobozi b'Amashami n'abakozi bari ku rwego rw'imirimo rwa "3.II"

Article 6: Fringe benefits for Directors of Units and other employees on "3.II" job classification level

Article 6: Avantages alloués aux Directeurs d'unités et autres agents aux postes de niveau "3.II"

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Article 7: Mileage allowances

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Article 9: Disposition abrogatoire

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Article 10: Commencement

Article 10: Entrée en vigueur

**ITEKA RYA MINISITIRI W'INTEBE N° 86/03 RYO KU WA 27/02/2015 RISHYIRAHU IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'IKIGO CY'IGIHUGU GISHINZWE UBUMENYI BW'IKIRERE (METEO Rwanda)**

**PRIME MINISTER'S ORDER N° 86/03 OF 27/02/2015 DETERMINING SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF RWANDA METEOROLOGY AGENCY (METEO Rwanda)**

**ARRETE DU PREMIER MINISTRE N° 86/03 DU 27/02/2015 DETERMINANT LES SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DE L'AGENCE RWANDAISE DE LA METEOROLOGIE (METEO Rwanda)**

**Minisitiri w'Intebe;**

**The Prime Minister;**

**Le Premier Ministre;**

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

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 37, 118, 119, 121 and 201;

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;

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;

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

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

Ashingiye ku Itegeko n° 54 bis/2011 ryo ku wa 14/12/2011 rishyiraho Ikigo cy'Igihugu gishinzwe Ubumenyi bw'Ikirere (METEO Rwanda) rikanagena inshingano, imiterere n'imikorere byacyo, cyane cyane mu ngingo yaryo ya 2;

Pursuant to Law n° 54 bis/2011 of 14/12/2011 establishing Rwanda Meteorology Agency (METEO Rwanda) and determining its mission, organization and functioning, especially in article 2;

Vu la Loi n°54 bis/2011 de la 14/12/2011 portant création de l'Agence Rwandaise de la Météorologie (METEO Rwanda) et déterminant sa mission, son organisation et son fonctionnement, spécialement en article 2;

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

On proposal by the Minister Public Service and Labour;

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

Inama y'Abaminisitiri yateranye ku wa 29/07/2014 imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet in session of 29/07/2014;

Après examen et adoption par le Conseil des Ministres en sa séance du 29/07/2014;

**ATEGETSE:**

**ORDERS:**

**ARRETE:**

**Ingingo ya mbere: Icyo iri teka rigamije**

**Article One: Purpose of this Order**

**Article premier: Objet du présent arrêté**

Iri teka rishyiraho imishahara n'ibindi bigenerwa Abakozi b'Ikigo cy'Igihugu gishinzwe Ubumenyi bw'Ikirere (METEO Rwanda).

This Order determines salaries and fringe benefits for employees of Rwanda Meteorology Agency (METEO Rwanda).

Le présent arrêté détermine les salaires et avantages accordés au personnel de l'Agence Rwandaise de la Météorologie (METEO Rwanda).

**Ingingo 2: Igenwa ry’umushahara**

Imishahara y’Abakozi ba METEO 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 muri METEO Rwanda biri ku mugereka w’iri teka.

**Ingingo 3: Ibigize umushahara mbumbe**

Umushahara mbumbe wa buri kwezi ku mukozi wa METEO Rwanda 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 cya mbere cy’iyi ingingo ntigenerwa Abayobozi bari ku nzego z’imirimo za “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

**Article 2: Determination of the salary**

Salaries for employees of METEO Rwanda 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 gross salary corresponding to each job position within METEO Rwanda are in annex to this Order.

**Article 3: Composition of the gross salary**

The monthly gross for each employee of METEO Rwanda 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 Paragraph One of this Article shall not be granted to officials positioned on levels “H/2” whose transport shall be facilitated in accordance with Instructions of the Minister in charge of transport. It shall not also be granted to officials positioned on level “3” who are entitled to special transport allowance in accordance

**Article 2: Détermination du salaire**

Les salaires accordés au personnel de METEO Rwanda 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 METEO Rwanda sont en annexe du présent arrêté.

**Article 3: Composition du salaire brut**

Le salaire brut mensuel pour chaque agent de METEO Rwanda 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 visée à l’alinéa premier du présent article n’est pas allouée aux agents aux postes de niveau “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

nshingano ze.

with instructions of the Minister in charge public service.

instructions du Ministre ayant la fonction publique dans ses attributions.

**Ingingo ya 4: Ibindi bigenerwa Umuyobozi Mukuru wa METEO Rwanda**

**Article 4: Fringe benefits for the Director General of METEO Rwanda**

**Article 4: Avantages alloués au Directeur Général de METEO Rwanda**

Umuyobozi Mukuru wa METEO Rwanda agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

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

Le Directeur Général de METEO Rwanda bénéficie des avantages suivants :

1 ° amafaranga y’itumanaho rya telefone yo mu biro angana n’ibihumbi ijana y’u Rwanda (100.000 Frw) buri kwezi n’ay’irya telefone igendanwa angana n’ibihumbi ijana y’u Rwanda (100.000 Frw) buri kwezi;

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

1 ° les frais de communication par téléphone de et fax de bureau équivalant à cent mille francs rwandais (100.000 Frw) par mois et ceux de téléphone portable équivalant à cent mille francs rwandais (100.000 Frw) par mois ;

2 ° amafaranga yo kwakira abashyitsi mu kazi angana n’ibihumbi magana abiri y’u Rwanda (200, 000 frw) buri kwezi anyura kuri konti y’urwego bireba;

2 ° office guest’s entertainment allowance of two hundred thousand Rwandan francs (Rwf 200,000) per month and transferred to the institution’s bank account;

2 ° les frais de représentation au service équivalant à deux cent mille francs rwandais (200.000 Frw) chaque mois et domiciliés au compte bancaire de l’institution concernée;

3 ° Leta imworohereza 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 in charge of transport.

3 ° l’Etat lui facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Ingingo ya 5: Ibindi bigenerwa Divison Managers bari ku rwego rwa “2.III”**

**Article 5: Fringe benefits for Division Managers on “2.III” job classification level**

**Article 5: Avantages alloués aux chefs des divisions aux postes de niveau “2.III”**

Divison Managers agenerwa ibindi bibafasha gutunganya imirimo bikurikira:

Division Manager each be entitled to the following fringe benefits:

Le Chef de Divisons bénéficie des avantages suivants:

1 ° amafaranga y’itumanaho rya telefone 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

1 ° seventy thousand Rwandan francs (Rwf 70,000) each month for office land line and a mobile phone communication allowance of seventy thousand Rwandan francs (Rwf 70,000) per month;

1 ° les frais de communication par téléphone de bureau équivalant à soixante-dix mille francs Rwandais (70.000 Frw) et de téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 Frw) par

(70.000 Frw) buri kwezi;

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

**Ingingo ya 6: Ibindi bigenerwa Abayobozi b'Amashami n'Abakozi bari ku rwego rw'imirimo rwa "3"**

Abayobozi b'Amashami n'Abakozi bari ku rwego rw'imirimo rwa "3" bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

1 ° amafaranga y'itumanaho rya telefone 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" bafite itsinda ry'abakozi ba Leta bayobora hashingiwe ku mbonerahamwe y'imyanya y'imirimo yemewe, bagenerwa kandi amafaranga ibihumbi ijana y'u Rwanda (Rwf 100,000) buri kwezi y'itumanaho rya telefone yo mu biro.

**Ingingo ya 7: Indamunite z'urugendo rw'imodoka**

Iyo Umuyobozi Mukuru uri ku rwego rwa G na H/2 agiye mu butumwa imbere mu Gihugu akoresheje imodoka ye, Leta imugenera indamunite y'urugendo hakurikijwe ibiteganywa n'amabwiriza ya Minisitiri ufite Gutwara Abantu mu nshingano ze.

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

**Article 6: Fringe benefits for Directors of Units and other public servants on "3" job classification level**

Directors of Units and other public servants 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 the instructions of the Minister in charge of public service.

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

**Article 7: Mileage allowances**

When a senior official on levels G and H/2 goes on official mission inside the country by using his/her vehicle, the State shall pay him/her mileage allowances in accordance with instructions of the Minister in charge of transport.

mois;

2 ° l'Etat lui facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Article 6: Autres avantages alloués aux Directeurs d'Unités et autres agents de l'Etat aux postes de niveau "3.II"**

Les Directeurs d'Unités et autres agents de l'Etat 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 ° l'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" ayant des agents 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 7: Indemnités kilométriques**

Lorsqu'un haut cadre aux postes de niveaux G et H/2 va en mission officielle à l'intérieur du pays en utilisant son véhicule, l'Etat lui octroie une indemnité kilométrique conformément aux instructions du Ministre ayant le transport dans ses

attributions.

**Ingingo ya 8: Abashinzwe kubahiriza iri teka**

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

**Article 8: Authorities responsible for the implementation of this Order**

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

**Article 8: Autorités chargées de l'exécution du présent arrêté**

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

**Ingingo ya 9: Ivanwaho ry'ingingo zinyuranyije n'iri teka**

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

**Article 9: Repealing provision**

All prior provisions contrary to this Order are hereby repealed.

**Article 9: Disposition abrogatoire**

Toutes les dispositions antérieures contraires au présent Arrêté sont abrogées.

**Ingingo ya 10: Igihe iteka ritangiragukurikizwa**

Iri teka ritangira gukurikizwa ku munsu ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera kuwa 29/07/2014.

**Article 10: Commencement**

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes effect as of 29/07/2014.

**Article 10: Entrée en vigueur**

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il produit ses effets à partir du 29/07/2014.



Kigali, ku wa**27/02/2015**

Kigali, on**27/02/2015**

Kigali, le**27/02/2015**

(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 W'ITEKA RYA  
MINISITIRI W'INTEBE N°86/03 RYO  
KU WA27/02/2015 RISHYIRAHU  
IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI B'IKIGO  
CY'IGIHUGU GISHINZWE  
UBUMENYI BW'IKIRERE (METEO  
Rwanda)

ANNEX TO PRIME MINISTER'S ORDER  
N° 86/03 OF 27/02/2015 DETERMINING  
SALARIES AND FRINGE BENEFITS FOR  
EMPLOYEES OF RWANDA  
METEOROLOGY AGENCY (METEO  
Rwanda)

ANNEXE DE L'ARRETE DU PREMIER  
MINISTRE N°86/03 DU 27/02/2015  
DETERMINANT LES SALAIRES ET  
AVANTAGES ACCORDES AUX AGENTS  
DE L'AGENCE RWANDAISE DE LA  
METEOROLOGIE (METEO Rwanda)

**METEO Rwanda SALARY STRUCTURE**

| POST                                                               | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|--------------------------------------------------------------------|-----|-------|-------|-----------------------------|
| Director General                                                   | 441 | F     | 2,869 | 1,613,167                   |
| Weather / Climate Services and Applications Division Manager       | 400 | 2.III | 1,890 | 1,082,378                   |
| Data Observations, Quality Control and Processing Division Manager | 400 | 2.III | 1,890 | 1,082,378                   |
| Technology & Information Services Division Manager                 | 400 | 2.III | 1,890 | 1,082,378                   |
| Senior Radar and Remote Sensing Engineer                           | 400 | 3.II  | 1,369 | 784,008                     |
| Senior Forecaster                                                  | 400 | 3.II  | 1,369 | 784,008                     |
| Senior Meteorological Applications                                 | 400 | 3.II  | 1,369 | 784,008                     |
| Director of Administration and Finance                             | 400 | 3.II  | 1,369 | 784,008                     |
| HR Management & Capacity Development Specialist                    | 400 | 3.II  | 1,369 | 784,008                     |
| Legal Advisor                                                      | 400 | 4.III | 1,313 | 744,659                     |
| Network Engineer                                                   | 400 | 4.II  | 1,141 | 647,110                     |
| Radar Maintenance Engineer                                         | 400 | 4.II  | 1,141 | 647,110                     |
| Radar Data Processing                                              | 400 | 4.II  | 1,141 | 647,110                     |
| Radar Software Engineer                                            | 400 | 4.II  | 1,141 | 647,110                     |
| Electrical Engineer                                                | 400 | 4.II  | 1,141 | 647,110                     |
| Public Relations and Communication Officer                         | 400 | 4.II  | 1,141 | 647,110                     |
| Telecommunication engineer                                         | 400 | 4.II  | 1,141 | 647,110                     |
| Forecasting Officer                                                | 400 | 5.II  | 951   | 539,353                     |
| Meteorological Applications Officer                                | 400 | 5.II  | 951   | 539,353                     |
| Graphics Design Officer                                            | 400 | 5.II  | 951   | 539,353                     |
| Instruments Maintenance and Calibration Officer                    | 400 | 5.II  | 951   | 539,353                     |
| Electrical Technician Officer                                      | 400 | 5.II  | 951   | 539,353                     |
| Mechanical Technician                                              | 400 | 5.II  | 951   | 539,353                     |
| Observations Processing Officer                                    | 400 | 5.II  | 951   | 539,353                     |
| Data Quality Control Officer                                       | 400 | 5.II  | 951   | 539,353                     |
| System Administrator                                               | 400 | 5.II  | 951   | 539,353                     |
| ICT Officer                                                        | 400 | 5.II  | 951   | 539,353                     |
| Planning, Monitoring & Evaluation Officer                          | 400 | 5.II  | 951   | 539,353                     |
| Procurement Officer                                                | 400 | 5.II  | 951   | 539,353                     |
| Accountant                                                         | 400 | 5.II  | 951   | 539,353                     |
| Internal Auditor                                                   | 400 | 5.II  | 951   | 539,353                     |
| Logistics Officer                                                  | 400 | 5.II  | 951   | 539,353                     |
| Administrative Assistant to DG                                     | 400 | 5.II  | 951   | 539,353                     |
| Observation Supervisor                                             | 400 | 6.II  | 793   | 449,744                     |
| Documentation and Archives Officer                                 | 400 | 6.II  | 793   | 449,744                     |
| Observation Officer                                                | 400 | 7.II  | 660   | 374,314                     |
| Secretary in Central Secretariat                                   | 400 | 8.II  | 508   | 288,109                     |

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 86/03 ryo ku wa 27/02/2015 rishyiraho imishahara n'ibindi bigenerwa Abakozi b'Ikigo cy'Igihugu gishinzwe Ubumenyi bw'Ikirere (METEO Rwanda)

Kigali, ku wa 27/02/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango  
cya Repubulika :**

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

Seen to be annexed to Prime Minister's Order n° 86/03 of 27/02/2015 determining salaries and fringe benefits for employees of Rwanda Meteorology Agency (METEO Rwanda)

Kigali, on 27/02/2015

(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° 86/03 du 27/02/2015. déterminant les salaires et avantages accordés au personnel de l'Agence Rwandaise de la Météorologie (METEO Rwanda)

Kigali, le 27/02/2015

(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

ITEKA RYA MINISITIRI W'INTEBE N° 87/03  
RYO KU WA 27/02/2015 RISHYIRAHU  
IMISHAHARA N'IBINDI BIGENERWA  
ABAKOZI B'UBUNYAMABANGA BW'IGIHUGU  
BWO KONGERA UBUSHOBOZI (NCBS)

PRIME MINISTER'S ORDER N° 87/03 OF  
27/02/2015 DETERMINING SALARIES AND  
FRINGE BENEFITS FOR EMPLOYEES OF  
THE NATIONAL CAPACITY BUILDING  
SECRETARIAT (NCBS)

ARRETE DU PREMIER MINISTRE N° 87/03  
DU 27/02/2015 DETERMINANT LES  
SALAIRES ET AVANTAGES ACCORDES AU  
PERSONNEL DU SECRETARIAT  
NATIONAL DE RENFORCEMENT DES  
CAPACITES (NCBS)

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Article 10: Commencement

Article 10: Entrée en vigueur

**ITEKA RYA MINISITIRI W'INTEBE N°87/03.RYO KU WA 27/02/2015 RISHYIRAHU IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'UBUNYAMABANGA BW'IGIHUGU BWO KONGERA UBUSHOBOZI (NCBS)**

**PRIME MINISTER'S ORDER N° 87/03 OF 27/02/2015 DETERMINING SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE NATIONAL CAPACITY BUILDING SECRETARIAT (NCBS)**

**ARRETE DU PREMIER MINISTRE N°87/03 DU 27/02/2015 DETERMINANT LES SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU SECRETARIAT NATIONAL DE RENFORCEMENT DES CAPACITES (NCBS)**

**Minisitiri w'Intebe;**

**The Prime Minister;**

**Le Premier Ministre;**

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

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Article 118, 119, 121 and 201;

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

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

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

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

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 to date;

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;

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

On proposal by the Minister Public Service and Labour;

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

Inama y'Abaminisitiri yateranye ku wa 29/07/2014 imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet in its session of 29/07/2014;

Après examen et adoption par le Conseil des Ministres en sa séance du 29/07/2014 ;

**ATEGETSE:**

**ORDERS:**

**ARRETE:**

**Ingingo ya mbere: Icyo iri teka rigamije**

**Article One: Purpose of this Order**

**Article premier: Objet du présent arrêté**

Iri teka rishyiraho imishahara n'ibindi bigenerwa Abakozi b'Ubunyamabanga bw'Igihugu bwo Kongera Ubushobozi (NCBS).

This Order determines salaries and fringe benefits for employees of the National Capacity Building Secretariat (NCBS).

Le présent arrêté détermine les salaires et avantages accordés au personnel du Secrétariat National de Renforcement des Capacités (NCBS).

**Ingingo 2: Igenwa ry’umushahara**

Imishahara y’abakozi ba 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 muri NCBS biri ku mugereka wa I w’iri teka.

**Ingingo 3: Ibigize umushahara mbumbe**

Umushahara mbumbe wa buri kwezi ku mukozi wa NCBS 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 cya mbere cy’iyi ngingo iki ntigenerwa Abayobozi bari ku nzego z’imirimo za “F” 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.

**Article 2: Determination of the salary**

Salaries for employees of NCBS 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 gross salary corresponding to each job position au in NCBS is in annex I of this Order.

**Article 3: Composition of the gross salary**

The monthly gross salary for each employee off NCBS 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 Paragraph One of this Article shall not be granted to officials positioned on levels “F” and “H/2” whose transport shall be facilitated in accordance with Instructions of the Minister in charge of transport. It shall not also be granted to officials positioned on level “3” who are entitled to special transport allowance in accordance with instructions of the Minister in charge public service.

**Article 2: Détermination du salaire**

Les salaires accordés aux agents de NCBS 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 NCBS sont en annexe I du présent arrêté.

**Article 3: Composition du salaire brut**

Le salaire brut mensuel pour chaque agent de NCBS 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 visée à l’alinéa premier du présent article n’est pas allouée aux agents aux postes de niveau “F” 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.

**Ingingo ya 4: Ibindi bigenerwa Umunyamabanga Nshingwabikorwa wa NCBS**

Umunyamabanga Nshingwabikorwa wa NCBS agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

- 1 ° amafaranga y'itumanaho rya telefone yo mu biro angana n'ibihumbi ijana y'u Rwanda (100,000 Frw) buri kwezi, n'ay'irya telefoni igendanwa angana n'ibihumbi ijana (100,000 Frw) buri kwezi;
- 2 ° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200,000 frw) buri kwezi anyura kuri konti y'urwego bireba;
- 3 ° Leta imworohereza ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

**Ingingo ya 5: Ibindi bigenerwa ba Divison Managers bari ku rwego rwa "2.III"**

*Divison manager* uri ku rwego rwa "2.III" agenerwa ibindi bimufasha gutunganya imirimo ku buryo bukurikira:

- 1 ° mafaranga y'itumanaho rya telefone yo mu biro angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw) buri kwezi n'ay'irya telefone igendanwa angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw) buri kwezi;

**Article 4: Fringe benefits for the Executive Secretary of NCBS**

The Executive Secretary of NCBS shall be entitled to the following fringe benefits:

- 1 ° one hundred thousand Rwandan francs (Rwf 100,000) per month for office telephone communication allowance and one hundred thousand Rwandan francs (Rwf 100,000) per month for mobile phone communication allowance;
- 2 ° office guest's entertainment allowance of two hundred thousand Rwandan francs (Rwf 200,000) per month and transferred to the institution's bank account;
- 3 ° the Government shall facilitate his/her transport in accordance with instructions of the Minister in charge of transport.

**Article 5: Fringe benefits for Division Managers on "2.III" job classification level**

The Division Manager on "2.III" job classification level shall be entitled to fringe benefits as follows:

- 1 ° seventy thousand Rwandan francs (Rwf 70,000) each month for office telephone communication allowance and a mobile phone communication allowance of seventy thousand Rwandan francs (Rwf 70,000) per month;

**Article 4: Avantages alloués au Secrétaire Exécutif de NCBS**

Le Secrétaire Exécutif de NCBS bénéficie des avantages suivants :

- 1 ° les frais de communication par téléphone de bureau équivalent à cent mille francs Rwandais (100.000 Frw) et ceux de téléphone portable équivalent à cent mille francs rwandais (100.000 Frw) par mois;
- 2 ° les frais de représentation au service équivalent à deux cent mille francs rwandais (200.000 Frw) chaque mois et domiciliés au compte bancaire de l'institution concernée;
- 3 ° l'Etat lui facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Article 5: Avantages alloués aux Chefs de Divisions aux postes de niveau "2.III"**

Le Chef de Divison au poste de niveau "2.III" bénéficie des avantages comme suit:

- 1 ° les frais de communication par téléphone de bureau équivalent à soixante-dix mille francs Rwandais (70.000 Frw) chacun et ceux de téléphone portable équivalent à soixante-dix mille francs rwandais



2° Leta imwohorereza ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

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

(70.000 Frw) par mois;  
2° l'Etat lui facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Ingingo ya 6: Ibindi bigenerwa Abayobozi b'Amashami na ba Specialists bari ku rwego rw'imirimo rwa "3"**

**Article 6: Fringe benefits for Directors of Units and Specialists on "3" job classification level**

**Article 6: Avantages alloués aux Directeurs et au Spécialistes d'Unités aux postes de niveau "3"**

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

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

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

1° amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo itatu y'u Rwanda (30.000 Frw) buri kwezi;

1° a mobile phone communication allowance of thirty thousand Rwandan francs (Rwf 30,000) per month;

1° les frais de communication par téléphone portable équivalant à trente mille francs rwandais (30.000 Frw) par mois.

2° indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite Abakozi ba Leta mu nshingano ze.

2° a special transport allowance in accordance with instructions of the Minister in charge of public service.

2° indemnité spéciale de transport conformément aux Instructions du Ministre ayant la fonction publique dans ses attributions.

Abayobozi b'Amashami bari ku rwego rw'imirimo rwa "3.II" bafite itsinda ry'abakozi bayobora hashingiwe ku mbonerahamwe y'imyanya y'imirimo yemewe, bagenerwa kandi buri wese amafaranga ibihumbi ijana y'u Rwanda (Rwf 100,000) buri kwezi y'itumanaho rya telefone yo mu biro.

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

Les Directeurs d'Unités aux postes de niveau "3.II" ayant des agents 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.

**Ingingo ya 7: Indamunite z'urugendo rw'imodoka**

**Article 7: Mileage allowances**

**Article 7: Indemnités kilométriques**

Iyo Umuyobozi Mukuru uri ku rwego rwa "F", na "H/2" agiye mu butumwa imbere mu Gihugu akoresheje imodoka ye, Leta imugenera indamunite y'urugendo hakurikijwe ibiteganywa n'Amabwiriza ya Minisitiri

When a senior official on levels "F" and "H/2" goes on official mission inside the country by using his/her vehicle, the State shall pay him/her mileage allowances in accordance with Instructions of the

Lorsqu'un haut cadre aux postes de niveaux "F" et "H/2" va en mission officielle à l'intérieur du pays en utilisant son véhicule, l'Etat lui octroie une indemnité kilométrique conformément aux

ufite gutwara abantu mu nshingano ze.

Minister in charge of transport.

Instructions du Ministre ayant le transport dans ses attributions.

**Ingingo ya 8: Abashinzwe kubahiriza iri teka**

**Article 8: Authorities responsible for the implementation of this Order**

**Article 8: Autorités chargées de l'exécution du présent arrêté**

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

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

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

**Ingingo ya 9: Ivanwaho ry'ingingo zinyuranyije n'iri teka**

**Article 9: Repealing provision**

**Article 9: Disposition abrogatoire**

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

All prior provisions contrary to this Order are hereby repealed.

Toutes les dispositions antérieures contraires au présent Arrêté sont abrogées.

**Ingingo ya 10: Igihe iteka ritangira gukurikizwa**

**Article 10: Commencement**

**Article 10: Entrée en vigueur**

Iri teka ritangira gukurikizwa ku munsu ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera ku wa 29/07/2014.

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes an effect as of 29/07/2014.

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il produit ses effets à partir du 29/07/2014.

Kigali, ku wa 27/02/2015

Kigali, on 27/02/2015

Kigali, le 27/02/2015

**(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 W'ITEKA RYA MINISITIRI  
W'INTEBE N° 87/03 RYO KU WA 27/02/2015  
RISHYIRAHU IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI  
B'UBUNYAMABANGA BW'IGIHUGU BWO  
KONGERA UBUSHOBOZI (NCBS)

ANNEX TO THE PRIME MINISTER'S ORDER  
N° 87/03 OF 27/02/2015 DETERMINING  
SALARIES AND FRINGE BENEFITS FOR  
EMPLOYEES OF THE NATIONAL CAPACITY  
BUILDING SECRETARIAT (NCBS)

ANNEXE DE L'ARRET DU PREMIER  
MINISTRE N° 87/03 DU 27/02/2015  
DETERMINANT LES SALAIRES ET  
AVANTAGES ACCORDES AU  
PERSONNEL DU SECRETARIAT  
NATIONAL DE RENFORCEMENT DES  
CAPACITES (NCBS)

NCBS - SALARY STRUCTURE

| POST                                                                          | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|-------------------------------------------------------------------------------|-----|-------|-------|-----------------------------|
| Executive Secretary                                                           | 500 | F     | 2869  | 1,828,988                   |
| Division Head, Capacity Building Strategic Operations & Quality Assurance     | 500 | 2.III | 1890  | 1,352,972                   |
| Division Head, Capacity Building Sector Support                               | 500 | 2.III | 1890  | 1,352,972                   |
| Institutional Capacity Development Specialist                                 | 500 | 3.III | 1575  | 1,127,477                   |
| Human Capital and Skills Development Specialist                               | 500 | 3.III | 1575  | 1,127,477                   |
| Capacity Building Analysis & Data Management Specialist                       | 500 | 3.III | 1575  | 1,127,477                   |
| Governance Cluster Specialist                                                 | 500 | 3.III | 1575  | 1,127,477                   |
| Social Cluster Specialist                                                     | 500 | 3.III | 1575  | 1,127,477                   |
| Economic Cluster Specialist                                                   | 500 | 3.III | 1575  | 1,127,477                   |
| M &E Specialist                                                               | 500 | 3.II  | 1369  | 980,010                     |
| Capacity Building Needs Assessment and Planning Specialist                    | 500 | 3.II  | 1369  | 980,010                     |
| Research and Knowledge Management Specialist                                  | 500 | 3.II  | 1369  | 980,010                     |
| Advisor to the ES                                                             | 500 | 3.II  | 1369  | 980,010                     |
| Director of Finance & Administration                                          | 500 | 3.II  | 1369  | 980,010                     |
| Director of Internship Program and Continuing & Professional Development Unit | 500 | 3.II  | 1369  | 980,010                     |
| Legal Advisor                                                                 | 500 | 4.III | 1313  | 930,823                     |
| Human Resources Officer                                                       | 500 | 4.II  | 1141  | 808,888                     |
| PR & Communication Officer                                                    | 500 | 4.II  | 1141  | 808,888                     |
| Internships Program Officer                                                   | 500 | 5.II  | 951   | 674,191                     |
| Continuing & Professional Development Officer                                 | 500 | 5.II  | 951   | 674,191                     |
| Internal Auditor                                                              | 500 | 5.II  | 951   | 674,191                     |
| Accountant                                                                    | 500 | 5.II  | 951   | 674,191                     |
| Budget Officer                                                                | 500 | 5.II  | 951   | 674,191                     |
| Procurement Officer                                                           | 500 | 5.II  | 951   | 674,191                     |
| Logistics Officer                                                             | 500 | 5.II  | 951   | 674,191                     |
| IT Officer                                                                    | 500 | 5.II  | 951   | 674,191                     |
| Administrative Assistant to the ES                                            | 500 | 5.II  | 951   | 674,191                     |
| Customer Care Officer                                                         | 500 | 6.II  | 793   | 562,180                     |
| Head of Central Secretariat                                                   | 500 | 7.II  | 660   | 467,893                     |
| Secretary to DAF Unit                                                         | 500 | 8.II  | 508   | 360,136                     |

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 87/03 ryo ku wa 27/02/2015 rishyiraho imishahara n'ibindi bigenerwa Abakozi b'Ubunyamabanga bw'Igihugu bwo Kongera Ubushobozi (NCBS)**

Kigali, ku wa 27/02/2015

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

(sé)  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika :**

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

**Seen to be annexed to Prime Minister's Order n° 87/03 of 27/02/2015 determining salaries and fringe benefits for employees of the National Capacity Building Secretariat (NCBS)**

Kigali, on 27/02/2015

(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° 87/03 du 27/02/2015 déterminant les salaires et autres avantages accordés au personnel du Secrétariat National de Renforcement des Capacités (NCBS)**

Kigali, le 27/02/2015

(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

ITEKA RYA MINISITIRI W'INTEBE N° 88/03  
RYO KU WA 27/02/2015 RISHYIRAHU  
IMISHAHARA N'IBINDI BIGENERWA  
ABAKOZI BA KOMISIYO Y'IGIHUGU  
Y'UBUMWE N'UBWIYUNGE (NURC)

PRIME MINISTER'S ORDER N° 88/03 OF  
27/02/2015 DETERMINING SALARIES AND  
FRINGE BENEFITS FOR EMPLOYEES OF  
NATIONAL UNITY AND RECONCILIATION  
COMMISSION (NURC)

ARRETE DU PREMIER MINISTRE N° 88/03  
DU 27/02/2015 DETERMINANT LES  
SALAIRES AVANTAGES ACCORDES AU  
PERSONNEL DE LA COMMISSION  
NATIONALE DE L'UNITE ET LA  
RECONCILIATION (NURC)

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Article 10: Entrée en vigueur

**ITEKA RYA MINISITIRI W'INTEBE N°88/03 RYO KU WA27/02/2015 RISHYIRAHU IMISHAHARA N'IBINDI BIGENERWA ABAKOZI BA KOMISIYO Y'IGIHUGU Y'UBUMWE N'UBWIYUNGE (NURC)**

**PRIME MINISTER'S ORDER N°88/03 OF 27/02/2015 DETERMINING SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF NATIONAL UNITY AND RECONCILIATION COMMISSION (NURC)**

**ARRETE DU PREMIER MINISTRE N°88/03 DU 27/02/2015 DETERMINANT LES SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DE LA COMMISSION NATIONALE DE L'UNITE ET LA RECONCILIATION (NURC)**

**Minisitiri w'Intebe;**

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo ku wa 04 Kamena 2003 nk'uko ryavugururwe kugeza ubu, cyane cyane mu ngingo zaryo, 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° 35/2008 ryo ku wa 08/08/2008 rigena imiterere n'imikorere bya Komisiyo y'Igihugu y'Ubumwe n'Ubwiyunge nk'uko ryahinduwe kandi ryujijwe kugeza ubu, cyane cyane mu ngingo yaryo ya 21;

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;

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

Inama y'Abaminisitiri yateranye ku wa 29/07/2014 imaze kubisuzuma no kubyemeza.

**ATEGETSE:**

**The Prime Minister;**

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 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° 35/2008 of 08/08/2008 determining the organization and functioning of the National Unity and Reconciliation Commission as modified and complemented to date, especially in Article 21;

Having reviewed 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 to date;

On proposal by the Minister Public Service and Labour;

After consideration and approval by the Cabinet in session of 29/07/2014

**ORDERS:**

**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 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° 35/2008 de la 08/08/2008 portant organisation et fonctionnement de la Commission Nationale de l'Unité et la Réconciliation telle que modifiée et complétée à ce jour ;

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 et complété à ce jour;

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

Après examen et adoption par le Conseil des Ministres en sa séance du 29/07/2014.

**ARRETE :**



**Ingingo ya mbere: Icyo iri teka rigamije**

Iri teka rishyiraho imishahara n'ibindi bigenerwa Abakozi ba Komisiyo y'Igihugu y'Ubumwe n'Ubwiyunge (NURC).

**Ingingo 2: Igenwa ry'umushahara**

Imishahara y'abakozi muri NURC 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 muri NURC biri ku mugereka w'iri teka.

**Ingingo 3: Ibigize umushahara mbumbe**

Umushahara mbumbe wa buri kwezi kuri buri mukozi wa NURC 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 cya mbere cy'iyi ngingo ntigenerwa Abayobozi n'Abakozi bari ku nzego z'imirimo za "E", 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

**Article One: Purpose of this Order**

This Order determines salaries and fringe benefits for employees of National Unity and Reconciliation Commission (NURC).

**Article 2: Determination of the salary**

Salaries for employees of NURC shall be determined basing on job classification and in accordance with general principles on salary calculation in Public Service.

The level, index, index value and the gross salary corresponding to each job position within NURC are in annex of this Order.

**Article 3: Composition of the gross salary**

The monthly gross salary for each employee of NURC 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 Paragraph One of this Article shall not be granted to officials positioned on levels "E", 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 officials positioned on level "3" who are

**Article premier: Objet du présent arrêté**

Le présent arrêté détermine les salaires et avantages alloués au personnel de la Commission Nationale de l'Unité et la Réconciliation (NURC).

**Article 2 : Détermination du salaire**

Les salaires accordés aux agents de NURC 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 poste d'emploi au sein de NURC sont en annexe du présent arrêté.

**Article 3: Composition d'un salaire brut**

Le salaire brut mensuel pour chaque agent de NURC 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 visée à l'alinéa premier du présent article n'est pas allouée aux agents aux postes de niveau "E", et "H/2" pour lesquels le transport est facilité conformément aux Instructions du Ministre ayant le transport dans ses attributions, ainsi que ceux aux poste de niveau "3" qui

y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite Abakozi ba Leta mu nshingano ze.

entitled to special transport allowance in accordance with Instructions of the Minister in charge public service.

bénéficient l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

**Ingingo ya 4: Ibindi bigenerwa Umunyamabanga Nshingwabikorwa: urwego rw'imirimo rwa "E"**

**Article 4: Fringe benefits for the Executive Secretary: "E" job classification level**

**Article 4: Avantages alloués au Secrétaire Exécutif : poste de niveau « E »**

Umunyamabanga Nshingwabikorwa agenerwa ibindi bimufasha gutunganya imirimo bikurikira:

The Executive Secretary shall be entitled to the following fringe benefits:

Le Secrétaire Exécutif bénéficie des avantages suivants :

1 ° amafaranga y'itumanaho ray telefone yo mu biro angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi, amafaranga ibihumbi mirongo ine y'u Rwanda (40.000Frw) buri kwezi ya internet igendanwa n'ay'itumanaho rya telefone igendanwa angana n'ibihumbi ijana na mirongo itanu (150.000 Frw) buri kwezi;

1 ° one hundred thousand Rwandan francs (Rwf 100,000) each month for office telephone communication allowance and forty thousand Rwandan francs (Rwf 40,000) per month for wireless internet connection and one hundred and fifty thousand Rwandan francs (Rwf 150,000 per month for mobile phone communication allowance;

1 ° les frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) par mois et les frais d'internet sans fil équivalant à quarante mille francs rwandais (40.000 Frw) par mois et ceux de téléphone portable équivalant 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 (Rwf 300,000) per month and transferred to the institution's bank account;

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

3 ° Leta imworohereza 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 in charge of transport.

3 ° l'Etat lui facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Ingingo ya 5: Ibindi bigenerwa Division Manager: urwego rw'imirimo rwa "2.III"**

**Article 5: Fringe benefits for the Division Manager: "2.III" job classification level**

**Article 5: Avantages alloués au Chef de Division: poste de niveau « 2.III »**

Division Manager agenerwa ibindi bimufasha gutunganya imirimo bikurikira:

The Division Manager shall be entitled to the following fringe benefits:

Le chef de division bénéficie des avantages suivants:

1 ° amafaranga y'itunamaho rya telefone yo mu biro angana n'amafaranga y'u Rwanda ibihumbi mirongo irindwi (70.000 Frw) buri kwezi; n'ay'irya telefone igendanwa angana

1 ° seventy thousand Rwandan francs (Rwf 70,000) per month for office telephone communication allowance and seventy thousand Rwandan francs (Rwf 70,000) per

1 ° les frais de communication par téléphone de bureau et fax de bureau équivalant à soixante-dix mille francs rwandais (70.000 Frw) et ceux de téléphone portable

n'amafaranga ibihumbi mirongo irindwi y'u Rwanda (70. 000 Frw) buri kwezi;  
2 ° Leta imworohereza ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

month for mobile phone communication allowance;  
2 ° the Government shall facilitate his/her transport in accordance with the Instructions of the Minister in charge of transport.

équivalent à soixante-dix mille francs rwandais (70.000 Frw) par mois ;  
2 ° l'Etat lui facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Ingingo ya 6: Ibigenerwa Abayobozi n'Abakozi bari ku rwego rw'imirimo rwa "3"**

Abayobozi bari ku rwego rwa "3" kandi bafite itsinda ry'abakozi bayobora hashingiwe ku mbonerahamwe y'imyanya y'imirimo yemewe bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

- 1 ° amafaranga y'itumanaho rya telefone igendanwa angana n'ibihumbi mirongo itatu y'u Rwanda (30.000 Frw) buri kwezi n'amafaranga ibihumbi ijana y'u Rwanda (Rwf 100,000) buri kwezi y'itumanaho rya telefone yo mu biro;
- 2 ° indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite Abakozi ba Leta mu nshingano ze.

Abandi bakozi bari ku rwego rw'imirimo rwa "3" ariko badafite itsinda ry'abakozi bayobora hashingiwe ku mbonerahamwe y'imyanya y'imirimo yemewe, bagenerwa buri wese kandi buri kwezi amafaranga y'itumanaho rya telefone igendanwa angana n'ibihumbi mirongo itatu y'u Rwanda (30.000 Frw). Bagenerwa kandi indamunite yihariye y'urugendo ivugwa gika cya mbere cy'iyi ngingo.

**Ingingo ya 7: Indamunite z'urugendo rw'imodoka**

Iyo umukozi mukuru uri ku rwego rwa E na 2.III agiye mu butumwa imbere mu Gihugu akoresheje imodoka ye, Leta imugenera indamunite y'urugendo hakurikijwe

**Article 6: Fringe benefits for Officials on "3" job classification level**

Officials on "3" job classification level with a pool of employees their responsibilities in accordance with the approved organizational structure, shall each be entitled to the following fringe benefits:

- 1 ° a mobile phone communication allowance of thirty thousand Rwandan francs (Rwf 30, 000) per month and office telephone communication allowance of one hundred thousand Rwandan francs (Rwf 100,000) per month;
- 2 ° a special transport allowance in accordance with Instructions of the Minister in charge of public service.

Other Officials positioned on level "3" without a pool of employees under their responsibilities in accordance with the approved organizational structure, shall each be entitled to a mobile phone communication allowance of thirty thousand Rwandan francs (Rwf 30,000) per month. They shall also be entitled to special transport allowance referred to under Paragraph One of this Article.

**Article 7: Mileage allowances**

When a senior official on level E and 2.III goes on official mission inside the country by using his/her vehicle, the Government shall pay him/her mileage

**Article 6: Avantages alloués aux cadres aux postes de niveau "3"**

Les cadres aux postes de niveau "3" qui ont des agents placés sous leurs responsabilités suivant la structure organisationnelle approuvée, bénéficient chacun des avantages suivants:

- 1 ° les frais de communication par téléphone portable équivalent à trente mille francs rwandais (30, 000 Frw) par mois et ceux de téléphone de bureau équivalent à cent mille francs rwandais (100.000 Frw) par mois ;
- 2 ° l'indemnité spéciale de transport conformément aux Instructions du Ministre ayant la fonction publique dans ses attributions.

Les autres cadres aux postes de niveau "3" qui n'ont pas d'agents placés sous leurs responsabilités suivant la structure organisationnelle approuvée, bénéficient chacun des frais de communication par téléphone portable équivalent à trente mille francs rwandais (30.000 Frw) par mois; ils bénéficient aussi de l'indemnité spéciale de transport mentionnée à l'alinéa premier du présent article.

**Article 7: Indemnités kilométriques**

Lorsqu'un haut cadre aux postes de niveaux E et 2.III va en mission officielle à l'intérieur du pays en utilisant son véhicule, l'Etat lui octroie une

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ibiteganywa n'amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

allowances in accordance with instructions of the Minister in charge of transport.

indemnité kilométrique conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Ingingo ya 8: Abashinzwe kubahiriza iri teka**

**Article 8: Authorities responsible for the implementation of this Order**

**Article 8: Autorités chargées de l'exécution du présent arrêté**

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

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

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

**Ingingo ya 9: Ivanwaho ry'ingingo zinyuranyije n'iri teka**

**Article 9: Repealing provision**

**Article 9: Disposition abrogatoire**

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

All prior provisions contrary to this Order are hereby repealed.

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

**Ingingo ya 10: Igihe iteka ritangira gukurikizwa**

**Article 10: Commencement**

**Article 10: Entrée en vigueur**

Iri teka ritangira gukurikizwa ku munsu ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera ku wa 29/07/2014.

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It shall take effect as of 29/07/2014.

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il sort ses effets à partir du 29/07/2014.

Kigali, ku wa 27/02/2015

Kigali, on 27/02/2015

Kigali, le 27/02/2015

(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 W'ITEKA RYA  
MINISITIRI W'INTEBE N°88/03 RYO  
KU WA 27/02/2015 RISHYIRAHU  
IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI BA  
KOMISIYO Y'IGIHUGU  
Y'UBUMWE N'UBWIYUNGE  
(NURC)

ANNEX TO PRIME MINISTER'S ORDER  
N°88/03 OF 27/02/2015 DETERMINING  
SALARIES AND FRINGE BENEFITS FOR  
EMPLOYEES OF THE NATIONAL  
UNITY AND RECONCILIATION  
COMMISSION (NURC)

ANNEXE DE L'ARRETE DU PREMIER  
MINISTRE N°88/03.DU 27/02/2015  
DETERMINANT LES SALAIRES ET  
AVANTAGES ACCORDES AUX AGENTS  
DE LA COMMISSION NATIONALE DE  
L'UNITE ET LA RECONCILIATION  
(NURC)

NURC - SALARY STRUCTURE

| POST                                                         | I.V | Level | Index | Gross Salary<br>(Rwf/Month) |
|--------------------------------------------------------------|-----|-------|-------|-----------------------------|
| Executive Secretary                                          | 500 | E     | 3156  | 2,011,950                   |
| Division Manager                                             | 400 | 2.III | 1890  | 1,082,378                   |
| Unity & National Identity Regional Coordinator               | 400 | 3.II  | 1369  | 784,008                     |
| Unity & National Identity Diaspora Coordinator               | 400 | 3.II  | 1369  | 784,008                     |
| Director of Finance & Administration Unit                    | 400 | 3.II  | 1369  | 784,008                     |
| Unity & Reconciliation Researcher                            | 400 | 3.II  | 1369  | 784,008                     |
| Communication and Community Outreach Specialist              | 400 | 3.II  | 1369  | 784,008                     |
| Human Resources Management & Capacity Development Specialist | 400 | 3.II  | 1369  | 784,008                     |
| Legal Advisor                                                | 400 | 4.III | 1313  | 744,659                     |
| Internal Auditor                                             | 400 | 5.II  | 951   | 539,353                     |
| Procurement Officer                                          | 400 | 5.II  | 951   | 539,353                     |
| Planning, M& E Officer                                       | 400 | 5.II  | 951   | 539,353                     |
| M & E Officer                                                | 400 | 5.II  | 951   | 539,353                     |
| Accountant                                                   | 400 | 5.II  | 951   | 539,353                     |
| Budget Officer                                               | 400 | 5.II  | 951   | 539,353                     |
| ICT Officer                                                  | 400 | 5.II  | 951   | 539,353                     |
| Logistics Officer                                            | 400 | 5.II  | 951   | 539,353                     |
| Administrative Assistant to Executive Secretary              | 400 | 5.II  | 951   | 539,353                     |
| Documentation and Archives Officer                           | 400 | 6.II  | 793   | 449,744                     |
| Administrative Assistant to the Division Manager             | 400 | 7.II  | 660   | 374,314                     |
| Secretary in Central Secretariat                             | 400 | 8.II  | 508   | 288,109                     |

**Bibonywe kugira ngo bishyirwe ku mugereka w' Iteka rya Minisitiri w'Intebe n° 88/03 ryo ku wa 27/02/2015 rishyiraho imishahara n'ibindi bigenerwa Abakozi ba Komisiyo y'Igihugu y'Ubumwe n'Ubwiyunge (NURC)**

Kigali, ku wa 27/02/2015

**(sé)**  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

**(sé)**  
**UWIZEYE Judith**  
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya Repubulika:**

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

**Seen to be annexed to Prime Minister's Order n° 88/03 of 27/02/2015 determining salaries and fringe benefits for employees of the National Unity and Reconciliation Commission (NURC)**

Kigali, on 27/02/2015

**(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° 88/03 du 27/02/2015 déterminant les salaires et avantages accordés aux agents de la Commission Nationale de l'Unité et la Réconciliation (NURC)**

Kigali, le 27/02/2015

**(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