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PRIME MINISTER'S ORDER N° 155/03 OF 30/06/2016 MODIFYING AND COMPLEMENTING PRIME MINISTER'S ORDER N°42/03 OF 27/02/2015 DETERMINING MISSION, FUNCTIONS, ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE MINISTRY OF EAST AFRICAN COMMUNITY (MINEAC)

ARRETE DU PREMIER N°155/03 DU 30/06/2016 MODIFIANT ET COMPLETANT L'ARRETE DU PREMIER MINISTRE N°42/03 DU 27/02/2015 PORTANT MISSION, FONCTIONS, STRUCTURE ORGANISATIONNELLE, SALAIRE ET AUTRES AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DE LA COMMUNAUTE DES PAYS DE L'AFRIQUE DE L'EST (MINEAC)

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ITEKA RYA MINISITIRI W'INTEBE N° 155/03 RYO KU WA 30/06/2016 RIHINDURA KANDI RYUZUZA ITEKA RYA MINISITIRI W'INTEBE N°42/03 RYO KU WA 27/02/2015 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI BO MURI MINISITERI ISHINZWE UMURYANGO W'IBIHUGU BY'AFURIKA Y'IBURASIRAZUBA (MINEAC)

PRIME MINISTER'S ORDER N° 155/03 OF 30/06/2016 MODIFYING AND COMPLEMENTING PRIME MINISTER'S ORDER N°42/03 OF 27/02/2015 DETERMINING MISSION, FUNCTIONS, ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE MINISTRY OF EAST AFRICAN COMMUNITY (MINEAC)

ARRETE DU PREMIER MINISTRE N°155/03 DU 30/06/2016 MODIFIANT ET COMPLETANT L'ARRETE DU PREMIER MINISTRE N°42/03 DU 27/02/2015 PORTANT MISSION, FONCTIONS, STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DE LA COMMUNAUTE DES PAYS DE L'AFRIQUE DE L'EST (MINEAC)

Minisitiri w'Intebe;

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo mu 2003 ryavuguruwe mu 2015, cyane cyane mu ngingo zaryo, iya 119, iya 120, iya 122, n'iya 176;

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 2 n'iya 4;

Asubiye ku Iteka rya Minisitiri w'Intebe n°42/03 ryo ku wa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Ministeri ishinzwe Umuryango w'Ibihugu by'Afurika y'Iburasirazuba (MINEAC), cyane cyane mu mugereka waryo wa II;

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

The Prime Minister;

Pursuant to the Constitution of the Republic of Rwanda of 2003 revised in 2015, especially in Articles 119, 120, 122 and 176;

Pursuant to Law n° 86/2013 of 11/09/2013 establishing general statutes for public service, especially in Articles 2 and 4;

Having reviewed Prime Minister's Order n°42/03 of 27/02/2015 determining mission, functions, organizational structure, salaries and fringe benefits for Employees in the Ministry of East African Community (MINEAC) especially in Annex II;

Upon proposal by the Minister of Public Service and Labour;

Le Premier Ministre;

Vu la Constitution de la République du Rwanda 2003 révisée en 2015, spécialement en ses articles 119, 120, 122 et 176;

Vu la Loi n°86/2013 du 11/09/2013 portant statut général de la fonction publique; spécialement en ses Articles premier 2 et 4;

Revu l'Arrêté du Premier Ministre n° 42/03 du 27/02/2015 portant mission et fonctions, structure organisationnelle, salaires et autres avantages accordés au personnel du Ministère de la Communauté des pays l'Afrique de l'Est (MINEAC), spécialement en son annexe II;

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

Official Gazette n°27 of 04/07/2016

Inama y'Abaminisitiri yateranye ku wa 29/03/2016, imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet, in its session of 29/03/2016;

Après examen et adoption par le Conseil des Ministres, en sa séance du 29/03/2016;

ATEGETSE:

HEREBY ORDERS:

ARRETE:

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

Article One: Organizational structure and job profiles

Article premier: Structure organisationnelle et profiles d'emplois

Umugereka wa II w'Iteka rya Minisitiri w'Intebe n° 42/03 ryo ku wa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Ministeri ishinzwe Umuryango w'Ibihugu by'Afurika y'Iburasirazuba (MINEAC) ugaragaza imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo uhinduwe kandi wujujwe ku buryo bugaragara ku mugereka w'iri teka.

Annex II of Prime Minister's Order n°42/03 of 27/02/2015 determining mission, functions, organizational structure, salaries and fringe benefits for employees in the Ministry of East African Community (MINEAC), is modified and complemented as provided in the Annex to this Order.

Annexe II de l'Arrêté du Premier Ministre n° 42/03 du 27/02/2015 portant mission, fonctions, structure organisationnel, salaires et autres avantages accordés au personnel du Ministère de la Communauté des pays l'Afrique de l'Est (MINEAC) est modifié et complété comme déterminé en annexe du présent arrêté.

Ingingo ya 2: Abashinzwe gushyira mu bikorwa iri teka

Article 2: Authorities responsible for the implementation of this Order

Article 2: Autorités chargées de l'exécution du présent arrêté

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri ushinzwe Umuryango w'Ibihugu by'Afurika y'Iburasirazuba na Minisitiri w'Imari n'Igenamigambi bashinzwe gushyira mu bikorwa iri teka.

The Minister of Public Service and Labour, the Minister of East African Community 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 la Communauté des Pays de l'Afrique de l'Est et le Ministre des Finances et de la Planification Economique sont chargés de l'exécution du présent arrêté.

Ingingo ya 3: Ivanwaho ry'ingingo zinyuranyije n'iri teka

Article 3: Repealing provision

Article 3: Disposition abrogatoire

Ingingo z'amateka abanziriza iri kandi zinyuranyije na ryo zivanweho.

All prior provisions contrary to this Order are hereby repealed.

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Ingingo ya 4: Igihe iteka ritangira gukurikizwa

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

Kigali, ku wa **30/06/2016**

(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 4: Commencement

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

Kigali, on **30/06/2016**

(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 4: Entrée en vigueur

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

Kigali, le **30/06/2016**

(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°155/03 RYO KU WA
30/06/2016 RIHINDURA KANDI RYUZUZA
ITEKA RYA MINISITIRI W'INTEBE
N°42/03 RYO KU WA 27/02/2015 RIGENA
INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO, IMISHAHARA
N'IBINDI BIGENERWA ABAKOZI MURI
MINISITERI ISHINZWE UMURYANGO
W'IBIHUGU BY'AFURIKA
Y'IBURASIRAZUBA (MINEAC)**

**ANNEX TO PRIME MINISTER'S ORDER
N°155/03 OF 30/06/2016 MODIFYING AND
COMPLEMENTING PRIME MINISTER'S
ORDER N°42/03 OF 27/02/2015
DETERMINING MISSION, FUNCTIONS,
ORGANISATIONAL STRUCTURE,
SALARIES AND FRINGE BENEFITS FOR
EMPLOYEES IN THE MINISTRY OF EAST
AFRICAN COMMUNITY (MINEAC)**

**ANNEXE DE L'ARRETE DU PREMIER
MINISTRE N°155/03 DU 30/06/2016
MODIFIANT ET COMPLETANT L'ARRETE
DU PREMIER MINISTRE N°42/03 DU
27/02/2015 PORTANT MISSION,
FONCTIONS, STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DE LA
COMMUNAUTE DES PAYS DE L'AFRIQUE
DE L'EST (MINEAC)**

MINEAC - JOB PROFILES

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
Office of the Minister	Minister	Minister	Political Appointee	1
	Advisor	Advisor	A0 in Economics, Law, Business Administration, Management, Public Administration, Administrative Sciences, Project Management, Development Studies, Strategic Management, Public Policy, International Relations with 5 years of working experience or Master's Degree in Economics, Law, Business Administration, Management, Public Administration, Administrative Sciences, Project Management, Development Studies, Strategic Management, Public Policy, International Relations with 3 years of working experience; Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Rwandan legal system and EAC legal system ; - Good knowledge of government policy; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Administrative Assistant	Administrative Assistant	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative sciences, Management, Social work, Sociology, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational; - Interpersonal Skills; - Computer knowledge (Word Processing, Power Point and Internet); - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Internal Auditor	Internal Auditor	A0 in Accounting, Public Finance or Management with specialization in Finance/Accounting. Key Technical Skills & Knowledge required: - Detailed knowledge of financial and Audit Standards, HR & Financial Regulations, Procedures ; - Financial software; - Planning Skill; - High Analytical skills; - Report writing and presentation skills; - Time management skills; - Excellent problem-solving skills and clear logical thinking; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	S/Total			4
Office of the Permanent	Permanent Secretary	Permanent Secretary	Political Appointee	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	HRM Specialist	HRM Specialist	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 Key Technical Skills & Knowledge required: - Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources; - Knowledge in the Development of Human Resources Policies and procedures - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; -Coordination, Planning and Organisational skills; - Interpersonal skills; -Collaboration and Team Working Skills; -Effective Communication Skills; -Administrative Skills; -Time Management Skills; - Fluent in Kinyarwanda, English and/ or French;knowledge of all is an advantage.	1
	Information, Education and Communication Specialist	Information, Education and Communication Specialist	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 Key Technical Skills & Knowledge required: - Knowledge of working media - Presentation skills - interpersonal skills - Excellent communication skills both orally and in writing - Report writing and presentation skills - Computer skills - Creativity and initiative - Good organisational and time-management skills - Team working skills - Effective public relations and public speaking skills - Interviewing skills - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Legal Advisor	Legal Advisor	A0 in Law with 3 years of working experience or Master's Degree in Law with 1 year of working experience. Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Rwandan legal system; - Knowledge of the Rwandan procurement and employment laws; - Creative, proactive, customer focussed, solutions led and outcome driven; - High Analytical & Complex Problem Solving Skills; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Computer Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1
	Public Relations and Communication	Public Relations and Communication Officer	A0 in Communication, International Relations, Journalism, Marketing, Linguistics and Literature. Key technical skills and knowledge required: - Excellent communication skills both orally and in writing - Excellent interpersonal skills - Report writing and presentation skills - Computer skills - Creativity and initiative - Good organisational and time-management skills - Teamworking skills - Effective public relations and public speaking skills - Interviewing skills - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Administrative Assistant	Administrative Assistant	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social work, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Administrative Liaison Officer	Administrative Liaison Officer	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management , Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Procurement Officer	Procurement Officer	A0 in Public Procurement, Management, Public Finance, Economics, Law, Accounting Key Technical Skills & Knowledge required: - High Analytical Skills; - Negotiation Skills; - Knowledge of Basic Business and Purchasing Practices; - Excellent Communication Skills; - Knowledge of state contracting laws, regulations and procedures; - Knowledge of grades, qualities, supply and price trends of commodities; - Time Management Skills; - Decision making Skills; - Computer Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1
	S/Total			8

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
EAC Affairs Coord.	Director General	Director General of EAC Affairs Coordination	A0 in Business Administration, International Business, Public Finance, Development Economic, Development Studies, International Relations, Management, Public Administration, Law, Administrative Sciences with at least 5 years of working experience or Master's Degree in Business Administration, International Business, Public Finance, Development Economic, Development Studies, International Relations, Management, Public Administration, Administrative sciences, International Law with 3 years of working experience. Key Technical Skills & Knowledge required: - Negotiation and influencing skills - Extensive knowledge and understanding of the Rwandan legal system and EAC legal system ; - General Management - Policy Analysis and Formulation Skills, - Leadership Skills - Communication, Reporting and Writing Skills - Sound knowledge of English and Swahili - Understanding of how Regional Economic Blocs, Customs, Monetary and Political Unions Work. - Understanding of the EAC Treaty and Related protocols. - Effective communication skills; - Time Management Skills; - Computer Skills; - High analytical & Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1
	S/Total			1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
Economic Affairs Unit	Director of Unit	Director of Economic Affairs Unit	A0 in Economics, International Business, Public Finance, Development Economics, Development Studies with at least 5 years of relevant working experience among which at least 3 shall be at Senior or Managerial level in Government Institutions with exposure to Regional Integration, Business Facilitation, and / or Private Sector Development issues or Master's Degree in Economics, Macro-Economics, International Business, Development Economics, Development Studies with at least 3 years of relevant working experience among which at least 2 years shall be at Senior or Managerial level in Government Institutions with exposure to Regional Integration, Business Facilitation, and /or Private Sector Development issues. Key Technical Skills & Knowledge required: -Negotiation; -Strategic Planning Skills and Coordination Skills; -General Management; -Policy Analysis and Formulation Skills; -Leadership Skills; -Strong Communication Skills including demonstrable expertise in drafting concise policy briefs; -A good understanding of Rwanda Government Structure, Process and Political Economy environment; -Understanding of how regional economic blocs, Customs Unions, Common Market, Monetary and Political Market work; -High analytical & Problem Solving skills; -Judgment & Decision Making Skills; - Excellent Interpersonal Skills; -Time Management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage . Knowledge of Kiswahili is an asset	1
	Financial and Macro-economic Affairs Officer	Financial and Macro-economic Affairs Officer	A0 in Economics, Financial Globalization, Public Finance, Development Economics, Management Key Technical Skills & Knowledge required: -Understanding of how regional economic blocs, Customs, Monetary and Political unions work; -Policy Analysis and Formulation -Communication, Reporting and Writing Skills -Project Planning and Management -Analytical Skills -Interpersonal and Team Working Skills -Spoken and Written English and Swahili Skills -Research, Monitoring and Evaluation Skills -Effective Communication Skills; - Time Management Skills; - Computer Skills.	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Trade in Goods Officer	Trade in Goods Officer	A0 in Economics, International trade, Commerce, Management, Public Finance with a Training in regional integration as added value Key Technical Skills & Knowledge required: - Negotiation and Influencing Skills; - Knowledge of EAC Customs Union protocol and free movement of goods; - Policy Analysis and Formulation Skills; - Strategic Planning Skills; - Communication, Reporting and Writing Skills; - Project Planning and Management Skills; - Analytical Skills; - Interpersonal and Team Working Skills; - Spoken and Written English and Swahili Skills; - Research and Monitoring & Evaluation Skills; - Standardisation, Metrology and Quality Assurance Skills.	1
	Trade in Services Officer	Trade in Services Officer	A0 in Economics, International trade, Commerce, Management, Public Finance with a Training in regional integration as added value Key Technical Skills & Knowledge required: - Negotiation and Influencing Skills; - Knowledge of EAC Customs Union protocol and free movement of goods; - Policy Analysis and Formulation Skills; - Strategic Planning Skills; - Communication, Reporting and Writing Skills; - Project Planning and Management Skills; - Analytical Skills; - Interpersonal and Team Working Skills; - Spoken and Written English and Swahili Skills; - Research and Monitoring & Evaluation Skills; - Standardisation, Metrology and Quality Assurance Skills.	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Agriculture, Livestock and Food Security	Agriculture, Livestock and Food Security	A0 in Agriculture, Agricultural Economics, Agri- business, Rural Development, Food Science, Veterinary Science Key Technical Skills & Knowledge required: - Negotiation and Influencing Skills - Planning and Organisation Skills - Significant understanding of the principles of Development Economics and their relevance to agriculture and food security policy; - Communication, Reporting and Writing skills - Interpersonal and team working skills - Spoken and Written English and Swahili skills - Understanding regional integration principles, processes, challenges, etc - Understanding of the EAC Treaty and related protocols - Understanding regional and national food security policies and strategies.	1
	Infrastructure Engineer	Infrastructure Engineer	A0 in Civil Engineering, Transport Economics, Transport Management, Water Engineering, Sanitation Engineering, Environmental Chemistry, Water Management, Environmental engineering, Infrastructure Development Planning Key Technical Skills & Knowledge required: - Understanding regional integration principles, processes, challenges, etc - Understanding of the EAC Treaty and related protocols - Negotiation and influencing skills - Planning and Organisation Skills - Significant understanding of the Principles of Engineering and Infrastructure - Communication, Reporting and Writing Skills - Interpersonal and Team Working Skills - Spoken and Written English and Swahili Skills	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Meteorology and Environmental Management Officer	Meteorology and Environmental Management Officer	A0 in Environment, Meteorology, Environmental Chemistry, Water Management, Environmental engineering Key Technical Skills & Knowledge required: - Understanding of Infrastructure disciplines; - Understanding Rwanda's infrastructure development and management priorities and agenda of EAC member countries in respect to each of these fields. - Understanding of Regional integration principles, processes, challenges, etc - Understanding of the EAC Treaty and related protocols. - Negotiation and influencing skills; - Strategic Thinking Skills; - Communication, Reporting and Writing Skills; - Interpersonal and Team Working Skills; - Spoken and Written English and Swahili Skills;	1
	Tourism and Wildlife Management Officer	Tourism and Wildlife Management Officer	A0 in Tourism Studies, Tourism Management, Tourism & Hospitality, Tourism Administration, Environment Science, Key Technical Skills & Knowledge required: - Understanding Rwanda's infrastructure development and management priorities and agenda of EAC member countries in respect to each of these fields. - Understanding of Regional integration principles, processes, challenges, etc - Understanding of the EAC Treaty and related protocols. - Negotiation and Influencing Skills; - Strategic Thinking Skills; - Communication, Reporting and Writing Skills; - Interpersonal and Team Working Skills; - Spoken and Written English and Swahili Skills; - Understanding of Infrastructure Disciplines	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Industrial Development and Investment Promotion Officer	Industrial Development and Investment Promotion Officer	A0 in Economics, Commerce, Agribusiness, Chemistry, industrial engineering Key Technical Skills & Knowledge required: - Understanding Rwanda's infrastructure development and management priorities and agenda of EAC member countries in respect to each of these fields. - Understanding of Regional integration principles, processes, challenges, etc - Understanding of the EAC Treaty and related protocols.- Negotiation and influencing skills - Strategic thinking skills - Communication, Reporting and Writing Skills - Interpersonal and Team Working Skills - Spoken and Written English and Swahili Skills - Understanding of Infrastructure Disciplines	1
	S/Total			9
Social & Governance Affairs Unit	Director of Unit	Director of Social & Governance Affairs Unit	A0 in Sociology, Education, Law, Public Health, Regional Integration Studies, Political Science, Public Policy, Public Administration, Administrative Sciences, with at least 5 years of relevant working experience among which at least 3 shall be at Senior or Managerial level in Government Institutions with exposure to Regional Integration or Master's Degree in Sociology, Education, Law, Public Health, Regional Integration Studies, Political Science, Public Policy, Public Administration, Administrative Sciences, with at least 3 years of relevant working experience among which at least 2 years shall be at Senior or Managerial level in Government Institutions with exposure to Regional Integration. Key Technical Skills & Knowledge required: -Negotiation; -Strategic Planning Skills and Coordination Skills; -General Management; -Policy Analysis and Formulation Skills; -Leadership Skills; -Strong Communication Skills including demonstrable expertise in drafting concise policy briefs; -A good understanding of Rwanda Government Structure, Process and Political Economy environment; -Understanding of how regional economic blocs, Customs Unions, Common Market, Monetary and Political Market work; - Understanding of the EAC Legal Instruments; -High analytical & Problem Solving skills; -Judgment & Decision Making Skills; - Excellent Interpersonal Skills; -Time Management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. Knowledge of Kiswahili is an asset.	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Health and Community Development Officer	Health and Community Development Officer	A0 in Public Health, Health Administration, Social Sciences, Key Technical Skills & Knowledge required: - Negotiation and influencing skills - Strategic thinking skills - Communication, reporting and writing skills - Interpersonal and team working skills - Spoken and written English and Swahili skills - Understanding of Infrastructure disciplines - Understanding Rwanda's infrastructure development and management priorities and agenda of EAC member countries in respect to each of these fields. - Understanding of Regional integration principles, processes, challenges, etc - Understanding of the EAC Treaty and related protocols.	1
	Education, Sports and Culture Officer	Education, Sports and Culture Officer	A0 in Education Science, Sociology, Social Science, Sports. Key Technical Skills & Knowledge required: - Negotiation and influencing skills - Strategic thinking skills - Communication, reporting and writing skills - Interpersonal and team working skills - Spoken and written English and Swahili skills - Understanding of Infrastructure disciplines - Understanding Rwanda's infrastructure development and management priorities and agenda of EAC member countries in respect to each of these fields. - Understanding of Regional integration principles, processes, challenges, etc - Understanding of the EAC Treaty and related protocols.	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Labour and Employment Officer	Labour and Employment Officer	A0 in Economics, Statistics, Labour Economics, Labour Statistics, Labour Sociology, Sociology, Key Technical Skills & Knowledge required: - Understanding of Infrastructure disciplines; - Understanding Rwanda's infrastructure development and management priorities and agenda of EAC member countries in respect to each of these fields; - Understanding of Regional integration principles, processes, challenges, etc; - Understanding of the EAC Treaty and related protocols; - Negotiation and influencing skills; - Strategic thinking skills; - Communication, reporting and writing skills; - Interpersonal and team working skills; - Spoken and written English and Swahili skills;	1
	Political, Defense, Peace and Security Officer	Political, Defense, Peace and Security Officer	A0 in Political Science, Laws, International Relations, Conflict Management and resolution Key Technical Skills & Knowledge required: - Negotiation and influencing skills - Strategic thinking skills - Communication, reporting and writing skills - Interpersonal and team working skills - Spoken and written English and Swahili skills - Understanding of Infrastructure disciplines - Understanding Rwanda's infrastructure development and management priorities and agenda of EAC member countries in respect to each of these fields. - Understanding of Regional integration principles, processes, challenges, etc - Understanding of the EAC Treaty and related protocols.	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Legal & Judicial Affairs	Legal & Judicial Affairs	A0 in Law. Key Technical Skills & Knowledge required: - Negotiation and influencing skills - Capacity and knowledge of providing dealing with legal matters, - Planning and organisation skills - Communication, reporting and writing skills - Interpersonal and team working skills - Spoken and written English and Swahili skills - Understanding Rwanda's labour and employment priorities, as well as the agenda of EAC member countries in respect to each of these fields. - Understanding of the EAC Treaty and related protocols - Understanding Immigration and employment policies and strategies.	1
Sub Total				6

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
Planning, Monitoring and Evaluation Unit	Director of Unit	Director of Planning, Monitoring & Evaluation Unit	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 Key Technical Skills & Knowledge required: -Excellent Planning skills - Excellent Monitoring and Evaluation Skills - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Planning Officer	Planning Officer	A0 in Management, Economics, Development Studies, Project Management, Business Administration Key Technical Skills & Knowledge required: - Planning skills - Monitoring and Evaluation Skills - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills;	1
	Monitoring and Evaluation Officer	Monitoring and Evaluation Officer	A0 in Management, Economics, Development Studies, Project Management Key Technical Skills & Knowledge required: - Planning skills - Monitoring and Evaluation Skills - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills;	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Statistician	Statistician	A0 in Applied Mathematics, Statistics, Economics. Key Technical Skills & Knowledge required: -Planning and organisation skills -Communication, reporting and writing skills -Analytical skills, including statistical analysis -Interpersonal and team working skills -Sound knowledge of English and Swahili -EAC Treaty, work plans & related matters -Understanding of how economic and political blocs work. -Regional integration principles, processes, challenges, etc -Statistical analysis skills -Information management -Competency in Computer Skills especially, Statistical software	1
	S/Total			4

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
Finance and Administration Unit	Director of Unit	Director of Administration & Finance Unit	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 Key Technical Skills & Knowledge required: Strategic planning and management -Policy development -Negotiation & influencing skills -Leadership skills -Planning and organisation skills - Communication, reporting and writing skills -Decision making skills -Analytical skills -Interpersonal and team working skills - Sound knowledge of English and Swahili -Financial management skills - Accounting skills.	1
	Accountant	Accountant	A0 in Accounting, Finance, Management with specialization in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA) Key Technical Skills & Knowledge required: Knowledge of cost analysis techniques; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software(SMART IFMIS); - Judgment & Decision Making Skills; - Knowledge to analyse complex financial information & Produce reports - Deep understanding of financial accounts; - High Analytical Skills - Interpersonal skills;	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	HR Officer	HR Officer	A0 in Human Resource Management, Management, Public Administration, Administrative Sciences Key Technical Skills & Knowledge required: - Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources; - Knowledge in the Development of Human Resources Policies and procedures - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Logistics Officer	Logistics Officer	A0 in Store Management, Management, Finance, Accounting, Economics, Public Administration, Administrative Sciences Key Technical Skills & Knowledge required: - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Network & System Administrator	Network & System Administrator	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 Key Technical Skills & Knowledge required: - Knowledge of ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems - Proficient in Microsoft Office products - Proficient in basic networking protocols and standards - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills;	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Database & Application Administrator	Database & Application Administrator	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 Key Technical Skills & Knowledge required: - Knowledge of ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems - Proficient in Microsoft Office products - Proficient in basic networking protocols and standards - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Documentation and Archives Officer	Documentation and Archives Officer	A0 in Library & information Science or A1 in Library & information system and Office Management Key Technical Skills & Knowledge required: -proficiency in information technology; -Computer literacy; -Bookkeeping Skills; -Knowledge of integrated document management; -Knowledge of archive management software; -Knowledge of the documentation management system(DMS) would be an advantage; - Organizational Skills; - Interpersonal Skills; - Planning Skills; - Communication Skills; - Report writing & Presentation skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Head of Central Secretariat	Head of Central Secretariat	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 Key technical skills and knowledge required: - Knowledge of office administration; - Communication skills; - Computer skills; - Interpersonal skills; - Excellent organizational and time management skills; - Good interpersonal skills. - Stress management skills; - Bookkeeping skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Secretary in Central Secretariat	Secretary in Central Secretariat	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Secretary to DAF Unit	Secretary to DAF Unit	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	S/Total			10
Total				42

Bibonywe kugira ngo bishyirwe ku ku mugereka w'Iteka rya Minisitiri w'Intebe n° 155/03 ryo ku wa 30/6/2016 rihindura kandi ryuzuza Iteka rya Minisitiri w'Intebe n°42/03 ryo ku wa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri ishinze Umuryango w'Ibihugu by'Afurika y'Iburasirazuba (MINEAC)

Kigali ku wa 30/6/2016

(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°155/03 of 30/6/2016 modifying and complementing Prime Minister's Order n°42/03 of 27/02/2015 determining mission, functions, organisational structure, salaries and fringe benefits for employees in the Ministry of East African Community (MINEAC)

Kigali on 30/6/2016

(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°155/03 du 30/6/2016 modifiant et complétant l'Arrêté du Premier Ministre n°42/03 du 27/02/2015 portant mission, fonctions, structure organisationnelle, salaires et autres avantages accordés au personnel du Ministère de la Communauté des Pays de l'Afrique de l'Est (MINEAC)

Kigali le 30/6/2016

(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°156/03
RYO KU WA 30/6/2016 RISHYIRAHU
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI BA KOMISIYO
Y'IGIHUGU Y'UBUMWE N'UBWIYUNGE
(NURC)

PRIME MINISTER'S ORDER N°156/03 OF
30/6/2016 DETERMINING
ORGANIZATIONAL STRUCTURE,
SALARIES AND FRINGE BENEFITS FOR
EMPLOYEES OF NATIONAL UNITY AND
RECONCILIATION COMMISSION (NURC)

ARRETE DU PREMIER MINISTRE N°156/03
DU 30/6/2016 DETERMINANT LA
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AUTRES AVANTAGES
ACCORDES AU PERSONNEL DE LA
COMMISSION NATIONALE DE L'UNITE ET
LA RECONCILIATION (NURC)

ISHAKIRO

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ITEKA RYA MINISITIRI W'INTEBE N°156/03 RYO KU WA 30/6/2016 RISHYIRAHU IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI BA KOMISIYO Y'IGIHUGU Y'UBUMWE N'UBWIYUNGE (NURC)

PRIME MINISTER'S ORDER N°156/03 OF 30/6/2016 DETERMINING ORGANIZATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF NATIONAL UNITY AND RECONCILIATION COMMISSION (NURC)

ARRETE DU PREMIER MINISTRE N°156/03 DU 30/6/2016 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES 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 mu 2003 ryavuguruwe mu 2015, cyane cyane mu ngingo zaryo, 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;

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 ku wa 14/07/2012 rishyiraho imishahara n'ibindi bigenerwa abakozi bo mu butegetsi bwite bwa Leta, nk'uko ryahinduwe kandi ryujijwe kugeza ubu;

Asubiye ku Iteka rya Minisitiri w'Intebe n° 37/ 03 ryo ku wa 11/04/2014 rigena imbonerahamwe n'incamake y'imyanya y'imirimo bya Komisiyo y'Igihugu y'Ubumwe n'Ubwiyunge (NURC);

The Prime Minister,

Pursuant to the Constitution of the Republic of Rwanda of 2003 revised in 2015, especially in Articles 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;

Having reviewed the Prime Minister's Order n° 37/03 of 11/04/2014 determining organisational structure and summary of job positions of the

Le Premier Ministre,

Vu la Constitution de la République du Rwanda de 2003 révisée en 2015, spécialement en ses articles 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 du 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, spécialement en son article 21 ;

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;

Revu l'Arrêté du Premier Ministre n° 37/03 du 11/04/2014 déterminant la structure organisationnelle et la synthèse des emplois de la

Official Gazette n°27 of 04/07/2016

	Commission of National Unity Reconciliation (NURC);	Commission Nationale de l'Unité et la Réconciliation (NURC) ;
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 29/03/2016 imaze kubisuzuma no kubyemeza;	After consideration and approval by the Cabinet in session of 29/03/2016;	Après examen et adoption par le Conseil des Ministres en sa séance du 29/03/2016;
ATEGETSE:	ORDERS:	ARRETE :
<u>Ingingo ya mbere:</u> Icyo iri teka rigamije	<u>Article One:</u> Purpose of this Order	<u>Article premier:</u> Objet du présent arrêté
Iri teka rishyiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi ba Komisiyo y'Igihugu y'Ubumwe n'Ubwiye.	This Order determines the organisational structure, salaries and fringe benefits for employees of National Unity and Reconciliation Commission.	Le présent arrêté fixe la structure organisationnelle, salaires et autres avantages alloués au personnel de la Commission Nationale de l'Unité et la Réconciliation.
<u>Ingingo ya 2:</u> Imbonerahamwe n'incamake y'imyanya y'imirimo	<u>Article 2:</u> Organisational structure and summary of job positions	<u>Article 2:</u> Structure organisationnelle et synthèse des emplois
Imbonerahamwe n'incamake y'imyanya y'imirimo bya Komisiyo y'Igihugu y'Ubumwe n'Ubwiye biri ku mugereka wa I n'uwa II y'iri teka.	The organisational structure and the summary of job positions for the National Unity and Reconciliation Commission are respectively in annex I and II of this Order.	La structure organisationnelle et la synthèse des emplois de la Commission Nationale de l'Unité et la Réconciliation sont respectivement en annexe I et II du présent arrêté.
<u>Ingingo ya 3:</u> Igenwa ry'umushahara	<u>Article 3:</u> Determination of the salary	<u>Article 3:</u> Détermination du salaire
Imishahara y'abakozi muri Komisiyo y'Igihugu y'Ubumwe n'Ubwiye igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara mu Butegetsi bwa Leta.	Salaries for employees of National Unity and Reconciliation Commission are determined basing on job classification and in accordance with general principles on salary calculation in Public Service.	Les salaires accordés aux agents de la Commission Nationale de l'Unité et la Réconciliation 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 y'Ubumwe n'Ubwiye buri ku mugereka wa III w'iri teka.

The level, index, index value and the gross salary corresponding to each job position within the National Unity and Reconciliation Commission are in annex III of this Order.

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

Ingingo ya 4: Ibigize umushahara mbumbe

Article 4: Composition of the gross salary

Article 4: Composition du salaire brut

Umushahara mbumbe wa buri kwezi kuri buri mukozi ukubiyemo iby'ingenzi bikurikira:

The monthly gross salary for each employee is mainly 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 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 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", 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 visée à l'alinéa premier du présent article n'est pas allouée aux autorités et agents de l'Etat aux postes de niveau "E" et "H/2" pour lesquels le transport est facilité suivant 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 ya 5: Ibindi bigenerwa Umunyamabanga Nshingwabikorwa: urwego rw'imirimo rwa E

Umunyamabanga Nshingwabikorwa 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, amafaranga ibihumbi mirongo ine y'u Rwanda (40.000 Frw) buri kwezi ya interineti igendanwa n'amafaranga ibihumbi ijana na mirongo itanu (150. 000 Frw) ku kwezi ya telefoni igendanwa;
- 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;
- 3 ° Leta imworohera mu bijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

Ingingo ya 6: Ibindi bigenerwa Umuyobozi Mukuru w'Ishami: urwego rw'imirimo rwa 2.III

Umuyobozi w'Ishami agenerwa ibindi bimufasha gutunganya imirimo bikurikira:

- 1 ° amafaranga yo kwishyura telefoni yo mu biro angana n'amafaranga y'u Rwanda ibihumbi mirongo irindwi (70.000 Frw)

Article 5: Fringe benefits for the Executive Secretary: E job level

The Executive Secretary is entitled to the following fringe benefits:

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

Article 6: Fringe benefits for the Head of Division: 2.III job level

The Head of Division is entitled to the following fringe benefits:

- 1 ° seventy thousand Rwandan francs (70,000 Frw) per month for office land line and seventy thousand Rwandan francs

Article 5: Autres avantages alloués au Secrétaire Exécutif : poste de niveau E

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

Article 6: Autres avantages alloués au chef de division: poste de niveau 2.III

Le Chef de Division bénéficie des avantages suivants:

- 1 ° les frais de communication par téléphone de bureau et fax de bureau équivalant à soixante-dix mille francs rwandais

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buri kwezi n'ayo kwishyura telefoni igendanwa angana n'amafaranga ibihumbi mirongo irindwi y'u Rwanda (70. 000 Frw) buri kwezi;

(70,000 Frw) per month for mobile phone communication allowance;

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

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

2 ° The Government facilitates 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: Ibigenerwa Abayobozi n'Abakozi bari ku rwego rw'imirimo rwa "3"

Article 7: Fringe benefits for Officials on "3" job classification level

Article 7: Autres avantages alloués aux cadres aux postes de niveau "3"

Abayobozi bari 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:

Officials on "3" job classification level with a pool of public servants under their responsibilities in accordance with the approved organisational structure, are each entitled to the following fringe benefits:

Les cadres 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'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 Frw) per month and an office landline of one hundred thousand Rwandan francs (100,000 Frw) 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 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 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.

Abandi bakozi bari ku rwego rw'imirimo rwa "3" ariko badafite itsinda ry'abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe y'Urwego bakorera, bagenerwa buri wese kandi buri kwezi

Other Officials positioned on level "3" without a pool of public servants under their responsibilities in accordance with the approved organisational structure, are each entitled to a mobile phone

Les autres cadres aux postes de niveau "3" qui n'ont pas d'agents de l'Etat placés sous leurs responsabilités suivant la structure organisationnelle approuvée, bénéficient chacun des frais de

amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo itatu y'u Rwanda (30.000 Frw). Bagenerwa kandi indamunite yihariye y'urugendo ivugwa mu gace ka 2 k'igika cya mbere cy'iyi ngingo.

Ingingo ya 8: Indamunite z'urugendo rw'imodoka

Iyo Umuyobozi Mukuru uri ku rwego rwa E na 2.III agiye mu butumwa imbere mu Gihugu akoresheje imodoka ye, Leta imugenera indamunite y'urugendo hakurikijwe ibiteganywa n'Amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

Ingingo ya 9: Abashinzwe gushyira mu bikorwa iri teka

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri muri Perezidanse na Minisitiri w'Imari n'Igenamigambi bashinzwe gushyira mu bikorwa iri teka.

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

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

communication allowance of thirty thousand Rwandan francs (30,000 Frw) per month. They are also entitled to special transport allowance referred to under item 2 of Paragraph One of this Article.

Article 8: Mileage allowances

When a senior official on levels E and 2.III goes on official mission inside the country by using his/her vehicle, the State pays him/her mileage allowances in accordance with 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 in the President's Office 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 repealed.

communication par téléphone portable équivalant à trente mille francs rwandais (30.000 Frw) par mois. Ils bénéficient en outre de l'indemnité spéciale de transport dont mention au point 2 de l'alinéa premier du présent article.

Article 8: 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 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 à la Présidence de la République 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.

Ingingo ya 11: Igihe iteka ritangira gukurikizwa

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

Kigali, ku wa 30/06/2016

(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 11: Commencement

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

Kigali, on 30/06/2016

(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 11: Entrée en vigueur

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

Kigali, le 30/06/2016

(sé)
MUREKEZI Anastase
Premier Ministre

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

Vu et scellé du Sceau de la République:

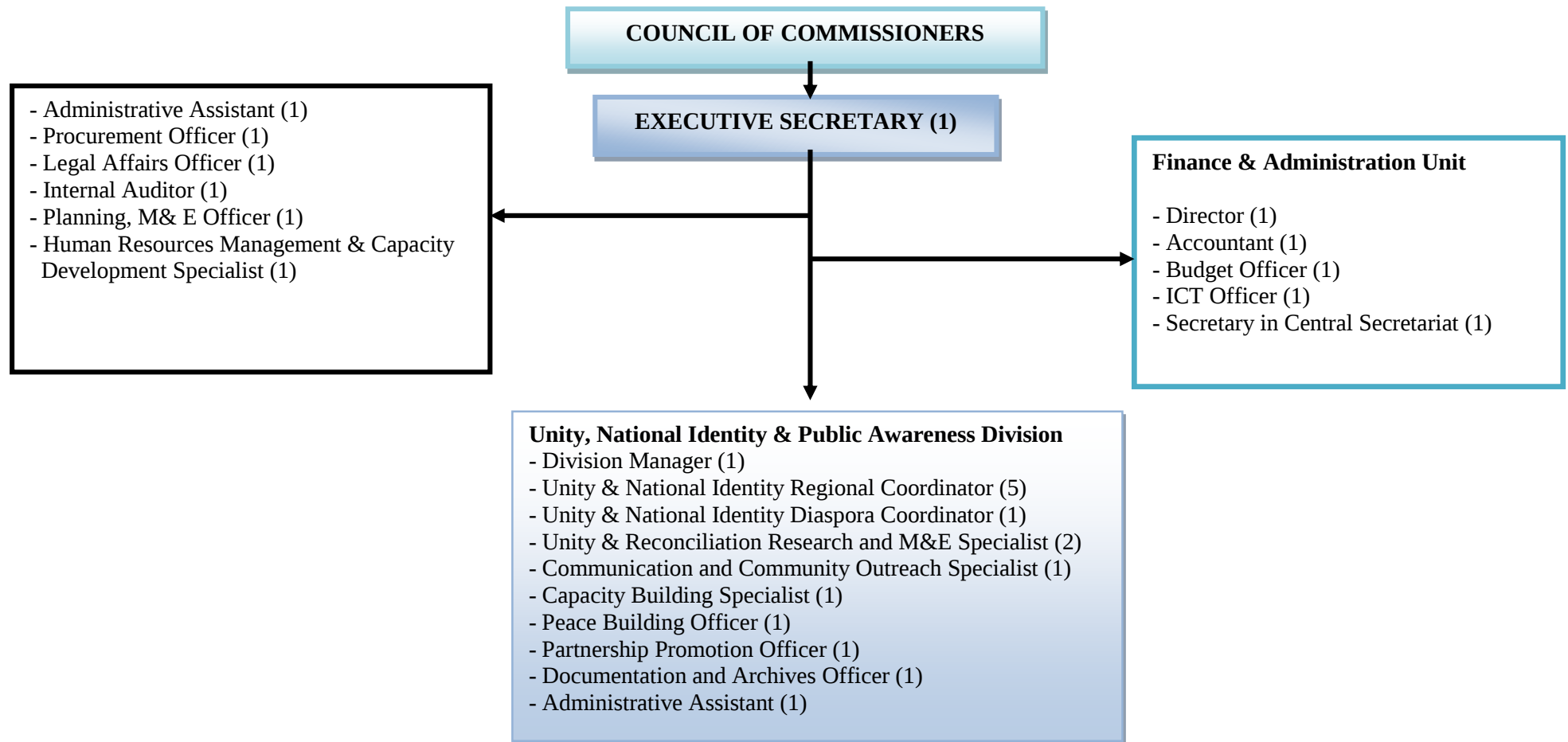
(sé)
BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N°156/03 RYO KU WA
30/6/2016 RISHYIRAHU IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO, IMISHAHARA
N'IBINDI BIGENERWA ABAKOZI BA
KOMISIYO Y'IGIHUGU Y'UBUMWE
N'UBWIYUNGE (NURC)

ANNEX I TO THE PRIME MINISTER'S
ORDER N°156/03 OF 30/6/2016
DETERMINING ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF
NATIONAL UNITY AND RECONCILIATION
COMMISSION (NURC)

ANNEXE I DE L'ARRETE DU PREMIER
MINISTRE N°156/03 DU 30/6/2016
DETERMINANT LA STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
PERSONNEL DE LA COMMISSION
NATIONALE DE L'UNITE ET LA
RECONCILIATION (NURC)

NATIONAL UNITY & RECONCILIATION COMMISSION – ORGANISATIONAL CHART – 2016



Bibonywe ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°156/03 ryo ku wa 30/6/2016 rishyiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi ba Komisiyo y'Igihugu y'Ubumwe n'Ubwiyunge (NURC)

Kigali, ku wa 30/6/2016

(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° 30/6/2016 of 30/6/2016 determining organisational structure, salaries and fringe benefits for employees of National Unity and Reconciliation Commission (NURC)

Kigali, on 30/6/2016

(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° 30/6/2016 du 30/6/2016 déterminant la structure organisationnelle, salaires et autres avantages accordés au personnel de la Commission Nationale de l'Unité et la Réconciliation (NURC)

Kigali, le 30/6/2016

(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°156/03 RYO KU
WA 30/6/2016 RISHYIRAHU
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI BA KOMISIYO
Y'IGIHUGU Y'UBUMWE N'UBWIYUNGE
(NURC)**

**ANNEX II TO THE PRIME MINISTER'S
ORDER N°156/03 OF 30/6/2016
DETERMINING ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF
NATIONAL UNITY AND
RECONCILIATION COMMISSION
(NURC)**

**ANNEXE II DE L'ARRETE DU
PREMIER MINISTRE N°156/03 DU
30/6/2016 DETERMINANT LA
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AUTRES AVANTAGES
ACCORDES AU PERSONNEL DE LA
COMMISSION NATIONALE DE
L'UNITE ET LA RECONCILIATION
(NURC)**

NURC - SUMMARY OF JOB DESCRIPTION - 2016

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 of CNUR	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 <u>Key Technical Skills & Knowledge required:</u> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet); - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage	1
	Internal Auditor	Internal Auditor	A0 in Finance, Accounting or Management with specialization Finance / Accounting <u>Key Technical Skills & Knowledge required:</u> - Detailed knowledge of financial and Audit Standards, HR & Financial regulations, Procedures and Financial software; - Planning Skill; - High Analytical skills; - Report writing and presentation skills; - Time management skills; - Excellent problem-solving skills and clear logical thinking; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

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	Legal Affairs Officer	Legal Affairs Officer	A0 in Law <u>Key Technical skills and Knowledge required :</u> - Deep knowledge of Rwandan public service and labor law; - High analytical and problem solving skills; - Legal research and analysis in complex areas of law; - Knowledge of Substantive Law and Legal Procedures; - Decision making skills; - Experience in contract drafting and negotiation; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French.	1
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	Human Resources Management Specialist	Human Resources Management	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 <u>Key Technical Skills & Knowledge required:</u> -Deep knowledge of Rwandan public service and labor law; - Knowledge in Conflict Management; - knowledge of the regulations applying to payroll procedures; - Knowledge of human resources concepts, practices, policies, and procedures; - Problem Solving Skills; - Computer Skills; - Judgment & Decision Making Skills; - Time management Skills; - Interview Skills; - High analytical Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
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	Procurement	Procurement Officer	A0 in Procurement, Management, Accounting, Law, Public Finance, Economics <u>Key Technical Skills & Knowledge required:</u> - High Analytical Skills; - Negotiation Skills; - Knowledge of basic business and purchasing practices; - Excellent Communication Skills; - Knowledge of state contracting laws, regulations and procedures; - Knowledge of grades, qualities, supply and price trends of commodities; - Time Management Skills; - Decision making Skills; - Computer Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
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	Planning ,M& E Officer	Planning , M& E Officer	A0 in Economics, Project Management, Management, Development Studies, Business Administration Key Technical Skills & Knowledge required: - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's Public service and Labour Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	S/Total			7

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Unity, National Identity & Communication Division	Division Manager	Unity, National Identity & Public Awareness Division Manager	Master's Degree or Equivalent in Conflict Resolution and Management, Political Sciences, Sociology, Social Sciences, Education Sciences, Anthropology, History, Psychology, Law, Philosophy with 3 years of working experience or A0 in in Conflict Resolution and Management, Political Sciences, Sociology, Social Sciences, Education Sciences, Anthropology, History, Psychology, Law, Philosophy with 5 year working experience. <u>Key technical skills and knowledge required :</u> - Knowledge in Rwandan history, - High analytical skills; - Excellent organisational skills; - Persuasive presentation skills; - Leadership & People Management Skills;- Judgement decision making skills; - Effective Communication Skills;- Collaboration Skills; - Writing and reporting skills; - Interpersonal Skills; - Fluent in Kinyarwanda, English and French.	1
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	Unity & National Identity Regional Coordinator	Unity & National Identity Regional Coordinator	Master's Degree in Conflict Resolution and Management, Political Sciences, Education Sciences, , Sociology, History, Psychology, Philosophy or A0 in Political Sciences, Sociology, History, Education Sciences, Psychology, Philosophy or other relevant field with 3 years of working experience <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Rwandan History; - Documenting Skills, - Coordination, Planning & Organizational Skills; - High analytical & Complex Problem Solving Skills; - Computer Skills; - Communication Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills;	5
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	Unity & National Identity Diaspora Coordinator	Unity & National Identity Diaspora Coordinator	Master's Degree in Conflict Resolution and Management, Political Sciences, Education Sciences, Sociology, History, Psychology, Philosophy or A0 in Political Sciences, Sociology, History, Education Sciences, Psychology, Philosophy or other relevant field with 3 years of working experience <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Rwandan History; - Documenting Skills; - Coordination, Planning & Organisational Skills; - High analytical & Complex Problem Solving Skills; - Computer Skills; - Communication Skills; - Judgment & Decision Making Skills; - Time management Skills;- Team working Skills;	1
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	Unity and Reconciliation Research, Monitoring and Evaluation Specialist	Unity and Reconciliation Research, Monitoring and Evaluation Specialist	Master's Degree in Management, Economics, Development Studies, Peace Studies, Conflict Transformation, Sociology, Social Work, Business Administration/ option Project Management or A0 in Management, Economics, Development Studies, Peace Studies, Conflict Transformation, Sociology, Social Work, Business Administration/ option Project Management with 3 years of working experience <u>Key Technical Skills & Knowledge required:</u> - Knowledge and understanding of the governance sector; - Excellent leadership skills; - Coordination, Planning & Organisational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills; - Effective communication skills; - Time Management Skills;- Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - High Analytical & Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	2
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	Communication and Community Outreach	Communication and Community Outreach Specialist	Master's Degree in Communication, Public Relations, Journalism, Marketing with 1 year of working experience or A0 in Communication, Public Relations, Marketing with 3 years of working experience\ <u>Key Technical Skills & Knowledge required :</u> -Excellent communication skills both oral and in writing-Excellent interpersonal skills-Report writing & Presentation skills;- Creativity & Initiative- Good Organisational and Time - management Skills,- Teamworking Skills;- Effective Public relations & Public speaking skills;- Interviewing Skills- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
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	Capacity Building Specialist	Capacity Building Specialist	Master's Degree in Education Sciences, HR Management, Public Administration, Administrative Sciences, Management, Political Sciences, Development Studies or A0 in Education Sciences, HR Management, Public Administration, Administrative Sciences, Management, Political Sciences, Development Studies with 3 years of working experience <u>Key Technical Skills & Knowledge required :</u> -Excellent communication skills both oral and in writing -Excellent interpersonal skills -Report writing & Presentation skills; - Creativity & Initiative - Good Organizational and Time-management Skills, - Teamworking Skills; - Effective Public relations & Public speaking skills; - Interviewing Skills - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
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	Peace Building Officer	Peace Building Officer	A0 in Management, Economics, Sociology, Social Work, Public Administration, Administrative Sciences, Psychology, Education Sciences <u>Key Technical Skills & Knowledge required:</u> - Good team work and team building skills, - Demonstrated ability to manage long term partnership; - Capacity to work and interact with multiple stakeholders especially foreign partners to the institution; - Good communication (both oral and written) and partnership building skills with multi-dimension partners, Hardworking and demonstrate capacity to work under pressure with minimum supervision, - High sense of responsibility and integrity; - Maturity and confidence in dealing with the staff of government institutions and private sector; - Ability to seek and apply knowledge, information and best practices from multiple sectors; - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; - Advanced computer literacy and proficiency, especially related to professional office software packages (Microsoft Office and graphics); -Fluent in Kinyarwanda, English, and /or French both written and spoken.	1
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	Partnership Promotion Officer	Partnership Promotion Officer	A0 in Public Relations, International Relations, Business Administration with specialization in Marketing, Marketing, Management, Economics <u>Key Technical Skills & Knowledge required:</u> - Good team work and team building skills; - Demonstrated ability to manage long term partnership; - Capacity to work and interact with multiple stakeholders especially foreign partners to the institution; - Good communication (both oral and written) and partnership building skills with multi-dimension partners, Hardworking and demonstrate capacity to work under pressure with minimum supervision; - High sense of responsibility and integrity; - Maturity and confidence in dealing with the staff of government institutions and private sector; - Ability to seek and apply knowledge, information and best practices from multiple sectors; - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; - Advanced computer literacy and proficiency, especially related to professional office software packages (Microsoft Office and graphics); - Fluent in Kinyarwanda, English, and /or French both written and spoken.	1
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	Documentation & Archives Officer	Documentation & Archives Officer	A0 in Library & information Science or A1 in Library & information Science, Office Management, Bibliotheconomy <u>Key Technical Skills & Knowledge required:</u> -proficiency in information technology; -Computer literacy; - Bookkeeping Skills; -Knowledge of integrated document management -Knowledge of archive management software -Knowledge of the documentation management system(DMS) would be an advantage. - Organizational Skills; - Interpersonal Skills; - Planning Skills; - Communication Skills; - Report writing & Presentation skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
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	Administrative Assistant	Administrative Assistant	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law <u>Key Technical Skills & Knowledge required:</u> - Office Management Skills;- Excellent Communication, Organizational, Interpersonal Skills;- Computer knowledge (Work Processing, Power Point and Internet)- Analytical and problem solving skills;-Time management skills;- fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage	1
	S/Total			15

Finance and Administration	Director of Unit	Director of Finance and Administration Unit	Accounting Professional Qualification recognized by IFAC (ACCA, CPA); or A0 Public Finance, Finance, Accounting or Management with specialization in Finance/Accounting with 3 years of working experience or Master's in Public Finance, Finance, Accounting or Management with specialization in Finance/Accounting with at least 1 year of working experience <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting. - Knowledge of Rwanda Public Financial Law; - Leadership and management skills; - Planning and organizational, Budgeting skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Time management Skills; - Interviewing Skills; - Judgment & Decision making skills; - Complex Problem solving; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
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	Accountant	Accountant	Accounting Professional Qualification recognized by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting Key Technical Skills & Knowledge required:- Knowledge of cost analysis techniques;- Knowledge to analyse complex financial information & Produce reports;- Deep understanding of financial accounts;- Planning and organizational skills;- Communication skills;- Strong IT skills, particularly in Financial software (SMART IFMIS);- Judgment & Decision Making Skills;- High Analytical Skills;- Interpersonal skills;- Time management Skills;- Complex Problem solving;- Flexibility Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
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	Budget Officer	Budget Officer	A0 in Finance, Accounting, Management, Economics <u>Key Technical Skills & Knowledge required:</u> - Knowledge of cost analysis techniques; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Judgment & Decision Making Skills; - Deep understanding of financial accounts; - High Analytical Skills - Interpersonal skills; - Time management Skills - Complex Problem solving; -Flexibility Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
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	ICT Officer	ICT Officer	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, MCSD, MCTs <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Rwanda's ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems; - Proficient in Microsoft Office products; - Proficient in basic networking protocols and standards; - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills; - Negotiation Skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
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	Secretary in Central Secretary	Secretary in Central Secretariat	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Office Administration; - Communication Skills; - Computer Skills;- Interpersonal Skills; - Organizational Skills; - Stress Management Skills;- Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	S/Total			5
	GRAND TOTAL			27

Bibonywe ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 156/03 ryo ku wa 30/06/2016 rishyiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi ba Komisiyo y'Igihugu y'Ubumwe n'Ubwiyunge (NURC)

Kigali, ku wa 30/06/2016

(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° 156/03 of 30/06/2016 determining organisational structure, salaries and fringe benefits for employees of National Unity and Reconciliation Commission (NURC)

Kigali, on 30/06/2016

(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° 156/03 du 30/06/2016 déterminant la structure organisationnelle, salaires et autres avantages accordés au personnel de la Commission Nationale de l'Unité et la Réconciliation (NURC)

Kigali, le 30/06/2016

(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°156/03 RYO KU
WA 30/06/2016 RISHYIRAHU
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI BA KOMISIYO
Y'IGIHUGU Y'UBUMWE N'UBWIYUNGE
(NURC)**

**ANNEX III TO THE PRIME MINISTER'S
ORDER N°156/03 OF 30/06/2016
DETERMINING ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF
NATIONAL UNITY AND
RECONCILIATION COMMISSION
(NURC)**

**ANNEXE III DE L'ARRETE DU
PREMIER MINISTRE N°156/03 DU
30/06/2016 DETERMINANT LA
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AUTRES AVANTAGES
ACCORDES AU PERSONNEL DE LA
COMMISSION NATIONALE DE
L'UNITE ET LA RECONCILIATION
(NURC)**

NURC SALARY STRUCTURE 2016

	POST	I.V	Nbr	Level	Index	Net Salary	Annual Gross Budgeted	Annual Gross Lump Sum	Annual Gross Communication
1	Executive Secretary	500	1	E	3156	1,105,947	24,143,400	22,258,644	3,480,000
2	Division Manager	400	1	2.III	1890	613,780	12,988,531	9,216,828	1,680,000
3	Unity & National Identity Regional Coordinator	400	5	3.II	1369	448,995	47,040,475	17,891,220	1,800,000
4	Unity & National Identity Diaspora Coordinator	400	1	3.II	1369	448,995	9,408,095	3,578,244	360,000
5	Director of Finance & Administration Unit	400	1	3.II	1369	448,995	9,408,095	3,578,244	1,560,000
6	Unity & Reconciliation Research and M&E Specialist	400	2	3.II	1369	448,995	18,816,190	7,156,488	720,000
7	Communication and Community Outreach Specialist	400	1	3.II	1369	448,995	9,408,095	3,578,244	360,000
8	Capacity Building Specialist	400	1	3.II	1369	448,995	9,408,095	3,578,244	360,000
9	Human Resources Management Specialist	400	1	3.II	1369	448,995	9,408,095	3,578,244	360,000
10	Legal Affairs Officer	400	1	4.III	1313	431,283	8,935,903	0	0
11	Peace Building Officer	400	1	5.II	951	316,788	6,472,234	0	0
12	Partnership Promotion Officer	400	1	5.II	951	316,788	6,472,234	0	0
13	Internal Auditor	400	1	5.II	951	316,788	6,472,234	0	0
14	Procurement Officer	400	1	5.II	951	316,788	6,472,234	0	0
15	Planning, M& E Officer	400	1	5.II	951	316,788	6,472,234	0	0
16	Accountant	400	1	5.II	951	316,788	6,472,234	0	0
17	Budget Officer	400	1	5.II	951	316,788	6,472,234	0	0
18	ICT Officer	400	1	5.II	951	316,788	6,472,234	0	0

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19	Administrative Assistant to Executive Secretary	400	1	5.II	951	316,788	6,472,234	0	0
20	Documentation and Archives Officer	400	1	6.II	793	266,815	5,396,931	0	0
21	Administrative Assistant to the Division Manager	400	1	7.II	660	224,749	4,491,771	0	0
22	Secretary in Central Secretariat	400	1	8.II	508	176,673	3,457,303	0	0
TOTAL			27				230,561,088	74,414,400	10,680,000
Grand Total including Salaries, Lump sum and Communication		315,655,488							

Kigali, on 30/06/2016

(sé)

UWIZEYE Judith

Minister of Public Service and Labour

Bibonywe ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°156/03 ryo ku wa 30/06/2016 rishyiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi ba Komisiyo y'Igihugu y'Ubumwe n'Ubwiye (NURC)

Seen to be annexed to the Prime Minister's Order n°156/03 of 30/06/2016 determining organisational structure, salaries and fringe benefits for employees of National Unity and Reconciliation Commission (NURC)

Vu pour être annexé à l'Arrêté du Premier Ministre n°156/03 du 30/06/2016 déterminant la structure organisationnelle, salaires et autres avantages accordés au personnel de la Commission Nationale de l'Unité et la Réconciliation (NURC)

Kigali, ku wa 30/06/2016

Kigali, on 30/06/2016

Kigali, le 30/06/2016

(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 PRIME MINISTER'S ORDER N°157/03 OF ARRETE DU PREMIER MINISTRE N°157/03
N°157/03 RYO KU WA 30/06/2016 RISHYIRA 30/06/2016 PLACING A DIRECTOR DU 30/06/2016 PORTANT MISE A LA
AHANDI UMUYOBOZI MUKURU GENERAL AT THE DISPOSAL OF DISPOSITION D'UN AUTRE SERVICE D'UN
DIRECTEUR GENERAL

ISHAKIRO

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<u>Ingingo ya 4:</u> Igihe iteka ritangira gukurikizwa	<u>Article 4:</u> Commencement	<u>Article 4:</u> Entrée en vigueur

ITEKA RYA MINISITIRI W'INTEBE N°157/03 RYO KU WA 30/06/2016 RISHYIRA AHANDI UMUYOBOZI MUKURU **PRIME MINISTER'S ORDER N°157/03 OF 30/06/2016 PLACING A DIRECTOR GENERAL AT THE DISPOSAL OF ANOTHER ADMINISTRATION** **ARRETE DU PREMIER MINISTRE N°157/03 DU 30/06/2016 PORTANT MISE A LA DISPOSITION D'UN AUTRE SERVICE D'UN DIRECTEUR GENERAL**

Minisitiri w'Intebe,

The Prime Minister,

Le Premier Ministre,

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo mu 2003 ryavuguruwe mu 2015, cyane cyane mu ngingo zaryo, iya 119, iya 120, iya 122 n'iya 176;

Pursuant to the Constitution of the Republic of Rwanda of 2003 revised in 2015, especially in Articles 119, 120, 122 and 176;

Vu la Constitution de la République du Rwanda de 2003 révisée en 2015, spécialement en ses articles 119, 120, 122 et 176 ;

Ashingiye ku Itegeko n° 86/2013 of 11/09/2013 rishyiraho sitati rusange igenga abakozi ba Leta n'inzego z'imirimo ya Leta, cyane cyane mu ngingo zaryo ya 38 n'iya 39;

Pursuant to Law n° 86/2013 of 11/09/2013 establishing the general statutes for public service, especially in Articles 38 and 39;

Vu la Loi n° 86/2013 of 11/09/2013 portant statut général de la fonction publique, spécialement en ses articles 38 et 39;

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 29/03/2016, imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet, in its session of 29/03/2016;

Après examen et adoption par le Conseil des Ministres, en sa séance du 29/03/2016;

ATEGETSE:

HEREBY ORDERS:

ARRETE :

Ingingo ya mbere: Gushyirwa ahandi

Article One: Placement at another administration disposal

Article premier: Mise à la disposition d'un autre service

Bwana NKURIKIYIMFURA Didier ashyizwe ahandi muri *SMART AFRICA SECRETARIAT* ku mwanya wa *Technology and Innovation Manager*.

Mr. NKURIKIYIMFURA Didier is hereby placed at the disposal of the *SMART AFRICA SECRETARIAT* on the post of *Technology and Innovation Manager*.

Monsieur NKURIKIYIMFURA Didier est placé à la disposition de *SMART AFRICA SECRETARIAT* au poste de *Technology and Innovation Manager*.

Ingingo ya 2: Abashinzwe gushyira mu bikorwa iri teka

Minisitiri w'Abakozi ba Leta n'Umurimo na Minisitiri w'Imari n'Igenamigambi bashinzwe gushyira mu bikorwa iri teka.

Article 2: Authorities responsible for implementation of this Order

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

Article 2 : Autorités chargées de l'exécution du présent arrêté

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.

Ingingo ya 3: Ivanwaho ry'ingingo zinyuranyije n'iri teka

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

Article 3: Repealing provision

All prior provisions contrary to this Order are hereby repealed.

Article 3: Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Ingingo ya 4: 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 01/03/2016.

Article 4: Commencement

This Order comes into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes effect as of 01/03/2016.

Article 4 : 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 01/03/2016.

Kigali, ku wa 30/06/2016

(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 30/06/2016

(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 30/06/2016

(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°158/03 RYO KU WA 30/06/2016
RYEMERERA UMUKOZI WO KU RWEGO
RW'UBUYOBOZI GUHAGARIKA AKAZI
MU GIHE KITAZWI

PRIME MINISTER'S ORDER N°158/03 OF
30/06/2016 GRANTING A LEAVE OF
ABSENCE FOR NON SPECIFIC PERIOD TO
PUBLIC SERVANT AT DIRECTOR LEVEL

ARRETE DU PREMIER MINISTRE N°158/03
DU 30/06/2016 PORTANT MISE EN
DISPONIBILITE D'UN AGENT DE L'ETAT
AU POSTE DU NIVEAU DU DIRECTEUR

ISHAKIRO

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implementation of this Order

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présent arrêté

Ingingo ya 3: Ivanwaho ry'ingingo zinyuranyije
n'iri teka

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Ingingo ya 4: Igihe iteka ritangira gukurikizwa

Article 4: Commencement

Article 4: Entrée en vigueur.

**ITEKA RYA MINISITIRI W'INTEBE
N°158/03 RYO KU WA 30/06/2016
RYEMERERA UMUKOZI WO KU RWEGO
RW'UBUYOBOZI GUHAGARIKA AKAZI
MU GIHE KITAZWI**

**PRIME MINISTER'S ORDER N°158/03 OF
30/06/2016 GRANTING A LEAVE OF
ABSENCE FOR NON SPECIFIC PERIOD TO
PUBLIC SERVANT AT DIRECTOR LEVEL**

**ARRETE DU PREMIER MINISTRE N°158/03
DU 30/06/2016 PORTANT MISE EN
DISPONIBILITE D'UN AGENT DE L'ETAT
AU POSTE DU NIVEAU DU DIRECTEUR**

Minisitiri w'Intebe,

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo mu 2003 ryavugururwe mu 2015, cyane cyane mu ngingo zaryo, iya 119, 120, 122 n'ya 176;

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 87 n'ya 88;

Inama y'Abaminisitiri yateranye ku wa 29/03/2016 imaze kubisuzuma no kubyemeza;

The Prime Minister,

Pursuant to the Constitution of the Republic of Rwanda of 2003 revised in 2015, especially in Articles 119, 120, 122 and 176;

Pursuant to Law n° 86/2013 of 11/09/2013 establishing the general statutes for public service, especially in its Articles 87 and 88;

After consideration and approval by the Cabinet in its session of 29/03/2016;

Le Premier Ministre,

Vu la Constitution de la République du Rwanda de 2003 révisée en 2015, spécialement en ses articles 119, 120, 122 et 176;

Vu la Loi n° 86/2013 du 11/09/2013 portant statut général de la fonction publique, spécialement en ses articles 87 et 88 ;

Après examen et adoption par le Conseil des Ministres en sa séance du 29/03/2016 ;

ATEGETSE:

Ingingo ya mbere: Guhagarika akazi mu gihe kitazwi

Madamu MUZIRANENGE Aimée, *Gender Advisor* mu Rwego rushinzwe Kugenzura Iyubahirizwa ry'Uburinganire n'Ubwuzuzanye bw'Abagore n'Abagabo mu Iterambere ry'Igihugu yemerewe guhagarika akazi mu gihe kitazwi.

HEREBY ORDERS:

Article one: Leave of absence for non- specific period

Ms MUZIRANENGE Aimée, *Gender Advisor* in Gender Monitoring Office in Rwanda is granted a leave of absence for non-specific period.

ARRETE:

Article premier: Mise en disponibilité

Il est accordé une mise en disponibilité à Madame MUZIRANENGE Aimée, *Gender Advisor* au sein de l'Observatoire du Genre au Rwanda.

Article 2: Abashinzwe gushyira mu bikorwa iri teka

Minisitiri w'Abakozi ba Leta n'Umurimo na Minisitiri w'Imari n'Igenamigambi bashinzwe gushyira mu bikorwa iri teka.

Ingingo ya 3: Ivanwaho ry'ingingo zinyuranyije n'iri teka

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

Ingingo ya 4: Igihe iteka ritangira gukurikizwa

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

Kigali, ku wa 30/06/2016

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

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

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

Article 2: Authorities responsible for the implementation of this Order

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

Article 3: Repealing provision

All prior provisions contrary to this Order are hereby repealed.

Article 4: Commencement

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

Kigali, on 30/06/2016

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

Article 2: Autorités chargées de l'exécution du présent arrêté

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 3: Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Article 4: Entrée en vigueur

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

Kigali, le 30/06/2016

(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

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° 159/03 RYO KU WA 30/06/2016 RYIRUKANA BURUNDU UMUKOZI WO KU RWEGO RW'UBUYOBOZI

PRIME MINISTER'S ORDER N° 159/03 OF 30/06/2016 EXPELLING A DIRECTOR

ARRETE DU PREMIER MINISTRE N° 159/03 DU 30/06/2016 PORTANT REVOCATION D'UN DIRECTEUR

ISHAKIRO

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Article premier: Révocation

Ingingo ya 2: Abashinzwe gushyira mu bikorwa iri teka

Article 2: Authorities responsible for implementation of this Order

Article 2: Autorités chargées de l'exécution du présent arrêté

Ingingo ya 3: Ivanwaho ry'ingingo zinyuranyije n'iri teka

Article 3: Repealing provision

Article 3: Disposition abrogatoire

Ingingo ya 4: Igihe iteka ritangira gukurikizwa

Article 4: Commencement

Article 4: Entrée en vigueur

ITEKA RYA MINISITIRI W'INTEBE N° 159/03 RYO KU WA 30/06/2016 RYIRUKANA BURUNDU UMUKOZI WO KU RWEGO RW'UBUYOBOZI

PRIME MINISTER'S ORDER N° 159/03 OF 30/06/2016 EXPELLING A DIRECTOR

ARRETE DU PREMIER MINISTRE N° 159/03 DU 30/06/2016 PORTANT REVOCATION D'UN DIRECTEUR

Minisitiri w'Intebe,

The Prime Minister,

Le Premier Ministre,

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo mu 2003 ryavuguruwe mu 2015, cyane cyane mu ngingo zaryo, iya 119, iya 120, iya 122 n'iya 176;

Pursuant to the Constitution of the Republic of Rwanda of 2003 revised in 2015, especially in Articles 119, 120, 122 and 176;

Vu la Constitution de la République du Rwanda de 2003 révisée en 2015, spécialement en ses articles 119, 120, 122 et 176 ;

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 86, iya 94, iya 98, n'iya 99;

Pursuant to the Law n° 86/2013 of 11/09/2013 establishing the general statutes for public service, especially in its articles 86,94,98, and 99;

Vu la Loi n° 86/2013 du 11/09/2013 portant statut général de la fonction publique, spécialement en ses articles 86, 94, 98 et 99;

Ashingiye ku Iteka rya Perezida n° 65/01 ryo ku wa 04/03/2014 rigena uburyo bwo gutanga ibihano ku bakozi ba Leta bakoze amakosa mu kazi, mu ngingo yaryo ya 14;

Pursuant to Presidential Order n° 65/01 of 04/03/2014 determining modalities of imposing disciplinary sanctions to public servants in Article 14;

Vu l'Arrêté Présidentiel n° 65/01 du 04/03/2014 portant modalités d'application du régime disciplinaire aux agents de l'Etat en son article 14 ;

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 29/03/2016, imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet in its session of 29/03/2016;

Après examen et adoption par le Conseil des Ministres en sa séance du 29/03/2016;

ATEGETSE:

HEREBY ORDERS:

ARRETE :

Ingingo ya mbere: Kwirukanwa burundu

Article one: Expulsion

Article premier: Révocation

Bwana NTAHEMUKA John, *Director of VIP Club* muri Perezidansi ya Repubulika yirukanwe burundu

Mr. NTAHEMUKA John, who was a *Director of VIP Club* in the Office of the President, is expelled

Monsieur NTAHEMUKA John, *Director of VIP Club* au sein de l'Office du Président de la

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mu bakozi ba Leta kubera amakosa akomeye yakoze mu kazi.

from public service due to his gross misconduct at work.

République est révoqué de la fonction publique à cause de sa faute lourde au travail.

Ingingo ya 2: Abashinzwe gushyira mu bikorwa iri teka

Article 2: Authorities responsible for implementation of this Order

Article 2: Autorités chargées de l'exécution du présent arrêté

Minisitiri w'Abakozi ba Leta n'Umurimo na Minisitiri w'Imari n'Igenamigambi bashinzwe gushyira mu bikorwa iri teka.

The Minister of Public Service and Labour 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, et le Ministre des Finances et de la Planification Economique sont chargés de l'exécution du présent arrêté.

Ingingo ya 3: Ivanwaho ry'ingingo zinyuranyije n'iri teka

Article 3: Repealing provision

Article 3: Disposition abrogatoire

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

All prior provisions contrary to this Order are hereby repealed.

Toutes les dispositions antérieures et contraires au présent arrêté sont abrogées.

Ingingo ya 4: Igihe iteka ritangira gukurikizwa

Article 4: Commencement

Article 4: Entrée en vigueur

Iri teka ritangira gukurikizwa ku muni ritangarijwe mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera ku wa 26/08/2015.

This Order comes into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes effect as of 26/08/2015.

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 26/08/2015.

Kigali, ku wa 30/06/2016

Kigali, on 30/06/2016

Kigali, le 30/06/2016

(sé)

MUREKEZI Anastase
Minisitiri w'Intebe

(sé)

MUREKEZI Anastase
Prime Minister

(sé)

MURKEZI 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