

Ibirimo/Summary/Sommaire

page/urup.

A. Iteka rya Perezida / Presidential Order / Arrêté Présidentiel

N° 24/01 ryo ku wa 24/11/2016

Iteka rya Perezida rishyiraho sitati yihariye igenga abarimu b'amashuri y'incuke, abanza n'ayisumbuye2

N° 24/01 of 24/11/2016

Presidential Order establishing special statutes governing teachers in nursery, primary and secondary education2

N° 24/01 du 24/11/2016

Arrêté Présidentiel portant statut particulier des enseignants d'éducation préscolaire, primaire et secondaire2

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

N° 229/03 ryo ku wa 24/11/2016

Iteka rya Minisitiri w'Intebe rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Serivisi z'Iburo bya Minisitiri w'Intebe (PRIMATURE).....39

N° 229/03 of 24/11/2016

Prime Minister's Order determining mission and functions, organisational structure, salaries and fringe benefits for employees of Office of the Prime Minister (PRIMATURE)39

N° 229/03 du 24/11/2016

Arrêté du Premier Ministre portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel des Services du Premier Ministre (PRIMATURE).....39

ITEKA RYA PEREZIDA N°24/01 RYO KU
WA 24/11/2016 RISHYIRAHU SITATI
YIHARIYE IGENGA ABARIMU
B'AMASHURI Y'INCUIKE, ABANZA
N'AYISUMBUYE

PRESIDENTIAL ORDER N°24/01 OF
24/11/2016 ESTABLISHING SPECIAL
STATUTES GOVERNING TEACHERS IN
NURSERY, PRIMARY AND SECONDARY
EDUCATION

ARRETE PRESIDENTIEL N°24/01 DU
24/11/2016 PORTANT STATUT
PARTICULIER DES ENSEIGNANTS
D'EDUCATION PRESCOLAIRE,
PRIMAIRE ET SECONDAIRE

ISHAKIRO

TABLE OF CONTENTS

TABLE DES MATIERES

UMUTWE WA MBERE: INGINGO
RUSANGE

CHAPTER ONE: GENERAL
PROVISIONS

CHAPITRE PREMIER: DISPOSITIONS
GENERALES

Ingingo ya mbera: icyo iri teka rigamije

Article One: Purpose of this Order

Article premier: Objet du présent arrêté

Ingingo ya 2: Abo iri teka rireba

Article 2: Scope of application

Article 2 : Champ d'application

Ingingo ya 3: Ibisobanuro by'amagambo

Article 3: Definition of terms

Article 3 : Définition des termes

Ingingo ya 4: Inzego z'abarimu

Article 4: Categories of teachers

Article 4: Catégories des enseignants

Ingingo ya 5: Urwego rwihariye rw'abarimu
b'icyubahiro

Article 5: Honorary category for teachers

Article 5 : Catégorie honorifique pour les
enseignants

UMUTWE WA II: GUSHYIRA ABARIMU
MU KAZI N'IGERAGEZWA RYABO

CHAPTER II: TEACHERS'
RECRUITMENT AND PROBATION

CHAPITRE II: RECRUTEMENT ET
PERIODE PROBATOIRE POUR LES
ENSEIGNANTS

Ingingo ya 6: Ibishingirwaho mu gushyira
abarimu mu kazi

Article 6: Requirements for a teacher
recruitment

Article 6: Conditions de recrutement d'un
enseignant

Ingingo ya 7: Iyandikwa ry'abarimu

Article 7: Registration of teachers

Article 7: Inscription des enseignants

Ingingo ya 8: Igihe ntarengwa cyo
kwiandikisha ku barimu b'umwuga

Article 8: Deadline for registration as
professional teachers

Article 8 : Date limite pour l'inscription
comme enseignants professionnels

<u>Ingingo ya 9:</u> Itangwa ry'uruhushya rw'umwarimu w'umwuga	<u>Article 9:</u> Licensing of a professional teacher	<u>Article 9:</u> Licence pour un enseignant professionnel
<u>Ingingo ya 10:</u> Itangwa ry'akazi	<u>Article 10:</u> Recruitment and appointment	<u>Article 10:</u> Recrutement et affectation
<u>Ingingo ya 11:</u> Indahiro	<u>Article 11:</u> Taking oath	<u>Article 11:</u> Serment
<u>Ingingo ya 12:</u> Urwego rw'ubuyobozi rwakira indahiro	<u>Article 12:</u> Authority that administers the oath	<u>Article 12:</u> Organe habilité à recevoir le serment
<u>Ingingo ya 13:</u> Uburyo bwo kurahira	<u>Article 13:</u> Modalities of taking oath	<u>Article 13:</u> Modalités de prestation de serment
<u>Ingingo ya 14:</u> Igihe cy'igeragezwa	<u>Article 14:</u> Probation period	<u>Article 14:</u> Période probatoire
<u>Ingingo ya 15:</u> Irangira ry'igihe cy'igeragezwa	<u>Article 15:</u> Completion of the probation period	<u>Article 15:</u> Fin de la période probatoire
<u>Ingingo ya 16:</u> Ubujurire ku cyemezo cy'igeragezwa	<u>Article 16:</u> Appeal against a decision about probation	<u>Article 16:</u> Recours contre la décision du stage probatoire
UMUTWE WA III: SITATI UMWARIMU URI MU KAZI ASHOBORA KUBAMO	CHAPTER III: STATUTORY POSITIONS OF A TEACHER IN SERVICE	CHAPITRE III: POSITIONS STATUTAIRES D'UN ENSEIGNANT EN ACTIVITE
<u>Ingingo ya 17:</u> Sitati umwarimu ashobora kubamo	<u>Article 17:</u> A teacher's statutory positions in service	<u>Article 17:</u> Positions statutaires d'un enseignant en activité
<u>Ingingo ya 18:</u> Umwarimu mu kazi	<u>Article 18:</u> A teacher in service	<u>Article 18:</u> Enseignant en service
<u>Ingingo ya 19:</u> Ubwoko bw'ibiruhuko	<u>Article 19:</u> Types of leave	<u>Article 19:</u> Types de congé
<u>Ingingo ya 20:</u> Ikiruhuko cy'umwaka	<u>Article 20:</u> Annual leave	<u>Article 20:</u> Congé annuel

<u>Ingingo ya 21:</u> Ibyubahirizwa ku bindi biruhuko n'ikurikizwa ry'iminsi y'ikiruhuko rusange	<u>Article 21:</u> Regulation of other types of leave and official holidays	<u>Article 21:</u> Respect des autres types de congés et jours fériés officiels
<u>Ingingo ya 22:</u> Ubutumwa bw'akazi	<u>Article 22:</u> Official Mission	<u>Article 22:</u> Mission officielle
<u>Ingingo ya 23:</u> Amahugurwa	<u>Article 23:</u> Training	<u>Article 23:</u> Formation
<u>Ingingo ya 24:</u> Iyimirwa ry'umwarimu	<u>Article 24:</u> Transfer of a teacher	<u>Article 24:</u> Mutation d'un enseignant
<u>UMUTWE WA IV : UBURENGANZIRA BW'UMWARIMU</u>	<u>CHAPTER IV: RIGHTS OF TEACHER</u>	<u>CHAPITRE IV: DROITS DE L'ENSEIGNANT</u>
<u>Ingingo ya 25:</u> Uburenganzira bw'umwarimu nk'umuturage	<u>Article 25:</u> Rights of a teacher as a citizen	<u>Article 25:</u> Droits de l'enseignant en tant que citoyen
<u>Ingingo ya 26:</u> Uburenganzira kuri dosiye y'akazi	<u>Article 26:</u> Right to professional file	<u>Article 26:</u> Droit au dossier professionnel
<u>Ingingo ya 27:</u> Uburenganzira bwo gutunganyirizwa dosiye y'akazi	<u>Article 27:</u> Right of updating the professional file	<u>Article 27:</u> Droit de mise à jour du dossier professionnel
<u>Ingingo ya 28:</u> Uburenganzira bwo kwinjira mu masendika	<u>Article 28:</u> Right to join trade unions	<u>Article 28:</u> Liberté d'adhérer à des syndicats
<u>Ingingo ya 29:</u> Umushahara	<u>Article 29:</u> Salary	<u>Article 29:</u> Salaire
<u>Ingingo ya 30:</u> Umushahara w'umwarimu w'umusimbura	<u>Article 30:</u> Salary for a substitute teacher	<u>Article 30:</u> Salaire d'un enseignant remplaçant
<u>Ingingo ya 31:</u> Umushahara w'umwarimu uhawe ubuyobozi bw'agateganyo	<u>Article 31:</u> Salary for an interim school administrator	<u>Article 31:</u> Salaire d'un enseignant assurant l'intérim au poste administratif
<u>Ingingo ya 32:</u> Isuzumabushobozi ry'abarimu nyuma ya 2015	<u>Article 32:</u> Performance appraisal of teachers after 2015	<u>Article 32:</u> Evaluation des performances des enseignants après 2015

<u>Ingingo ya 33:</u> Izamurwa mu ntera ry'umwarimu	<u>Article 33:</u> Promotion of a teacher	<u>Article 33:</u> Promotion d'un enseignant
<u>Ingingo ya 34:</u> Ibishingirwaho kugira ngo umwarimu usanzwe mu kazi azamurwe mu ntera ntambike	<u>Article 34:</u> Criteria for horizontal step promotion for teacher currently in service	<u>Article 34:</u> Critères pour la promotion horizontale d'enseignant en activité
<u>Ingingo ya 35:</u> Izamurwa mu ntera ry'abarimu basanzwe mu kazi	<u>Article 35:</u> Horizontal promotion for teachers in service	<u>Article 35 :</u> Avancement en échelon horizontal pour les enseignants en activité
<u>Ingingo ya 36:</u> Ishimwe ry'umwaka rishingiye ku manota y'isuzumabushobozi	<u>Article 36:</u> Annual performance bonus	<u>Article 36:</u> Prime annuelle en raison de performance
<u>Ingingo ya 37:</u> Ishimwe ku barimu bari mu kazi mu 2015	<u>Article 37:</u> Performance bonus for teachers who were in service during 2015	<u>Article 37:</u> Prime de bonne performance pour les enseignants qui étaient en activité au cours de l'année 2015
<u>Ingingo ya 38:</u> Ubuvuzi bw'umwarimu	<u>Article 38:</u> Healthcare of teacher	<u>Article 38:</u> Soins médicaux de l'enseignant
<u>Ingingo ya 39:</u> Uburenganzira bwo guhabwa inyandiko n'ibikoreshe bya ngombwa	<u>Article 39:</u> Right to provision of necessary documents and materials	<u>Article 39:</u> Droit de recevoir les documents et matériel nécessaires
<u>Ingingo ya 40:</u> Uburenganzira bwo gukorera ahantu hafite isuku n'umutekano	<u>Article 40:</u> Right to a clean and secure workplace	<u>Article 40:</u> Droit au lieu de travail sain et sécurisé
<u>UMUTWE WA V:</u> INSHINGANO Z'UMWARIMU N'IBITABANGIKANYWA N'UMURIMO WE	<u>CHAPTER V:</u> OBLIGATIONS AND INCOMPATIBILITIES OF TEACHER	<u>CHAPITRE V:</u> OBLIGATIONS ET INCOMPATIBILITES D'UN ENSEIGNANT
<u>Ingingo ya 41 :</u> Inshingano zifitanye isano no gutunganya umurimo	<u>Article 41:</u> Obligations related to performance of duties	<u>Article 41:</u> Obligations en rapport avec la prestation des services
<u>Ingingo ya 42:</u> Imirimo itabangikanywa n'iy'umwarimu	<u>Article 42:</u> Activities incompatible with the profession of a teacher	<u>Article 42:</u> Activités incompatibles avec la fonction d'enseignant

UMUTWE WA VI: UBURYO BWO GUHANA AMAKOSA N'INZIRA ZO KUJURIRA	CHAPTER VI: DISCIPLINARY REGIME AND APPEAL PROCEDURES	CHAPITRE VI: REGIME DISCIPLINAIRE ET PROCEDURE D'APPEL
<u>Ingingo ya 43:</u> Uburyo bwo guhana ikosa ryo mu kazi	<u>Article 43:</u> Disciplinary regime	<u>Article 43:</u> Régime disciplinaire
<u>Ingingo ya 44:</u> Ishyirwaho ry'akanama gashinzwe gukurikirana amakosa y'abarimu	<u>Article 44:</u> Establishment of disciplinary committee	<u>Article 44:</u> Mise en place d'un comité chargé de la discipline
<u>Ingingo ya 45:</u> Uburenganzira bw'umwarimu bwo kujurira	<u>Article 45:</u> Right of teacher to file appeal	<u>Article 45:</u> Droit de recours d'un enseignant
<u>Ingingo ya 46:</u> Gutakambira Umuyobozi umusaba gusubira ku cyemezo	<u>Article 46:</u> Request for review of a decision	<u>Article 46:</u> Recours gracieux contre une décision
<u>Ingingo ya 47:</u> Ubujurire ku rwego rwisumbuye	<u>Article 47:</u> Appeal to higher administrative level	<u>Article 47:</u> Recours hiérarchique
<u>Ingingo ya 48:</u> Itangwa ry'ikirego mu rukiko	<u>Article 48:</u> Filing a case in court	<u>Article 48:</u> Recours juridictionnel
UMUTWE WA VII: KUVA MU KAZI K'UMWARIMU	CHAPTER VII: TERMINATION OF SERVICE FOR A TEACHER	CHAPITRE VII: CESSATION DE FONCTION POUR UN ENSEIGNANT
<u>Ingingo ya 49:</u> Impamvu zo kuva mu kazi k'ubwarimu	<u>Article 49:</u> Grounds for termination of teaching service	<u>Article 49:</u> Motifs de cessation définitive de fonction d'enseignant
<u>Ingingo ya 50:</u> Amategeko agenga kuva mu kazi k'ubwarimu	<u>Article 50:</u> Provisions governing termination of teaching service	<u>Article 50 :</u> Dispositions régissant la cessation de fonction d'enseignement

**UMUTWE WA VIII: INGINGO
ZINYURANYE N'IZISOZA**

**CHAPTER VIII: MISCELLANEOUS AND
FINAL PROVISIONS**

**CHAPITRE VIII: DISPOSITIONS
DIVERSES ET FINALES**

Ingingo ya 51: Ikurikizwa ry'itegeko rishyiraho sitati rusange igenga abakozi ba Leta

Article 51: Applicability of the Law on the general statute for public service

Article 51: Application de la loi portant statut général de la fonction publique

Ingingo ya 52: Igihe cy'inzibacyuho ku barimu batari ab'umwuga

Article 52: Transitional period to non-professional teachers

Article 52: Période transitoire pour enseignants non-professionnels

Ingingo ya 53: Abashinzwe gushyira mu bikorwa iri teka

Article 53: Authorities responsible for implementation of this Order

Article 53: Autorités chargées de la mise en application de cet arrêté

Ingingo ya 54: Ivanwaho ry'ingingo z'amateka zinyuranyije n'iri teka

Article 54: Repealing provision

Article 54 : Disposition abrogatoire

Ingingo ya 55: Igihe iteka ritangirira gukurikizwa

Article 55 : Commencement

Article 55: Entrée en vigueur

Official Gazette n° 48 of 28/11/2016

ITEKA RYA PEREZIDA N° 24/01 RYO KU WA 24/11/2016 RISHYIRAHU SITATI YIHARIYE IGENGA ABARIMU B'AMASHURI Y'INCUIKE, ABANZA N'AYISUMBUYE

PRESIDENTIAL ORDER N° 24/01 OF 24/11/2016 ESTABLISHING SPECIAL STATUTES GOVERNING TEACHERS IN NURSERY, PRIMARY AND SECONDARY EDUCATION

ARRETE PRESIDENTIEL N° 24/01 DU 24/11/2016 PORTANT STATUT PARTICULIER DES ENSEIGNANTS D'EDUCATION PRESCOLAIRE, PRIMAIRE ET SECONDAIRE

Twebwe, KAGAME Paul,
Perezida wa Repubulika;

We, KAGAME Paul,
President of the Republic;

Nous, KAGAME Paul,
Président de la République;

Dushingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo mu 2003 ryavuguruwe mu 2015, cyane cyane mu ngingo zaryo iya 112, iya 120, iya 122, n'iya 176;

Pursuant to the Constitution of the Republic of Rwanda of 2003 revised in 2015, especially in Articles 112, 120, 122 and 176;

Vu la Constitution de la République du Rwanda de 2003 révisée en 2015, spécialement en ses articles 112, 120, 122 et 176 ;

Dushingiye ku Itegeko n° 23/2012 ryo ku wa 15/06/2012 rigena imitunganyirize n'imikorere by'amashuri y'incuike, abanza n'ayisumbuye, cyane cyane mu ngingo yaryo ya 5;

Pursuant to Law n° 23/2012 of 15/06/2012 governing the organization and functioning of nursery, primary and secondary education, especially in Article 5;

Vu la Loi n° 23/2012 du 15/06/2012 portant organisation et fonctionnement de l'éducation préscolaire et de l'enseignement primaire et secondaire, spécialement en son article 5;

Dushingiye ku Itegeko n° 86/2013 ryo ku wa 11/09/2013 rishyiraho sitati rusange igenga abakozi ba Leta n'inzeho z'imirimo ya Leta, cyane cyane mu ngingo yaryo ya 2;

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

Vu la Loi n° 86/2013 du 11/09/2013 portant statut général de la fonction publique, spécialement en son article 2 ;

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

On proposal by the Minister of Education and the Minister of Public Service and Labour;

Sur proposition du Ministre de l'Education et le Ministre de la Fonction Publique et du Travail;

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

After consideration and adoption 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;

TWATEGETSE KANDI DUTEGETSE:

HAVE ORDERED AND HEREBY ORDER:

AVONS ARRETE ET ARRETONS :

**UMUTWE WA MBERE: INGINGO
RUSANGE**

Ingingo ya mbere: Icyo iri teka rigamije

Iri teka rishyiraho sitati yihariye igenga abarimu b'amashuri y'incuke, abanza n'ayisumbuye.

Ingingo ya 2: Abo iri teka rireba

Iri teka rireba abarimu bo mu mashuri y'incuke, abanza n'ay'ayisumbuye ya Leta n'ahuriweho na Leta n'abikorera ku bw'amasezerano.

Icyakora, iri teka rinareba abarimu bo mu mashuri y'incuke, abanza n'ayisumbuye yigenga ku birebana n'iyandikwa ku rutonde rw'abarimu no guhabwa uruhushya rwo kwigisha.

Ingingo ya 3: Ibisobanuro by'amagambo

Muri iri teka, amagambo akurikira afite ibi bisobanuro:

1° **izamurwa mu ntera:** ukwisumbura mu ngazi ntambike ku kazi k'umwarimu mu murimo we, hamaze gusuzumwa ko yujuje ibisabwa;

2° **umwarimu utari uw'umwuga:** umuntu wese ukora akazi ko kwigisha ariko atabifitiye impamyabumenyi cyangwa impamyabushobozi ijyanye no kwigisha yemewe kandi akaba

**CHAPTER ONE: GENERAL
PROVISIONS**

Article One: Purpose of this Order

This Order establishes the special statutes governing teachers of nursery, primary and secondary education.

Article 2: Scope of application

This Order applies to teachers of public and Government subsidized nursery, primary and secondary education.

However, it also applies to teachers of private nursery, primary and secondary education in regard to the registration and licensing of teachers.

Article 3: Definition of terms

Under this Order, the following terms have the following definitions:

1° **promotion of a teacher:** horizontal promotion to a directly higher grade in the job after fulfilling the requirements;

2° **non-professional teacher:** any person doing the job of teaching but has no degree, diploma or certificate in teaching from a recognized institution,

**CHAPITRE PREMIER: DISPOSITIONS
GENERALES**

Article premier: Objet du présent arrêté

Le présent arrêté établit le statut particulier des enseignants d'éducation préscolaire, primaire et secondaire.

Article 2: Champ d'application

Le présent arrêté s'applique aux enseignants d'éducation préscolaire, primaire et secondaire publique et conventionnée.

Cependant, il s'applique également aux enseignants d'éducation préscolaire, primaire et secondaire privée en ce qui concerne l'enregistrement et l'obtention de licence d'enseigner.

Article 3: Définition des termes

Au sens du présent arrêté, les termes repris ci-après ont la signification suivante :

1° **avancement d'un enseignant:** promotion horizontale à un échelon d'emploi directement supérieur après avoir réuni les conditions d'éligibilité;

2° **enseignant non professionnel :** toute personne qui dispense l'enseignement et qui ne détient pas de diplôme ou certificat pédagogique requis et qui ne

atarandikwa mu gitabo cy'abarimu b'umwuga;

and has not got a license to practice as a teacher by profession;

dispose pas de licence d'enseignant professionnel;

3° **umwarimu w'umwuga:** umuntu wese ukora akazi ko kwigisha kandi ufite impamyabumenyi cyangwa impamyabushobozi mu kwigisha yemewe kandi akaba yanditse mu gitabo cy'abarimu b'umwuga.

3° **professional teacher:** any person doing the job of teaching and has a degree, diploma or certificate in teaching from a recognized institution, and also has a license to practice as a teacher by profession.

3° **enseignant professionnel:** toute personne qui dispense l'enseignement et qui détient un diplôme ou certificat pédagogique requis et qui dispose de licence d'enseignant professionnel.

Ingingo ya 4: Inzego z'abarimu

Article 4: Categories of teachers

Article 4: Catégories des enseignants

Inzego z'abarimu ni izi zikurikira:

Categories of teachers are as follows:

Les catégories des enseignants sont les suivantes :

1° urwego rwa mbere: Abarimu b'inzobere;

1° category one : Master teachers;

1° première catégorie: Enseignants experts;

2° urwego rwa 2 : Abarimu bamenyereye umwuga;

2° category 2 : Senior teachers;

2° deuxième catégorie: Anciens Enseignants;

3° urwego rwa 3: Abarimu b'abatangizi.

3° category 3 : Junior teachers.

3° troisième catégorie: Enseignants débutants.

Muri buri rwego rusanze rw'abarimu harimo intera zinyuranye.

Each ordinary category of teachers comprises of different grades.

Chaque catégorie ordinaire des enseignants comprend différents grades.

Uburyo bwo gushyira abarimu mu nzego bikorwa hakurikijwe itegeko rigenga imicungire y'imihigo igamije umusaruro w'ibikorwa.

Procedures for grading teachers are done in accordance with modalities provided for by the law governing results based performance management.

Les modalités catégorisation des enseignants se font conformément à loi régissant la gestion des performances basées sur les résultats.

Ingingo ya 5: Urwego rwihariye rw'abarimu b'icyubahiro

Article 5: Honorary category for teachers

Article 5: Catégorie honorifique pour les enseignants

Umwari mu wakoze umwuga w'ubwarimu igihe kirekire kandi agaragaza ibikorwa by'indashyikirwa ashobora gushyirwa mu rwego rw'abarimu b'icyubahiro.

A long serving teacher who has demonstrated exceptional functional and behavioral performance may be put in the honorary category.

Un enseignant qui a travaillé longtemps en exhibant une performance et un comportement exceptionnels d'excellence peut être promu dans la catégorie honorifique des enseignants.

Ibigenderwaho mu gushyira abarimu mu rwego rw'icyubahiro n'ibyo ushyizwemo agenerwa by'ishimwe bigenwa n'amabwiriza ya Minisitiri ufite amashuri y'incuke, abanza n'ayisumbuye mu nshingano ze.

Amazina y'abarimu bashyizwe mu rwego rw'icyubahiro atangazwa ku rubuga rwa interineti rwa Minisitiri ufite amashuri y'incuke, abanza n'ayisumbuye mu nshingano zayo no ku rw'ikigo cya Leta gifite iterambere ry'abarimu mu nshingano zacyo.

Criteria for promoting teachers to the honorary category and related benefits are determined by the instructions of the Minister in charge of nursery, primary and secondary education.

Names of teachers promoted to honorary category are posted on websites of the Ministry in charge of nursery, primary and secondary education and the public institution in charge of teachers' development.

Les critères de promotion à la catégorie honorifique et les avantages y relatifs sont fixés par les instructions du Ministre ayant l'éducation préscolaire, primaire et secondaire dans ses attributions.

Les noms des enseignants promus à la catégorie des enseignants honorifiques sont publiés au site web du Ministère ayant l'éducation préscolaire, primaire et secondaire dans ses attributions ainsi que celui de l'institution publique ayant le développement des enseignants dans ses attributions.

UMUTWE WA II: GUSHYIRA ABARIMU MU KAZI N'IGERAGEZWA RYABO

CHAPTER II: TEACHERS' RECRUITMENT AND PROBATION

CHAPITRE II: RECRUTEMENT ET PERIODE PROBATOIRE POUR UN ENSEIGNANT

Ingingo ya 6: Ibishingirwaho mu gushyira umwarimu mu kazi

Article 6: Requirements for a teacher recruitment

Article 6: Conditions de recrutement d'un enseignant

Ibishingirwaho mu gushyira umwarimu mu kazi ni ibi bikurikira:

The requirements for teacher recruitment are as follows:

Les conditions de recrutement d'un enseignant sont les suivantes:

1° kuba afite impamyabumenyi cyangwa impamyabushobozi ikenewe ku myanya basaba;

1° has the required academic qualifications for the posts applied for;

1° être détenteur d'un diplôme ou d'un certificat correspondant au profil requis pour les postes sollicités;

2° kuba agejeje nibura ku myaka cumi n'umunani (18) y'amavuko;

2° is at least eighteen (18) years of age;

2° être âgé d'au moins dix-huit (18) ans;

3° kuba atarigeze akatirwa burundu igihano cy'igifungo cy'amezi atandatu (6) cyangwa gusubiza hejuru;

3° has not been sentenced to a term equal to or exceeding six (6) months in a final judgement;

3° n'avoir pas été condamné définitivement à une peine d'emprisonnement supérieure ou égale à six (6) mois;

Official Gazette n° 48 of 28/11/2016

- | | | |
|---|--|--|
| 4° kuba atarirukanwe burundu ku kazi ka Leta cyangwa ak'ubwarimu; | 4° has not been dismissed from public service or teaching service; | 4° n'avoir pas définitivement été révoqué de la fonction publique ou de l'enseignement; |
| 5° kuba atarahamwe burundu n'icyaha cya jenocide cyangwa icy'ingengabitekerezo ya jenocide n'ibindi byaha bifitanye isano nayo. | 5° has not been convicted of the crime of genocide or genocide ideology and other related offences in a final judgement. | 5° n'avoir pas été condamné définitivement pour crime de génocide ou crime d'idéologie du génocide et autres infractions connexes. |

Ingingo ya 7: Iyandikwa ry'abarimu

Abarimu bose bagomba kwandikwa n'ikigo cya Leta gifite iterambere ry'abarimu mu nshingano zacyo.

Umwarimu mushya yandikwa ku rutonde rw'abarimu nyuma y'igihe cy'igeragezwa.

Ingingo ya 8: Igihe ntarengwa cyo kwiandikisha ku barimu b'umwuga

Abarimu bari mu kazi kandi bujuje ibisabwa kugira ngo bafatwe nk'abarimu b'umwuga bagomba kwiandikisha mu kigo cya Leta gishinzwe iterambere ry'abarimu mu gihe kitarenze imyaka ibiri (2) ibarwa uherye igihe iri teka ritangarijwe mu Igazeti ya Leta ya Repubulika y'u Rwanda.

Ingingo ya 9: Itangwa ry'uruhushya rw'umwarimu w'umwuga

Umuntu wese wifuza gukora akazi k'ubwarimu mu buryo bw'umwuga agomba kwiandikisha kugira ngo ahabwe uruhushya rw'umwarimu w'umwuga.

Article 7: Registration of teachers

All teachers must be registered by the public institution in charge of teachers' development.

A new teacher is registered after a probation period.

Article 8: Deadline for registration as professional teachers

All teachers currently in service and who meet the requirements to be considered as professional teachers must register with the public institution in charge of teachers' development within a period not exceeding two (2) years from the publication of this Order in the Official Gazette of the Republic of Rwanda.

Article 9: Licensing of a professional teacher

Every person who wishes to exercise a teaching profession, must be registered in order to obtain a professional teaching license.

Article 7: Inscription des enseignants

Tous les enseignants doivent être inscrits par l'institution publique ayant le développement des enseignants dans ses attributions.

Un nouvel enseignant est enregistré après une période probatoire.

Article 8: Date limite pour l'inscription comme enseignants professionnels

Tous les enseignants actuellement en activité et remplissant les conditions exigées pour les enseignants professionnels doivent se faire inscrire auprès l'institution publique chargée du développement des enseignants dans une période n'excédant pas deux (2) ans à partir de la publication du présent arrêté au Journal Officiel de la République du Rwanda.

Article 9: Licence pour un enseignant professionnel

Toute personne qui désire exercer l'enseignement par profession, doit se faire inscrire en vue d'obtenir une licence d'enseignant professionnel.

Uruhushya rwo kwigisha ku buryo bw'umwuga ruhahwa umwarimu wujuje ibisabwa kandi wabisabye akoresheje ifishi yabugenewe kandi ari ku rutonde rw'abarimu.

Itangwa ry'uruhushya rwo kwigisha rikorwa n'ikigo cya Leta gifite iterambere ry'abarimu mu nshingano zacyo gishingiye ku byubahirizwa bigenwa n'amabwiriza ya Minisitiri ufite amashuri y'incuke, abanza n'ayisumbuye mu nshingano ze.

Ingingo ya 10: Itangwa ry'akazi

Itangwa ry'akazi k'ubwarimu rikorwa n'Akarere gafite umwanya w'umwarimu udafite uwurimo kandi uteganyijwe mu ngengo y'imari. Ako Karere gaha umwarimu mushya urwandiko rw'agateganyo rumwemerera gutangira akazi kandi bikamenyeshwa ikigo cya Leta gifite iterambere ry'abarimu mu nshingano zacyo na Komisiyo ishinze Abakozi ba Leta.

Umuntu wahoze ari umwarimu w'umwuga iyo yongeye gutangira akazi k'ubwarimu ntahabwa igihe cy'igeragezwa kandi ahita ahabwa urwandiko rumushyira mu mwanya burundu.

Uburyo bwo gushaka no gushyira mu myanya abarimu bikorwa binyuze mu ipiganwa hakurikijwe itegeko rishyiraho sitati rusange igenga abakozi ba Leta.

The teaching license is issued to every registered professional teacher fulfilling the requirements, upon his/her request by filling the appropriate application form.

A teaching license is issued by the public institution in charge of teacher development following requirements set by the instructions of the Minister in charge of nursery, primary and secondary education.

Article 10: Recruitment and appointment

The recruitment of a teacher is done by the District which has a vacancy for a teacher and a budget provision for filling the vacancy. The District gives the new teacher a provisional appointment letter to start working and informs the public institution in charge of teachers' development and the Public Service Commission.

No probation period is required for a person who previously served as a professional teacher and is reintegrated into the teaching profession; he/she is immediately given a definitive appointment letter.

Modalities of recruiting and appointing teachers are done through open competition in accordance with the law establishing the general statutes for public service.

La licence d'enseignement professionnel est délivrée à l'enseignant qui remplit les conditions, sur sa demande faite en remplissant le formulaire approprié.

L'octroi de licence d'enseignant incombe à l'institution publique ayant le développement des enseignants dans ses attributions suivant les conditions mises en place par les instructions du Ministre ayant l'éducation préscolaire, primaire et secondaire dans ses attributions.

Article 10: Recrutement et affectation

Le recrutement d'un enseignant est fait par le District qui dispose d'un poste vacant et budgétisé. Ce district délivre au nouvel enseignant une lettre d'affectation provisoire de début de service et informe l'institution publique ayant le développement des enseignants dans ses attributions et la Commission de la Fonction Publique.

Aucune période probatoire n'est requise pour une personne qui, antérieurement a servi comme enseignant professionnel et qui réintègre la profession d'enseignant, il reçoit immédiatement une lettre d'affectation définitive.

Les modalités de recrutement et affectation des enseignants se font par compétition conformément à la loi portant statut général de la fonction publique.

Ingingo ya 11: Indahiro

Umwarimu wese ugitangira akazi agomba gukora indahiro ikurikira:

«Jyewe,.....,
Ndahiriye u Rwanda ku mugaragaro:

- 1° ko nzakorana umurava umurimo nshinzwe w'uburezi;
- 2° ko ntazahemukira Repubulika y'u Rwanda;
- 3° ko nzakurikiza Itegeko Nshinga n'andi mategeko;
- 4° ko nzihatira gushimangira ubumwe bw'Abanyarwanda;
- 5° ko nzubahiriza mbikuye ku mutima inshingano zanjye zo kurera nta vangura iryo ari ryo ryose;
- 6° ko ntazigera nkoresha ububasha nahawe bwo kurera mu nyungu zanjye bwite;
- 7° ko nzaharanira iyubahirizwa ry'ubwigenge n'uburenganzira bw'ibanze bwa muntu muri rusange n'ubw'umwana by'umwihariko n'ibyagirira akamaro Abanyarwanda bose.

Article 11: Taking oath

Before starting his/her job, every teacher must take the following oath:

“I,.....,
Solemnly swear to the Nation:

- 1° to fulfill my educational duties with dedication;
- 2° to remain loyal to the Republic of Rwanda;
- 3° to uphold the constitution and other laws;
- 4° to commit myself to strengthening unity of Rwandans;
- 5° to perform my educational duties without discrimination of whatever kind;
- 6° not to use my educational position for personal motives;
- 7° to be committed to respect of freedom and basic human rights in general and rights of children in particular and common interests of Rwandans.

Article 11: Serment

Avant d'entrer en fonction, tout enseignant doit prêter le serment suivant :

« Moi,.....,
Je jure solennellement à la Nation :

- 1° de remplir loyalement les fonctions d'éducation qui me sont confiées;
- 2° de garder fidélité à la République du Rwanda;
- 3° d'observer la Constitution et les autres lois;
- 4° d'œuvrer à la consolidation de l'unité des Rwandais;
- 5° de remplir consciencieusement mes fonctions d'éducation sans discrimination aucune;
- 6° de ne jamais utiliser les pouvoirs d'éducation qui me sont dévolus à des fins personnelles ;
- 7° de promouvoir le respect des libertés et des droits fondamentaux de la personne en général et ceux de l'enfant en particulier de veiller aux intérêts du peuple rwandais.

Nintatira iyi ndahiro nzabihanirwe n'amategoko.

Shall I fail to honour this oath, may I face the rigours of the law.

En cas de parjure, que je subisse les rigueurs de la loi.

Imana ibimfashemo. »

So help me God.”

Que Dieu m’assiste. »

Ingingo ya 12: Urwego rw’ubuyobozi rwakira indahiro

Article 12: Authority that administers the oath

Article 12: Organe habilité à recevoir le serment

Indahiro ikorwa ku mugaragaro imbere y’Umunyamabanga Nshingwabikorwa w’Umurenge niba ari umwarimu wo mu mashuri y’incuke cyangwa abanza n’imbere y’Umuyobozi w’Akarere niba ari umwarimu wo mu mashuri yisumbuye.

The oath is taken in public in the presence of the Executive Secretary of the Sector for a teacher of the nursery or primary education and in presence of the Mayor of District for a teacher of secondary education.

Le serment est prêté publiquement devant le Secrétaire Exécutif du Secteur s’il s’agit d’un enseignant de l’éducation préscolaire ou primaire et devant le Maire de District pour un enseignant d’une éducation secondaire.

Ingingo ya 13: Uburyo bwo kurahira

Article 13: Modalities of taking oath

Article 13: Modalités de prestation de serment

Umwarimu arahira afatishije Ibendera ry’Igihugu ikiganza cy’ibumoso azamuye ukuboko kw’iburyo akarambura ikiganza hejuru.

A teacher takes oath by holding the National Flag with his/her left hand while raising the right hand with a stretched palm.

Un enseignant prête serment en posant sa main gauche sur le Drapeau National et en levant en même temps sa main droite.

Umwarimu ufite ubumuga butuma adashobora kubahiriza ibiteganywa mu gika cya mbere cy’iyi ingingo, yambikwa ibendera.

A teacher with disability which does not enable him/her to comply with the provisions of Paragraph One of this Article wears the flag.

Au cas où l’enseignant a un handicap de telle sorte qu’il ne puisse se conformer aux dispositions de l’alinéa premier du présent article, on lui fait porter le drapeau.

Iyo umwarimu warahiye atangira akazi, agiye gukorera urundi rwego rwa Leta ntiyongera kurahira, keretse igihe ashyizwe ku mwanya w’Umuyobozi Mukuru cyangwa mu rundi rwego abakozi barwo bagengwa na sitati itandukanye n’iyi.

If a teacher who took oath at the time of starting his/her duties is appointed to another public institution, he/she shall not be required to take oath unless he/she is appointed as a higher official or appointed in organs where staff members are governed by statutes other than the present one.

Lorsqu’un enseignant qui a prêté serment lors de son entrée en fonction est affecté à une autre institution publique, il ne prête pas serment de nouveau, sauf s’il est affecté à un poste de cadre supérieur ou à une entité dont le personnel est régi par un statut autre que celui-ci.

Ingingo ya 14: Igihe cy'igeragezwa

Umwarimu wese utangiye akazi, ahabwa igihe cy'igeragezwa cy'amezi cumi n'abiri (12), aho Umuyobozi we wo mu rwego rwa mbere asuzuma imikorere ye ku bijyanye n'ubumenyi, ubushobozi n'imyitwarire mu kazi.

Igihe umwarimu atangiye igihe cy'igeragezwa agomba kumenyeshwa mu nyandiko n'Umuyobozi ubifitiye ububasha, inshingano ze n'ibyo asabwa kubahiriza.

Umwarimu uri mu igeragezwa agira uburenganzira bw'ibanze nk'ubw'umwarimu umenyereye akazi.

Umwarimu warangije neza igeragezwa ntiyongera kugeragezwa iyo agiye gukora akazi kw'ubwarimu ahandi.

Ingingo ya 15: Irangira ry'igihe cy'igeragezwa

Iyo igihe cy'igeragezwa kirangiye, umwarimu akorerwa isuzumabushobozi n'Umuyobozi ubifitiye ububasha, ryagaragaza ko ashoboye akazi, bikamenyeshwa mu nyandiko Umuyobozi wamuhaye akazi by'agateganyo, kugira ngo amushyire mu mwanya burundu.

Iyo isuzumabushobozi rigaragaje ko umwarimu adashoboye akazi, Umuyobozi wamukoreye

Article 14: Probation period

Every newly appointed teacher is subjected to a probation period of twelve (12) months where his/her immediate supervisor evaluates his/her performance in terms of his/her professional capacities, qualities and behaviours.

When a teacher starts the probation period, he/she must be informed in writing by the competent authority of his/her responsibilities and duties.

A teacher on probation enjoys the same rights as any other teacher who successfully completed the probation.

A teacher who has successfully completed probation, shall no longer be subjected to a new probation, when he/she is employed as a teacher elsewhere.

Article 15: Completion of the probation period

At the completion of the probation period, the performance of the teacher is assessed by the competent authority. When a teacher successfully finishes probation, the appointing authority is immediately notified in writing for issuing a definitive appointment.

If the assessment shows that the teacher on probation is incompetent, the evaluator informs

Article 14: Période probatoire

Tout enseignant nouvellement affecté est soumis à un stage probatoire de douze (12) mois au cours duquel son supérieur hiérarchique direct évalue ses performances par rapport à ses connaissances, ses aptitudes professionnelles et son comportements.

Un enseignant qui commence le stage probatoire, doit être notifié par écrit de ses attributions et de ses obligations par l'autorité compétente.

Un enseignant en stage probatoire jouit des mêmes droits de base que l'enseignant dont le stage probatoire a été concluant.

Un enseignant qui a terminé avec succès son stage probatoire n'est plus soumis au stage probatoire lorsqu'il est employé ailleurs comme enseignant.

Article 15: Fin de la période probatoire

A la fin de la période probatoire, l'enseignant est évalué par l'autorité compétente, si l'évaluation est concluante, l'organe qui l'a provisoirement affecté est notifié pour qu'il procède à l'affectation définitive.

Lorsque l'évaluation révèle que l'enseignant est incompetent, l'autorité évaluatrice informe

isuzuma abimenyesha umuyobozi w'urwego rwamuhaye akazi kugira ngo amusezerere.

the appointing authority recommending his/her removal from office.

l'organe compétent proposant sa démission d'office.

Ingingo ya 16: Ubujurire ku cyemezo cy'igeragezwa

Article 16: Appeal against a decision about probation

Article 16: Recours contre la décision du stage probatoire

Umwarimu utishimiye isuzumabushobozi yakorewe, ashobora kujuririra mu nyandiko Umuyobozi w'urwego rwamuhaye akazi mu gihe kitarenze iminsi cumi n'itanu (15) y'akazi uherye igihe yamenyesherejwe icyemezo yafatiwe.

A teacher who is not satisfied with the performance assessment may appeal in writing, at first instance, to the appointing authority within a period not exceeding fifteen (15) working days after being informed of the decision taken for him/her.

Un enseignant qui s'estime lésé par l'évaluation peut introduire, par écrit, un recours à l'autorité qui l'a affecté dans un délai ne dépassant pas quinze (15) jours ouvrables suivant la notification de la décision prise à son égard.

Umuyobozi wajuririwe agomba gutanga igisubizo mu minsi itarenze cumi n'itanu (15) y'akazi uherye igihe yaboneyeho ubujurire.

The authority appealed to must respond in a period not exceeding fifteen (15) working days from the date of reception of the appeal.

L'autorité d'appel doit répondre endéans quinze (15) jours ouvrables dès la réception du recours.

Iyo icyemezo gifashwe kitamushimishije, umwarimu ashobora kujuririra Komisiyo ishinze Abakozi ba Leta, mu rwego rwa nyuma mu gihe kitarenze iminsi itanu (5) y'akazi uherye igihe yaherewe igisubizo.

If a teacher is not satisfied with the decision taken, he/she may appeal in writing, in the last instance, to the Public Service Commission within five (5) working days from the notification of the response.

Lorsque l'enseignant n'est pas satisfait par la décision prise, il peut introduire un recours, au dernier degré, auprès de la Commission de la Fonction Publique dans un délai de cinq (5) jours ouvrables à compter de la notification de la décision.

UMUTWE WA III: SITATI UMWARIMU URI MU KAZI ASHOBORA KUBAMO

CHAPTER III: STATUTORY POSITIONS OF A TEACHER IN SERVICE

CHAPITRE III: POSITIONS STATUTAIRES D'UN ENSEIGNANT EN ACTIVITE

Ingingo ya 17: Sitati umwarimu ashobora kubamo

Article 17: A teacher's statutory positions in service

Article 17: Positions statutaires d'un enseignant en activité

Umwarimu uri mu kazi ashobora kuba ari mu bihe bikurikira:

A teacher in service may be under the following statutory positions:

Un enseignant en activité peut être dans l'une des positions statutaires suivantes :

- 1° ari mu kazi;
- 2° yimuwe.

- 1° in service;
- 2° on transfer.

- 1° en service;
- 2° en mutation.

Umwarimu uri mu kazi ashobora no gutizwa, gushyirwa ahandi, guhagarikwa by'agateganyo cyangwa kwemererwa guhagarika akazi mu gihe kizwi.

A teacher in service may also be on secondment, placed at another administration's disposal, suspension from duties or granted a leave of absence for a specific period.

Un enseignant en service peut être aussi mis en détachement, à la disposition d'un autre service, en suspension ou en disponibilité pour une durée déterminée.

Uburyo umwarimu ashobora guhindura umwanya arimo bivugwa mu gika cya kabiri cy'iyi ngingo bikorwa hakurikijwe sitati rusange igenga abakozi ba Leta.

Statutory positions referred to in Paragraph 2 of this Article are applied in accordance with modalities provided for by the law on general statutes for public service.

Les modalités de mettre les enseignants dans des positions statutaires mentionnées à l'alinéa 2 du présent article, suivent les dispositions y relatives prévus par le statut général de la fonction publique.

Ingingo ya 18: Umwarimu mu kazi

Article 18: A teacher in service

Article 18: Enseignant en service

Umwarimu aba ari mu kazi iyo ari mu mwanya w'umurimo yashyizwemo kandi akora koko imirimo ijyanye n'uwo mwanya.

A teacher is in active service if he/she occupies a position to which he/she was appointed and effectively performs his/her duties related to that position.

Un enseignant est en activité lorsqu'il occupe le poste auquel il a été nommé et exerce effectivement les fonctions liées à ce poste d'emploi.

Icyakora, umwarimu afatwa nk'uri mu kazi iyo ari:

However, a teacher is considered to be in service when he/she is:

Cependant, l'enseignant est considéré comme étant en service, lorsqu'il est :

1° mu kiruhuko;

1° on leave;

1° en congé;

2° mu butumwa bw'akazi;

2° on official mission;

2° en mission officielle;

3° mu mahugurwa.

3° on training.

3° en formation.

Ingingo ya 19: Ubwoko bw'ibiruhuko

Article 19: Types of leave

Article 19: Types de congé

Uretse ikiruhuko cya buri mwaka, umwarimu ashobora guhabwa ikiruhuko cy'ingoboka, icyo kubyara, icy'uburwayi cyangwa uruhushya.

In addition to the annual leave, a teacher may receive an incidental leave, maternity leave, sick leave or authorized absence.

Outre le congé annuel, un enseignant peut bénéficier d'un congé de circonstance, de maternité, de maladie ou d'une permission d'absence.

Ingingo ya 20: Ikiruhuko cy'umwaka

Umwarimu afata ikiruhuko cy'umwaka gihwanye n'iminsi mirongo itatu (30) y'ukwezi gifatwa mu gihe abanyeshuri bari mu biruhuko.

Amabwiriza ya Minisitiri ufite amashuri y'incuke, abanza n'ayisumbuye mu nshingano ze ashya ingengabihe y'umwaka w'amashuri akena igihe cy'ikiruhuko cy'abarimu.

Icyakora, Umuyobozi w'ikigo cy'ishuri n'Umuyobozi wungirije ushinze amashuri ntibashobora gufatira ikiruhuko cy'umwaka icyarimwe. Ikiruhuko cya buri umwe kigabanywamo kabiri muri uwo mwaka w'amashuri kugira ngo babone uko basimburana.

Ingingo ya 21: Ibyubahirizwa ku bindi biruhuko n'ikurikizwa ry'iminsi y'ikiruhuko rusange

Ibiruhuko by'ingoboka, ikiruhuko cyo kubyara ku mwarimu w'umugore, ikiruhuko cy'uburwayi, uruhushya, n'uburenganzira ku minsi y'ikiruhuko rusange byemewe n'amategeko ku barimu byubahirizwa hakurikijwe ibiteganywa n'itegeko rishyiraho sitati rusange igenga abakozi ba Leta.

Ingingo ya 22: Ubutumwa bw'akazi

Mu nyungu z'akazi, umuyobozi ubifitiye ububasha ashobora kohereza umwarimu mu

Article 20: Annual leave

A teacher is entitled to an annual leave of thirty (30) calendar days taken during school holidays.

The instructions of the Minister in charge of nursery, primary and secondary education determining the school calendar determine a calendar of annual leave for teachers.

However, the Head Teacher and the Deputy Head Teacher in charge of studies shall not take their annual leave at the same time. The annual leave for each is split into two to allow rotation within the same school year.

Article 21: Regulation of other types of leave and official holidays

Incidental leave, maternity leave for a female teacher, sick leave, authorized absence and official public holidays for teachers are taken in accordance with modalities provided for by the law on general statutes for public service.

Article 22: Official mission

A competent authority may send a teacher on mission within or outside the country in the

Article 20: Congé annuel

L'enseignant bénéficie d'un congé annuel de trente (30) jours calendriers pris pendant la période des vacances scolaires.

Les instructions du Ministre ayant l'éducation préscolaire, primaire et secondaire dans ses attributions déterminant le calendrier scolaire prévoit les jours de congé des enseignants.

Toutefois, le Directeur de l'école ainsi que le Préfet des Etudes ne doivent pas prendre leurs congés annuels en même temps. Le congé annuel de chacun doit être pris en deux différentes périodes pour permettre leur rotation pendant l'année scolaire.

Article 21: Respect des autres types de congés et jours fériés officiels

Les congés de circonstances, congé de maternité pour enseignants de sexe féminin, congé de maladie, autorisation d'absence et jours fériés officiels pour les enseignants sont pris conformément aux modalités prévues par la loi portant statut général de la fonction publique.

Article 22: Mission officielle

Une autorité compétente peut, dans l'intérêt du service, envoyer un enseignant en mission à

butumwa imbere mu gihugu cyangwa mu mahanga hakurikijwe ibiteganywa na sitati rusange igenga abakozi ba Leta.

Ingingo ya 23: Amahugurwa

Mu nyungu z'akazi, umuyobozi ubifitiye ububasha ashobora kohereza umwarimu mu mahugurwa imbere mu gihugu cyangwa mu mahanga hakurikijwe ibiteganywa na sitati rusange igenga abakozi ba Leta.

Ingingo ya 24: Iyimirwa ry'umwarimu

Umwarimu ashobora gusaba mu nyandiko ubuyobozi bw'Akarere kuva ku kigo cy'ishuri ajya ku kindi adahinduye intera y'umwanya w'umurimo yari asanzweho.

Icyakora, kubera inyungu z'akazi, Akarere gashobora kwimura umwarimu atabisabye.

Iyo umwarimu yifuza kuva mu Karere ajya mu kandi, ibaruwa ibisaba yandikirwa Umuyobozi w'Akarere agiyemo binyujijwe ku Muyobozi w'Akarere avuyemo.

Umwarimu wimuwe agumana uburenganzira ku ntera yari agezeho hashingiwe ku buramba n'imikorere afite mu kazi.

Amafaranga yo kwimura umwarimu ujyanywe mu kindi kigo cy'ishuri bigenwe n'umukoresha yishyurirwa n'umukoresha uburyo bwo kugenda.

interest of service in accordance with modalities provided for by the general statutes for public service.

Article 23: Training

The competent authority may, in the interest of service, send a teacher on training courses within or outside the country in accordance with modalities provided for by the general statutes for public service.

Article 24: Transfer of a teacher

A teacher may apply in writing to the District to be transferred from one school to another without changing the grade of his/her post.

However, in the interest of service, the District may transfer a teacher to another location without his/her request.

When a teacher wishes to be transferred from one District to another, the request letter is addressed to the Mayor of the District of destination through the Mayor of the District where he/she is coming from.

A teacher who is transferred retains his/her right to the grade previously held depending on his/her professional experience and performance.

Expenses related to transport in case of teacher's transfer initiated by the employer are borne by the employer.

l'intérieur ou à l'extérieur du pays conformément aux modalités prévues par le statut général de la fonction publique.

Article 23: Formation

L'autorité compétente peut, dans l'intérêt du service, envoyer un enseignant en formation à l'intérieur ou à l'extérieur du pays conformément aux modalités prévues par le statut général de la fonction publique.

Article 24: Mutation d'un enseignant

Un enseignant peut demander par écrit au District, une mutation d'une école à une autre au même grade.

Toutefois, dans l'intérêt du service, le District peut muter un enseignant qui n'en a pas fait la demande.

Lorsqu'un enseignant désire être muté d'un District à un autre, une lettre de demande est adressée au Maire de District d'accueil avec sous couvert du Maire du District de provenance.

Un enseignant muté conserve son droit au grade précédemment détenu en fonction de son expérience professionnelle et sa performance.

Les frais de déplacement de l'enseignant muté à l'initiative de l'employeur sont supportés par l'employeur.

**UMUTWE WA IV : UBURENGANZIRA
BW'UMWARIMU**

Ingingo ya 25: Uburenganzira bw'umwarimu nk'umuturage

Umwarimu afite uburenganzira n'ubwisanzure nk'ubw'abandi baturage bose. Abukoresha hakurikijwe amategeko n'andi mabwiriza yubahirizwa mu gihugu.

Ingingo ya 26: Uburenganzira kuri dosiye y'akazi

Umwarimu afite uburenganzira bwo kugira dosiye ye bwite y'akazi yuzuye igaragaza imikorere n'imyitwarire ye mu kazi, umwirondoro wuzuye n'ibindi byangombwa yatanze mu gihe yinjizwaga mu kazi. Dosiye y'umwarimu ibikwa ku Karere kopi zayo zikabikwa ku Murenge no ku kigo cy'ishuri akoreramo.

Ingingo ya 27: Uburenganzira bwo gutunganyirizwa dosiye y'akazi

Umwarimu afite uburenganzira bwo kumenya ibikubiye muri dosiye ye y'akazi no gusaba mu nyandiko ko ibibazo ayisanzemo bikemurwa.

Ingingo ya 28: Uburenganzira bwo kwinjira mu masendika

Umwarimu afite uburenganzira bwo kwinjira muri sendika yihitiyemo.

CHAPTER IV: RIGHTS OF TEACHER

Article 25: Rights of a teacher as a citizen

A teacher enjoys the rights and freedoms as other citizens. He/she exercises them in accordance with laws and regulations in force in the country.

Article 26: Right to professional file

A teacher is entitled to a personal file containing all documents related to his/her professional performance and conduct, his/her detailed curriculum vitae and other documents submitted during the recruitment process. The file of the teacher is kept by the District with copies kept by the Sector and the school in which he/she is appointed.

Article 27: Right of updating the professional file

A teacher enjoys the right of access to his/her personal file and may request, in writing, the administration to update it.

Article 28: Right to join trade unions

A teacher has the right to join any trade union of his/her choice.

**CHAPITRE IV: DROITS DE
L'ENSEIGNANT**

Article 25: Droits de l'enseignant en tant que citoyen

L'enseignant jouit des droits et libertés reconnus aux autres citoyens. Il les exerce conformément aux lois et règlements en vigueur dans le pays.

Article 26: Droit au dossier professionnel

L'enseignant a droit à un dossier personnel complet contenant toutes les pièces relatives à ses performances et sa conduite professionnelle, son curriculum vitae et autres pièces requises au moment de son entrée en fonction. Le dossier de l'enseignant est tenu par le District avec les copies gardées au Secteur administratif et à l'école d'affectation.

Article 27: Droit de mise à jour du dossier professionnel

L'enseignant jouit du droit d'accès à son dossier personnel et de demander par écrit que les anomalies y constatées soient levées.

Article 28: Liberté d'adhérer à des syndicats

Un enseignant a le droit d'adhérer à un syndicat de son choix.

Ingingo ya 29: Umushahara

Umwarimu afite uburenganzira ku mushahara.

Imishahara y'abarimu igenwa hakurikijwe amahame rusange yo kugena imishahara ku bakozi ba Leta nk'uko biteganywa na sitati rusange igenga abakozi ba Leta.

Uburenganzira ku mushahara n'ibindi bigenerwa umwarimu buzima nyuma y'imyaka ibiri (2) ibarwa uherye igihe ubwo burenganzira bwagiriwe. icyakora, ubuzime ku mushahara busubikwa n'inyandiko isaba kwishyurwa cyangwa kuba umukoresha yemera kuzishyura uwo mwenda.

Iyo umwarimu apfuye adahawe umushahara we, abafite uburenganzira bwo kumuzungura bahabwa ibirarane by'umushahara atahawe.

Ingingo ya 30: Umushahara w'umwarimu w'umusimbura

Umwarimu w'umusimbura agirana amasezerano n'Umuyobozi w'Akarere kandi agahabwa umushahara utari muni y'uwo umwarimu w'umutangizi banganya impamyabumenyi.

Ingingo ya 31: Umushahara w'umwarimu uhawe ubuyobozi bw'agateganyo

Ubuyobozi bw'agateganyo ku mwanya w'ubuyobozi mu kigo cy'ishuri butangwa n'Umuyobozi w'Akarere mu nyandiko.

Article 29: Salary

A teacher is entitled to a salary.

Teachers' salaries are determined in accordance with the general principles of determining salaries for public servants as determined by the law establishing the general statutes for public service.

The right to salary and fringe benefits is prescribed after two (2) years from the date the right was established. However, the prescription over a teacher's salary is suspended by a written request of the teacher to be paid or by acknowledgement of the debt by the employer.

In case of death of the teacher, the legally recognized successors have a right to the deceased's unpaid salary.

Article 30: Salary for a substitute teacher

A substitute teacher signs an employment contract with the Mayor of the District and is entitled to a salary at least equal to the salary of a beginner teacher of the same qualifications as the substitute.

Article 31: Salary for an interim school administrator

An interim school administrator is appointed by the Mayor of the District in writing.

Article 29: Salaire

Un enseignant a droit au salaire.

Les salaires des enseignants sont déterminés suivant les principes généraux de fixation des salaires comme prévus par le statut général de la fonction publique.

Le droit au salaire et autres avantages d'un enseignant est prescrit après deux (2) ans à partir du jour où le droit été disposé. Cependant, cette prescription se suspend par une réclamation écrite ou la reconnaissance de la dette par l'employeur.

En cas de décès d'un enseignant avant de bénéficier de son salaire, ses ayants droit conservent le droit au salaire impayé du défunt.

Article 30: Salaire d'un enseignant remplaçant

Un enseignant remplaçant signe un contrat avec le Maire de District et bénéficie d'un salaire au moins égal à celui de l'enseignant débutant de même qualification.

Article 31: Salaire d'un enseignant assurant l'intérim au poste administratif

L'Administrateur intérimaire de l'école est nommé par écrit par le Maire de District.

Umwarimu umaze iminsi irenga mirongo itatu (30) k'ubuyobozi bw'agateganyo ahabwa umushahara n'ibindi bitangwa buri kwezi bijyanye n'umwanya w'Umuyobozi asimbuye.

Umushahara n'ibindi umwarimu usimbura Umuyobozi ahabwa bitangira kubarwa kuva ku munsu wa mirongo itatu n'umwe (31) w'ubusigire.

Ingingo ya 32: Isuzumabushobozi ry'abarimu nyuma ya 2015

Amaze kubijyaho inama na Minisitiri ufite abakozi ba Leta mu nshingano ze, Minisitiri ufite amashuri y'incuke, abanza n'ay'isumbuye mu nshingano ze ashiraho amabwiriza agenga uburyo bw'isuzumabushobozi ry'abarimu ku myaka ya nyuma ya 2015.

Amabwiriza avugwa mu gika cya mbere cy'iyi ngingo ata agaciro amaze gusimburwa n'amategeko yihariye agenga imicungire y'imihigo igamije umusaruro w'ibikorwa ku barimu avugwa mu ngingo ya 33 y'iri teka.

Ingingo ya 33: Izamurwa mu ntera ry'umwarimu

Umwarimu afite uburenganzira bwo kuzamurwa mu ntera nyuma ya buri myaka itatu (3) hashingiwe ku isuzumabushobozi

A teacher in acting position of school administrator for more than thirty (30) days is entitled to the salary and other monthly benefits associated with the administrative post.

The salary and benefits for a teacher acting in the position of administrator are calculated from the thirty first (31st) day in the acting position.

Article 32: Performance appraisal of teachers after 2015

Upon consultation with the Minister in charge of public service, the Minister in charge of nursery, primary and secondary education establishes the instructions determining modalities for performance appraisal of teachers for years after 2015.

Instructions referred to in Paragraph One of this Article have effect until their repeal by a specific legal instrument governing results based performance management for teachers provided for by Article 33 of this Order.

Article 33: Promotion of a teacher

A teacher is entitled to promotion to a higher job level after every three (3) years on the basis of his/her functional and behavioural performance evaluation.

L'enseignant qui assure l'intérim au poste administratif au-delà de trente (30) jours est en droit de jouir du salaire et d'autres avantages mensuels inhérents au poste d'intérim.

Le salaire et les avantages à accorder à un enseignant qui assure l'intérim au poste administratif sont calculés à partir du trente et unième (31^{ème}) jour d'intérim.

Article 32 : Evaluation des performances des enseignants après 2015

Après consultation avec le Ministre ayant la fonction publique dans ses attributions, le Ministre ayant l'éducation préscolaire, primaire et secondaire dans ses attributions établit des instructions déterminant les modalités d'évaluation des performances des enseignants après 2015.

Les instructions mentionnées à l'alinéa premier du présent article ont effet jusqu' à son abrogation par un instrument juridique spécifique régissant la gestion de performances basées sur les résultats pour les enseignants prévu par l'article 33 du présent arrêté.

Article 33: Promotion d'un enseignant

L'enseignant a droit à la promotion en grade après tous les trois (3) ans sur base de l'évaluation de ses performances professionnelles et comportementales.

ry'imikorere n'imyitwarire ye mu rwego rw'akazi.

Izamura mu ntera rituma habaho inyongera ku mushahara w'umwarimu wazamuwe mu ntera.

Uburyo bwo gukora amasezerano y'imihigo n'isuzumabushobozi ku barimu bikorwa hakurikijwe amategeko agenga imicungire y'imihigo igamije umusaruro w'ibikorwa mu Butegetsi bwa Leta.

Ingingo ya 34: Ibishingirwaho kugira ngo umwarimu usanzwe mu kazi azamurwe mu ntera ntambike

Umwarimu wese uri mu kazi kandi utarahawe igihano cyo mu kazi cyo mu rwego rwa kabiri mu mwaka wa 2013, 2014 na 2015 agomba guhabwa amanota mirongo irindwi ku ijana (70%) kuri buri mwaka.

Umwarimu uzamura mu ngazi ntambike agomba kandi kuba amaze nibura imyaka itatu (3) muri ako kazi mu butegetsi bwa Leta y'u Rwanda. Iyo myaka itatu (3) ibarwa hashingiwe ku mwaka utangira ku wa 01 Mutarama kugeza ku wa 31 Ukuboza.

Ingingo ya 35: Izamura mu ntera ry'abarimu basanzwe mu kazi

Abarimu bose bujuje ibishingirwaho bivugwa mu ngingo ya 36 y'iri teka, bagomba

The promotion results into salary increase for the concerned teacher.

Procedures for performance contracting and evaluation for teachers are determined in accordance with the law governing results based performance management in public service.

Article 34: Criteria for horizontal step promotion for teacher currently in service

Every teacher currently in service and who was not sanctioned by a second category disciplinary sanction in 2013, 2014 and 2015 must be granted, for each year, a fixed performance score of seventy percent (70%).

For a teacher to be horizontally promoted, he/she must have finished at least three (3) years in a teaching job in Rwanda public service. These three years are counted basing on a calendar year starting from 01 January to 31 December.

Article 35: Horizontal promotion for teachers in service

All teachers who meet the criteria referred to Article 36 of this Order must be promoted in

La promotion donne lieu à une augmentation de salaire de l'enseignant concerné.

Les procédures de conclure et évaluer la performance des enseignants se font conformément à loi régissant la gestion des performances basées sur les résultats dans la fonction publique.

Article 34: Critères pour la promotion horizontale d'enseignant en activité

Chaque enseignant actuellement en activité qui n'a pas été sanctionné par une sanction disciplinaire de deuxième catégorie au cours de l'année 2013, 2014 et 2015 doit recevoir, pour chaque année, une note forfaitaire de performance de soixante-dix pour cent (70%).

Pour être promu horizontalement un enseignant doit avoir accompli au moins trois (3) ans dans la fonction d'enseignement au sein de la fonction publique Rwandaise. Ces trois années sont calculées sur base de l'année civile qui commence le 01 Janvier et prend fin le 31 Décembre.

Article 35: Avancement en échelon horizontal pour les enseignants en activité

Tous les enseignants qui remplissent les critères visés à l'article 36 du présent arrêté, doivent être promus horizontalement pour la première fois.

Official Gazette n° 48 of 28/11/2016

kuzamurwa mu ntera y'ingazi ntambike ku nshuro ya mbere bituma bava ku mushahara basanzweho bagatangira guhabwa umushahara w'ingazi ntambike ihita ikurikiraho kandi bikagira agaciro uhereye ku wa 01/01/2016.

Kuzamurwa mu ntera y'ingazi ntambike ku zindi nshuro no ku barimu batari buzura imyaka itatu (3) bizashingira ku biteganywa n'ingingo ya 33 y'iri teka.

Intera z'imyanya y'abarimu n'imbonerahamwe y'imishara ijyanye n'izo ntera biri ku mugereka w'iri teka.

Ingingo ya 36: Ishimwe ry'umwaka rishingiye ku manota y'isuzumabushobozi

Umwari mu ahabwa ishimwe ritangwa buri mwaka hashingiwe ku musaruro w'ibikorwa wavuye mu isuzumabushobozi akorerwa buri mwaka. Iryo shimwe ribarwa ku buryo bukurikira hashingiwe ku mushahara fatizo umwarimu agenerwa:

1. 5% ku mwarimu wagize amanota angana cyangwa ari hejuru ya 80%;
2. 3% ku mwarimu wagize amanota angana cyangwa ari hejuru ya 70% ariko atageze kuri 80%.

Umwari mu wagize amanota angana cyangwa ari hejuru ya 60% ariko atageze kuri 70% nta shimwe ahabwa.

terms of their first horizontal step. This first horizontal move implies their entitlement to the salary of the immediately higher horizontal grade with effect from 01/01/2016.

The following horizontal step promotions and the step promotion for teachers who have not yet finished three (3) years in service are determined in accordance with Article 33 of this Order.

Teachers' job levels and corresponding salary structure is in annex to this Order.

Article 36: Annual performance bonus

A teacher gets a bonus resulting from his/her annual performance evaluation. The annual performance bonus is calculated basing on the basic salary as follows:

1. 5% is granted to a teacher whose score is equal to or higher than 80 %;
2. 3% is granted to a teacher whose score ranges from 70 % but is less than 80 %.

A teacher whose score ranges from 60 % but is lower than 70 %, shall not receive any bonus for good performance.

Ce premier avancement horizontal implique leur droit au salaire du grade horizontal immédiatement supérieur avec effet à partir du 01/01/2016.

Les promotions suivantes en échelon horizontale et la promotion en échelon horizontale pour les enseignants qui n'ont pas encore complété trois (3) ans en activité suivent les dispositions de l'article 33 du présent arrêté.

Les niveaux d'emploi des enseignants et la structure salariale correspondante sont en annexe au présent arrêté.

Article 36: Prime annuelle en raison de performance

Un enseignant obtient une prime annuelle de performance sur base de son évaluation annuelle de performance. La prime annuelle de performance se calcule sur base du salaire de base et est octroyée comme suit:

1. 5 % est accordée à un enseignant dont la quote est égale ou supérieure à 80%;
2. 3 % est accordée à un enseignant dont la quote est égale ou supérieure à 70%, mais est inférieure à 80 %;

Un enseignant dont la quote est de 60 % mais inférieure à 70 %, ne reçoit pas de prime annuelle de performance.

Official Gazette n° 48 of 28/11/2016

Umwarimu wagize amanota atageze kuri 60% asezererwa mu kazi nta mperekeza ahawe.

A teacher whose performance score is less than 60% is removed from office without any terminal benefits.

Un enseignant dont la quote de performance est moins de 60 % doit être démis de ses fonctions sans indemnités de fin de carrière.

Ingingo ya 37: Ishimwe ku barimu bari mu kazi mu 2015

Article 37: Performance bonus for teachers who were in service during 2015

Article 37: Prime de bonne performance pour les enseignants qui étaient en activité au cours de l'année 2015

Abarimu bose bari mu kazi kandi bakoze umwaka wa 2015 cyangwa batangiye akazi hagati mu 2015 bagomba guhabwa ishimwe ringana na 3% by'umushahara fatizo bari basanzweho muri icyo gihe hashingiwe ku manota mirongo irindwi ku ijana (70%) asobanura ubushobozi n'imyitwarire myiza.

All teachers who were in the teaching service in the public service for the year 2015 or who joined the teaching service in public service in the course of 2015 shall be granted a fixed performance score 70% on the basis of which they get a performance bonus of 3% of the basic salary they were entitled to at that time.

Tous les enseignants qui étaient en activité de l'éducation dans la fonction publique au cours de l'année 2015 ou qui sont entrés en fonction d'enseignement dans la fonction publique au cours de l'année 2015 doivent recevoir une note forfaitaire de performance de 70 % sur base de laquelle ils doivent obtenir une prime de bonne performance de 3 % du salaire de base qu'ils percevaient à ce moment-là.

Iryo shimwe ritangwa hashingiwe ku mezi umwarimu yakoze muri uwo mwaka wa 2015. Imyaka ya mbere ya 2015 ntigenderwaho mu gutanga ishimwe.

The performance bonus is granted on prorata basis of months served in 2015. The years that preceded 2015 shall not be taken into account to grant a performance bonus.

La prime de performance doit être octroyée au prorata basis des mois travaillés en 2015. Les années qui ont précédé 2015 ne doivent pas être tenues en compte pour accorder une prime de bonne performance.

Itangwa ry'ishimwe ku yindi myaka ikurikira 2015 rishingira ku ingingo ya 36 y'iri teka.

Granting a performance bonus for other years following 2015 is done in accordance with Article 36 of this Order.

L'octroi des primes de performances pour les autres années après 2015 se fait conformément à l'article 36 du présent arrêté.

Ingingo ya 38: Ubuvuzi bw'umwarimu

Article 38: Healthcare of teacher

Article 38: Soins médicaux de l'enseignant

Umukoresha yunganira umwarimu mu kwivuza, no kuvuza abandi yemererwa hakurikijwe amategeko abigenga.

The employer provides healthcare support to the teacher and other people under his/her care in accordance with relevant laws.

L'employeur participe aux dépenses de l'enseignant pour ses soins médicaux et des autres personnes à sa charge conformément aux dispositions légales en la matière.

Ingingo ya 39: Uburenganzira bwo guhabwa inyandiko n'ibikoresho bya ngombwa

Umwarimu afite uburenganzira bwo gushyikirizwa n'ubuyobozi bw'ishuri inyandiko n'ibikoresho bikenerwa kugira ngo abashe kurangiza neza inshingano ze.

Ingingo ya 40: Uburenganzira bwo gukorera ahantu hafite isuku n'umutekano

Umwarimu afite uburenganzira bwo gukorera ahantu hafite umutekano kandi hari n'isuku.

UMUTWE WA V: INSHINGANO Z'UMWARIMU N'IBITABANGIKANYWA N'UMURIMO WE

Ingingo ya 41: Inshingano zifitanye isano no gutunganya umurimo

Umwarimu agomba gutunganya ubwe umurimo asabwa, kuwitaho buri gihe, gukorana ubupfura, kutagira aho abogamira, kubaha no kubahisha urwego akoramo, kubaha umutungo wa Leta, kwibwiriza no kwita ku bifitiye akamaro abaturarwanda.

Umwarimu agomba kandi kubahiriza amabwiriza yihariye cyangwa rusange arebana n'akazi ahabwa n'umukuriye mu kazi hakurikijwe amategeko.

Article 39: Right to provision of necessary documents and materials

A teacher has right to necessary documents and materials provided by the school to allow him/her fulfilling his/her duties.

Article 40: Right to a clean and secure workplace

A teacher has right to clean and secure workplace.

CHAPTER V: OBLIGATIONS AND INCOMPATIBILITIES OF TEACHER

Article 41: Obligations related to performance of duties

A teacher is required to personally perform duties as required, devote him/herself to his/her work all the time with integrity and impartiality, respect and honour his/her institution, preserve public property, and have a sense of responsibility and public interest.

A teacher must respect the particular or general instructions given by his/her hierarchical superior in accordance with laws.

Article 39: Droit de recevoir les documents et matériel nécessaires

Un enseignant a droit de recevoir de l'administration de l'école les documents et matériel nécessaires lui permettant d'accomplir ses fonctions.

Article 40: Droit au lieu de travail sain et sécurisé

Un enseignant a le droit d'exercer ses activités dans un lieu sain et sécurisé.

CHAPITRE V: OBLIGATIONS ET INCOMPATIBILITES D'UN ENSEIGNANT

Article 41: Obligations en rapport avec la prestation des services

L'enseignant est tenu d'assurer personnellement le service à sa charge, de s'y consacrer en permanence avec probité et neutralité, de respecter et faire respecter son institution, de respecter le patrimoine de l'Etat et d'avoir l'esprit d'initiative, et de promouvoir l'intérêt général.

L'enseignant doit observer des instructions particulières ou générales données par son supérieur hiérarchique conformément aux lois.

Ingingo ya 42: Imirimo itabangikanywa n'iy'umwarimu

Ibitabangikanywa n'umurimo w'umwarimu ni ibi bikurikira:

- 1° kugira undi mwanya w'umurimo uhoraho mu butegetsi bwa Leta ;
- 2° gukora umwuga cyangwa ibikorwa ibyo ari byo byose by'ubucuruzi cyangwa by'inganda byabangamira imirimo ashinzwe;
- 3° kuba mu buyobozi buhoraho, mu butegetsi bw'isohotse cyangwa ubw'ikigo icyo ari cyo cyose cy'ubucuruzi n'inganda igihe byabangamira imirimo ashinzwe. icyakora ibyo ntibikurikizwa ku bahagarariye inyungu za Leta mu bigo byigenga;
- 4° kugira inyungu mu kigo ashinzwe kugenzura ubwe cyangwa gifite aho gihuriye na we, haba ku giti cy'e cyangwa yitwaje undi muntu, uko cyaba cyitwa kose, igihe izo nyungu zamutera kwica akazi ke cyangwa kumubuza ubwigenge no gukoresha ukuri n'ubutabera nta kubogama.

Haseguriwe ibivugwa muri iyi ngingo, iyo bitabangamiye imirimo ashinzwe, umwarimu ashobora kugirana amasezerano y'akazi n'abandi bakoresha batandukanye, haba ari mu nzego z'imirimo ya Leta cyangwa se mu bikorera.

Article 42: Activities incompatible with the profession of a teacher

The following are incompatible with the profession of a teacher :

- 1° holding another post on full time basis in public service;
- 2° carrying out any professional, business or industrial activities that may likely be detrimental to the performance of his/her duties;
- 3° participating in permanent leadership, administration of a company or any other commercial and industrial enterprise likely to be detrimental to the duties of the teacher. However, this shall not apply to those representing the Government interest in private enterprises;
- 4° having any interest in an enterprise under his/her direct control or one related to him/her, whether as an individual or through a proxy, under any title, in case such interest is likely to compromise with his/her duties or restrict his/her independence, truth, justice and objectivity.

Subject to the provisions of this Article, where it is unlikely to be detrimental to his/her duties, a teacher may sign employment contracts with different employers, whether in public or private sector.

Article 42: Activités incompatibles avec la fonction d'enseignant

Sont incompatibles avec la fonction d'enseignant:

- 1° un autre emploi permanent sous statut dans la fonction publique ;
- 2° toute profession ou activité commerciale ou industrielle préjudiciable à l'accomplissement de ses fonctions;
- 3° toute participation à la direction de façon permanente, à l'administration d'une société ou toute autre entreprise commerciale et industrielle de nature à nuire à ses fonctions. Toutefois, cela ne s'applique pas aux agents qui représentent l'Etat dans des entreprises privées;
- 4° avoir, dans une entreprise soumise à son contrôle direct ou en relation avec lui, par lui-même ou par personne interposée, sous quelque dénomination que ce soit, des intérêts de nature à compromettre ou à restreindre l'indépendance, la vérité, la justice et l'objectivité de son action.

Sous réserve des dispositions du présent article, si ceci n'est pas susceptible de nuire à ses fonctions, l'enseignant peut signer des contrats de travail avec différents employeurs, dans le secteur public ou privé.

Icyakora, mbere yo gusinya ayo masezerano, umwarimu agomba kubanza kubyemererwa n'umukoresha we.

However, before signing such contracts, a teacher must be authorized by his/her employer.

Toutefois, avant de signer ces contrats, l'enseignant doit en être autorisé par son employeur.

UMUTWE WA VI: UBURYO BWO GUHANA AMAKOSA N'INZIRA ZO KUJURIRA

CHAPTER VI: DISCIPLINARY REGIME AND APPEAL PROCEDURES

CHAPITRE VI: REGIME DISCIPLINAIRE ET PROCEDURE D'APPEL

Ingingo ya 43: Uburyo bwo guhana ikosa ryo mu kazi

Article 43: Disciplinary regime

Article 43: Régime disciplinaire

Uretse ibijyanye n'ishyirwaho ry'akanama gashinzwe gukurikirana amakosa yo mu kazi ku barimu rigenwa n'ingingo ya 44 y'iri teka, ibindi bijyanye n'uburyo bwo guhana umwarimu wakoze ikosa ryo mu kazi bikurikiza ibiteganywa n'itegeko rishyiraho sitati rusange igenga abakozi ba Leta.

Apart from procedures of establishment of a disciplinary committee which are determined by Article 44 of this Order, other modalities of imposing disciplinary sanctions to teachers are in accordance with the law establishing general statutes for public service.

A part la procédure de mise en place d'un comité de discipline qui est déterminée par l'article 44 du présent arrêté, les autres modalités d'infliger des sanctions disciplinaires aux enseignants suivent la loi portant statut général de la fonction publique.

Ingingo ya 44: Ishyirwaho ry'akanama gashinzwe gukurikirana amakosa y'abarimu

Article 44: Establishment of disciplinary committee

Article 44: Mise en place d'un comité chargé de la discipline

Buri kigo cy'ishuri kigomba gushyiraho akanama gashinzwe ikurikirana ry'amakosa.

Each school must establish an internal disciplinary committee.

Chaque école doit mettre en place un comité interne chargé de discipline.

Ku rwego rw'amashuri y'incuke n'abanza, akanama gashinzwe ikurikirana ry'amakosa kagizwe n'abantu batanu (5) bakurikira:

At the nursery and primary education level, the internal disciplinary committee comprises the following five (5) members:

Au niveau des écoles préscolaires et primaires, le comité interne chargé de discipline est composé de cinq (5) membres suivants :

1° umuyobozi w'ishuri, ari nawe Perezida w'akanama ;

1° the Head Teacher, as Chairperson of the committee;

1° le Directeur de l'école, Président du comité ;

2° abarimu babiri (2) batorwa na bagenzi babo, umwe akaba Visi Perezida, undi akaba Umunyamabanga w'akanama;

2° two (2) representatives of teachers elected by colleagues, one as the Vice- President, the other as the Secretary of the committee;

2° deux (2) représentants des enseignants élus par leurs pairs, l'un assumant le poste de Vice-Président et l'autre de Secrétaire du comité ;

Official Gazette n° 48 of 28/11/2016

3° ababyeyi babiri (2) bahagarariye abandi: umugabo n'umugore.	3° two (2) parents' representatives; a male and a female .	3° deux (2) représentants des parents : une femme et un homme.
Mu mashuri yisumbuye, akanama gashinzwe ikurikirana ry'amakosa kagizwe n'abantu batanu (5) bakurikira:	At the secondary education level, the internal disciplinary committee comprises of the following five (5) members:	Au niveau des écoles secondaires, le comité interne chargé de discipline est composé de cinq (5) membres suivants :
1° umuyobozi w'ishuri, ari nawe Perezida w'akanama;	1° the Head Teacher, as Chairperson of the committee;	1° le Directeur de l'école, Président du comité;
2° umuyobozi wungirije ushinzwe imyifatire n'imyitwarire, Visi Perezida w'akanama;	2° the Deputy Head Teacher in charge of discipline, as Vice Chairperson of the committee;	2° le Préfet de discipline, Vice-Président du comité;
3° abarimu batatu (3) barimo n'uzaba Umwanditsi w'Akanama, batorwa na bagenzi babo.	3° three (3) representatives of teachers, including the Secretary of the committee, who are elected by colleagues.	3° trois (3) représentants des enseignants y compris le Secrétaire du comité, élus par leurs pairs;
Abagize akanama gashinzwe ikurikirana ry'amakosa badatorwa babamo ku buryo buhoraho mu gihe abagomba gutorwa batorerwa manda y'umwaka umwe (1) ishobora kongerwa inshuro imwe gusa.	Except non-elected members of the internal disciplinary committee who are permanent, other members are elected for a term of office of one (1) year renewable only once.	A l'exception des membres du Comité interne de discipline non élus qui en sont permanents, les autres membres sont élus pour un mandat d'une (1) année renouvelable une seule fois.
Iyo ugize akanama gashinzwe ikurikirana ry'amakosa akurikiranyweho ikosa, ntiyemerewe kwitabira imirimo ijyanye no gusuzuma ikosa rye.	In case a member of the internal disciplinary committee is alleged to have committed a fault, he/she shall not participate in the committee's activities related to his/her case.	S'il y a des allégations de faute portées contre un membre du comité interne de discipline, il ne lui est pas permis de participer aux activités d'analyse de son cas.
Amakosa yakozwe na Perezida w'akanama akurikiranwa n'akanama gashinzwe gukurikirana amakosa y'Abakozi ku rwego rw'Akarere akoreramo.	Disciplinary faults committed by the Chairperson of the committee are investigated and considered by the disciplinary committee of the District in which he/she is appointed.	Des fautes disciplinaires commises par le Président du comité sont poursuivies par le comité de discipline du District d'affection.

Iyo bibaye ngombwa, Akanama gashinzwe gukurikirana amakosa gashobora gutumira undi muntu gakeneyeho amakuru, icyakora uwo watumiwe ntigira uburenganzira mu gutora cyangwa mu ifatwa ry'ibyemezo.

Ingingo ya 45: Uburenganzira bw'umwarimu bwo kujurira

Umwarimu utishimiye icyemezo yafatiwe mu rwego rw'akazi, afite uburenganzira bwo kujuririra inzego z'ubuyobozi.

Ingingo ya 46: Gutakambira Umuyobozi umusaba gusubira ku cyemezo

Mu gihe kitarenze iminsi itanu (5) y'akazi amenyeshejwe icyemezo yafatiwe, umwarimu wafatiwe icyemezo, iyo atacyishimiye, ashobora gutakambira mu nyandiko ku rwego rwa mbere Umuyobozi wakimufatiye, agahabwa igisubizo mu gihe kitarenze iminsi cumi n'itanu (15) y'akazi uherye umunsi ugutakamba kwe kwakiriwe n'uwo Umuyobozi.

Ingingo ya 47: Ubujurire ku rwego rwisumbuye

Iyo Umuyobozi w'ishuri ari we wafashe icyemezo akanajuririrwa ku rwego rwa mbere ariko ntigire igisubizo atanga mu gihe kigenwe cyangwa igisubizo atanze ntikinyure umwarimu wagifatiwe, uwo umwarimu aba ashobora kujurira ku rwego rw'Umuyobozi

If considered necessary, the Committee may invite a resource person to its meeting. However, that resource person shall not have right to vote or participating in taking decisions.

Article 45: Right of teacher to file appeal

A teacher who is not satisfied with a decision against him/her has right to administrative appeal.

Article 46: Request for review of a decision

If a teacher is not satisfied with a decision taken about him/her, he/she may request in writing for review in the first instance, to the authority that took the decision in a period not exceeding five (5) working days from the date he/she was notified of the decision, and the answer to his/her request is notified in a period not exceeding fifteen (15) working days from the date the authority received the request.

Article 47: Appeal to higher administrative level

When the decision that gave rise to appeal was taken by the Head Teacher and he/she is also appealed to, but no response is provided within the prescribed period or the response is unsatisfactory, a teacher may appeal, in second instance, to the Mayor of District in a period not

En cas de besoins, le Comité peut inviter une personne ressource à sa réunion. Cependant cette personne n'aura pas le droit de vote ni de participer à la prise de décisions.

Article 45: Droit de recours d'un enseignant

Un enseignant qui s'estime lésé par la décision lui infligée a le droit d'introduire un recours administratif.

Article 46: Recours gracieux contre la décision

Lorsque l'enseignant n'est pas satisfait de la décision prise en son contre, il peut introduire par écrit un recours au premier degré auprès de l'autorité qui a pris la décision, dans un délai ne dépassant pas cinq (5) jours ouvrables à partir de la notification de la décision à l'intéressé et la réponse lui est communiquée dans un délai ne dépassant pas quinze (15) jours ouvrables à partir de la réception de la lettre de recours par l'autorité qui a pris la décision.

Article 47: Recours hiérarchique

Lorsque la décision a été prise par le Directeur de l'école et que le recours lui a aussi été adressé au premier degré, mais aucune réponse n'a été donnée dans les délais prescrits ou la réponse n'est pas satisfaisante, l'enseignant peut introduire le recours au District dans un

w'Akarere mu gihe kitarenze iminsi itanu (5) y'akazi uherye ku muni yaherewe igisubizo cyangwa nyuma y'irangira ry'igihe yari kuba yarasubijwe.

Umuyobozi w'Akarere agomba gutanga umwanzuro mu gihe kitarenze iminsi mirongo itatu (30) y'indangaminsi uherye igihe yaboneye ubujurire.

Iyo icyemezo cyafashwe n'Umuyobozi w'Akarere kitanyuze umwarimu cyangwa Umuyobozi w'Akarere atamubijye mu gihe cyagenwe, umwarimu ashobora kujuririra Komisiyo ishinze abakozi ba Leta mu gihe kitarenze iminsi itanu (5) y'akazi uherye ku muni yaherewe igisubizo, cyangwa nyuma y'irangira ry'igihe cyagenwe cyo gusubizwa. Komisiyo ishinze abakozi ba Leta itanga umwanzuro mu gihe kitarenze iminsi mirongo itandatu (60) y'indangaminsi uherye igihe yaboneye ubujurire.

Icyemezo cyafashwe na Komisiyo ishinze Abakozi ba Leta ntikijuririrwa mu rwego rw'ubuyobozi.

Ingingo ya 48: Itangwa ry'ikirego mu rukiko

Umwarimu utanyuzwe n'icyemezo cyafashwe na Komisiyo ishinze Abakozi ba Leta ashobora gutanga ikirego mu rukiko rubifitiye ububasha hakurikijwe amategeko abigenga.

exceeding five (5) working days from the time he/she was notified of the answer of his/her first appeal or from the end of period he/she was supposed to receive a response.

The Mayor of District must take a decision in a period not exceeding thirty (30) calendar days from the receipt of the appeal.

When a teacher is not satisfied by the decision taken by the Mayor of the District, or when no answer is provided within the prescribed period, he/she may appeal to the Public Service Commission in a period not exceeding five (5) working days from the time he/she was notified of the answer or from the end of the prescribed period for being responded to. The Public Service Commission must take a decision in a period not exceeding sixty (60) calendar days from the receipt of the appeal.

The decision taken by the Public Service Commission shall not be subject to any other administrative appeal.

Article 48: Filing a case in court

A teacher who is not satisfied with a decision taken by the Public Service Commission may file the case to the competent court in accordance with relevant laws.

délai ne dépassant pas cinq (5) jours ouvrables à partir de la date de notification de la réponse ou à la fin de la prétendue période au cours de laquelle il devrait recevoir une réponse.

Le Maire de District doit prendre la décision dans un délai ne dépassant pas trente (30) jours calendriers à partir de la réception de l'appel.

Lorsque la décision prise par le Maire de District ou aucune réponse n'a été donnée l'enseignant peut introduire le recours devant la Commission de la Fonction Publique dans un délai ne dépassant pas cinq (5) jours ouvrables à partir de la date de notification de la réponse ou à la fin de période requise pour être répondu. La Commission de la Fonction Publique doit prendre une décision dans un délai ne dépassant pas soixante (60) jours calendriers à partir de la réception de l'appel.

La décision prise par la Commission de la Fonction Publique n'est susceptible d'aucun autre recours administratif.

Article 48: Recours juridictionnel

L'enseignant qui n'est pas satisfait de la décision de la Commission de la Fonction Publique peut saisir la juridiction compétente conformément aux lois en la matière.

UMUTWE WA VII: KUVA MU KAZI K'UMWARIMU

Ingingo ya 49: Impamvu zo kuva mu kazi k'umwarimu

Umwarimu ava mu kazi k'ubwarimu iyo:

- 1° ahagaritse akazi mu gihe kitazwi;
- 2° asezeze burundu ku kazi;
- 3° asezerewe mu kazi;
- 4° yirukanywe burundu;
- 5° ahawe ikiruhuko cy'izabukuru;
- 6° apfuye.

Ingingo ya 50: Amategeko agenga kuva mu kazi k'ubwarimu

Ibyerekeranye n'uburyo bwo kuva mu kazi bikurikiza ibiteganywa n'itegeko rishyiraho sitati rusange igenga abakozi ba Leta.

UMUTWE WA VIII: INGINGO Z'INZIBACYUHO N'IZISOZA

Ingingo ya 51: Ikurikizwa ry'itegeko rishyiraho sitati rusange igenga abakozi ba Leta

Haseguriwe ibiteganywa n'iri teka, itegeko rishyiraho sitati rusange igenga abakozi ba Leta rikurikizwa ku barimu igihe hari ibitaragenwe n'iri teka.

CHAPTER VII: TERMINATION OF SERVICE FOR A TEACHER

Article 49: Grounds for termination of service of a teacher

Termination of service for a teacher takes place when he/she :

- 1° is on leave of absence for non-specific period;
- 2° deliberately resigns;
- 3° is removed from office;
- 4° is dismissed;
- 5° retires;
- 6° dies.

Article 50: Provisions governing termination of teaching service

Modalities for termination of service follow relevant provisions of the law establishing the general statutes for public service.

CHAPTER VIII: MISCELLANEOUS AND FINAL PROVISIONS

Article 51: Applicability of the Law on the general statute for public service

Subject to the provisions of this Order, the Law on the general statute for public service is applicable to teachers in case of lacuna or loopholes in the present Order.

CHAPITRE VII: CESSATION DE FONCTION POUR UN ENSEIGNANT

Article 49: Motifs de cessation de fonction d'enseignant

La cessation de la fonction d'enseignant a lieu lorsque l'enseignant:

- 1° est en mise en disponibilité pour une durée indéterminée;
- 2° démissionne volontairement;
- 3° est démis d'office;
- 4° est révoqué;
- 5° est admis à la retraite;
- 6° décède.

Article 50 : Dispositions régissant la cessation de fonction d'enseignement

Les modalités de cessation définitive de la fonction suivent les dispositions applicables de la loi portant statut général de la fonction publique.

CHAPITRE VIII: DISPOSITIONS DIVERSES ET FINALES

Article 51: Application de la loi portant statut général de la fonction publique

Sous réserve des dispositions du présent arrêté, la loi portant statut général de la fonction publique s'applique aux enseignants en cas de lacunes du présent arrêté.

Ingingo ya 52: Igihe ku barimu batari ab'umwuga

Kugira ngo bemerewe gukomeza akazi ko kwigisha abarimu bose batari ab'umwuga bari mu kazi mu mashuri y'incuke, abanza n'ayisumbuye bagomba kwitabira gahunda y'inyigisho z'igihe gito ishyirwaho na Minisitiri ifite amashuri y'incuke, abanza n'ayisumbuye mu nshingano zayo zibahesha impamyabushobozi yo kwigisha kugira ngo bashobore kugengwa n'iri teka.

Iyo gahunda igomba kuba yarangiye mu gihe cy'imyaka itatu (3) uhurireye ku munsiri iri teka ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda.

Ingingo ya 53: Abashinzwe gushyira mu bikorwa iri teka

Minisitiri w'Intebe, Minisitiri w'Uburezi, Minisitiri w'Imari n'Igenamigambi, Minisitiri w'Abakozi ba Leta n'Umurimo na Minisitiri w'Ubutegetsi bw'Igihugu basabwe kubahiriza iri teka.

Ingingo ya 54: Ivanwaho ry'ingingo z'amateka zinyuranyije n'iri teka

Ingingo zose z'amateka abanziriza iri kandi zinyuranyije n'ariyo zivanyweho.

Article 52: Transitional period to non-professional teachers

In order to be allowed to continue practicing, all non-professional teachers currently in nursery, primary and secondary education must finish a short pedagogical programme organized by the Ministry in charge of nursery, primary and secondary education in order to obtain a post graduate certificate in education.

This programme must be finished within a period of three (3) years from the date of publication of this Order in the Official Gazette of the Republic of Rwanda.

Article 53: Authorities responsible for implementation of this Order

The Prime Minister, the Minister of Education, the Minister of Finance and Economic Planning, the Minister of Public Service and Labour and the Minister of Local Government are entrusted with the implementation of this Order.

Article 54: Repealing provision

All prior provisions contrary to this Order are repealed.

Article 52: Période transitoire pour enseignants non professionnels

En vue de pouvoir continuer l'enseignement, tous les enseignants non professionnels actuellement en écoles préscolaires, primaires et secondaires doivent suivre un programme de formation pédagogique de courte durée organisé par le Ministère ayant l'enseignement préscolaire, primaire et secondaire dans ses attributions afin d'obtenir un certificat d'agrégation leur permettant d'être régis par le présent arrêté.

Ce programme doit être achevé dans un délai de trois (3) ans à partir de la date de publication du présent arrêté au Journal Officiel de la République du Rwanda.

Article 53: Autorités chargées de la mise en application de cet arrêté

Le Premier Ministre, le Ministre de l'Education, le Ministre des Finances et de la Planification Economique, le Ministre de la Fonction Publique et du Travail et le Ministre de l'Administration Locale sont chargés de la mise en application du présent arrêté.

Article 54 : Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Official Gazette n° 48 of 28/11/2016

Ingingo ya 55: Igihe iteka ritangirira gukurikizwa

Iri teka ritangira gukurikizwa ku muni ritangirijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera ku wa 29/03/2016.

Kigali, ku wa 24/11/2016

(sé)
KAGAME Paul
Perezida wa Repubulika

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

Bibonywe kandi bishyizweho Ikirango cya Repubulika :

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

Article 55 : Commencement

This Order comes into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes effects as of 29/03/2016.

Kigali, on 24/11/2016

(sé)
KAGAME Paul
President of the Republic

(sé)
MUREKEZI Anastase
Prime Minister

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

Article 55: Entrée en vigueur

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il sort ses effets à partir du 29/03/2016.

Kigali, le 24/11/2016

(sé)
KAGAME Paul
Président de la République

(sé)
MUREKEZI Anastase
Premier Ministre

Vu et scellé du Sceau de la République :

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

UMUGEREKA W'ITEKA RYA PEREZIDA N°24/01 RYO KU WA 24/11/2016 RISHYIRAHU SITATI YIHARIYE IGENGA ABARIMU B'AMASHURI Y'INCUIKE, ABANZA N'AYISUMBUYE	ANNEX TO PRESIDENTIAL ORDER N°24/01 OF 24/11/2016 ESTABLISHING SPECIAL STATUTES GOVERNING TEACHERS IN NURSERY, PRIMARY AND SECONDARY EDUCATION	ANNEXE A L'ARRETE PRESIDENTIEL N°24/01 DU 24/11/2016 PORTANT STATUT PARTICULIER DES ENSEIGNANTS D'EDUCATION PRESCOLAIRE, PRIMAIRE ET SECONDAIRE
--	---	--

**TEACHERS' JOB LEVELS/GRADES AND CORRESPONDING
GROSS SALARIES**

Qualificatio n	Level/ Grade	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV	XI
A0 Teacher	6	206,816	237,838	261,622	287,784	316,563	348,219	383,041	421,345	463,480	509,828	560,811	616,892	678,581	746,439	821,083
A1 Teacher	8	157,880	181,562	199,718	219,690	241,659	265,825	292,407	321,648	353,813	389,194	428,114	470,925	518,018	569,819	626,801
A2 Teacher	10	56,511	64,988	71,486	78,635	86,499	95,148	104,663	115,130	126,643	139,307	153,237	168,561	185,417	203,959	224,355
A3 Teacher	10	56,511	64,988	71,486	78,635	86,499	95,148	104,663	115,130	126,643	139,307	153,237	168,561	185,417	203,959	224,355
A₀ Headmaster	4	327,622	376,765	414,442	455,886	501,475	551,622	606,784	667,463	734,209	807,630	888,393	977,232	1,074,955	1,182,451	1,300,696
A₁ Headmaster	6	243,721	280,279	308,307	339,138	373,052	410,357	451,392	496,532	546,185	600,803	660,884	726,972	799,669	879,636	967,600
A₂ Headmaster	9	109,667	126,117	138,729	152,602	167,862	184,648	203,113	223,424	245,766	270,343	297,377	327,115	359,827	395,809	435,390

Official Gazette n° 48 of 28/11/2016

Bibonywe ngo bishyirwe ku mugereka w'Iteka rya Perezida n° 24/01 ryo ku wa 24/11/2016 rishyiraho sitati yihariye igenga abarimu b'amashuri y'incuke, abanza n'ayisumbuye

Kigali, ku wa 24/11/2016

(sé)
KAGAME Paul
Perezida wa Repubulika

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

Bibonywe kandi bishyizweho Ikirango cya Repubulika :

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

Seen to be annexed to the Presidential Order n° 24/01 of 24/11/2016 establishing special statutes governing teachers in nursery, primary and secondary education

Kigali, on 24/11/2016

(sé)
KAGAME Paul
President of the Republic

(sé)
MUREKEZI Anastase
Prime Minister

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

Vu pour être annexé à l'Arrêté Présidentiel n° 24/01 du 24/11/2016 portant statut particulier des enseignants d'éducation préscolaire, Primaire et Secondaire

Kigali, le 24/11/2016

(sé)
KAGAME Paul
Président de la République

(sé)
MUREKEZI Anastase
Premier Ministre

Vu et scellé du Sceau de la République :

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

ITEKA RYA MINISITIRI W'INTEBE
N°229/03 RYO KU WA 24/11/2016
RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI
SERIVISI Z'IBIRO BYA MINISITIRI
W'INTEBE (PRIMATURE)

PRIME MINISTER'S ORDER N°229/03
OF 24/11/2016 DETERMINING MISSION
AND FUNCTIONS, ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF
OFFICE OF THE PRIME MINISTER
(PRIMATURE)

ARRETE DU PREMIER MINISTRE
N°229/03 DU 24/11/2016 PORTANT
MISSION ET FONCTIONS, STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AVANTAGES ACCORDES AU
PERSONNEL DES SERVICES DU
PREMIER MINISTRE (PRIMATURE)

ISHAKIRO

TABLE OF CONTENTS

TABLE DES MATIERES

Ingingo ya mbere: icyo iri teka rigamije

Article One: Purpose of this Order

Article premier: Objet du présent arrêté

Ingingo ya 2: Inshingano

Article 2: Mission and functions

Article 2: Mission et fonctions

Ingingo ya 3: Imbonerahamwe y'imyanya
y'imirimo n'ibisabwa ku myanya y'imirimo

Article 3: Organizational structure and job
profiles

Article 3: Structure organisationnelle et
profils d'emplois

Ingingo ya 4: Igenwa ry'umushahara

Article 4: Determination of the salary

Article 4: Détermination du salaire

Ingingo ya 5: Ibigize umushahara mbumbe

Article 5: Composition of gross salary

Article 5: Composition du salaire brut

Ingingo ya 6: Ibindi bigenerwa Umuyobozi
w'Ibiro bya Minisitiri w'Intebe

Article 6: Fringe benefits for the Director of
Cabinet

Article 6: Autres avantages alloués au
Directeur de Cabinet

Ingingo ya 7: Ibigenerwa Umuyobozi
w'Ibiro bya Minisitiri w'Intebe iyo acyuye
igihe

Article 7: Allowances and fringe benefits for
the former Director of Cabinet

Article 7: Indemnités et autres avantages
alloués à l'ancien Directeur de Cabinet

Ingingo ya 8: Ibindi bigenerwa
Umunyamabanga Uhoraho

Article 8: Fringe benefits for Permanent
Secretary

Article 8: Avantages alloués au Secrétaire
Permanent

Ingingo ya 9: Ibindi bigenerwa Abayobozi
Bakuru bari ku rwego rwa "G/1.IV"

Article 9: Fringe benefits for Senior
Officials on "G/1.IV" job classification
level

Article 9: Avantages alloués aux hauts
cadres aux postes de niveau "G/1.IV"

Ingingo ya 10: Ibindi bigenerwa Abayobozi Bakuru bari ku rwego rwa “H/2”

Article 10: Fringe benefits for Senior Officials on “H/2” job classification level

Article 10: Avantages alloués aux hauts cadres aux postes de niveau “H/2”

Ingingo ya 11: Ibigenerwa Abayobozi n’Abakozi bari ku rwego rw’imirimo rwa “3”

Article 11: Fringe benefits for Officials on “3” job classification level

Article 11: Autres avantages alloués aux cadres aux postes de niveau “3”

Ingingo ya 12: Indamunite z’urugendo rw’imodoka

Article 12: Mileage allowances

Article 12: Indemnités kilométriques

Ingingo ya 13: Abashinzwe gushyira mu bikorwa iri teka

Article 13: Authorities responsible for the implementation of this Order

Article 13: Autorités chargées de l’exécution du présent arrêté

Ingingo ya 14: Ivanwaho ry’ingingo zinyuranyije n’iri teka

Article 14: Repealing provision

Article 14: Disposition abrogatoire

Ingingo ya 15: Igihe iri iteka ritangira gukurikizwa

Article 15: Commencement

Article 15: Entrée en vigueur

ITEKA RYA MINISITIRI W'INTEBE N°229/03 RYO KU WA 24/11/2016 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI SERIVISI Z'IBIRO BYA MINISITIRI W'INTEBE (PRIMATURE)

PRIME MINISTER'S ORDER N°229/03 OF 24/11/2016 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF OFFICE OF THE PRIME MINISTER (PRIMATURE)

ARRETE DU PREMIER MINISTRE N°229/03 DU 24/11/2016 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DES SERVICES DU PREMIER MINISTRE (PRIMATURE)

Minisitiri w'Intebe;

The Prime Minister;

Le Premier Ministre;

Ashingiye ku 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 yaryo ya 52;

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

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

Asubiye ku Iteka rya Minisitiri w'Intebe n° 105/03 ryo ku wa 28/09/2011 rishyiraho kandi rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimo muri Serivisi z'Ibiro bya Minisitiri w'Intebe nk'uko ryahinduwe kandi ryujujwe kugeza ubu;

Having reviewed Prime Minister's Order n° 105/03 of 28/09/2011 establishing and determining the responsibilities, organizational structure and summary of job positions of the Office of the Prime Minister as modified and complemented to date;

Revu l'Arrêté du Premier Ministre n° 105/03 du 28/09/2011 portant mission, fonctions, structure organisationnelle et synthèse des emplois des Services du Premier Ministre telle que modifié et complété à ce jour;

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 ryujujwe kugeza ubu;

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

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

Official Gazette n° 48 of 28/11/2016

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 11/11/2016 imaze kubisuzuma no kubyemeza.

After consideration and approval by the Cabinet in its session of 11/11/2016;

Après examen et adoption par le Conseil des Ministres en sa séance du 11/11/2016;

ATEGETSE:

HEREBY ORDERS:

ARRETE:

Ingingo ya mbere: Icyo iri teka rigamije

Article One: Purpose of this Order

Article premier: Objet du présent arrêté

Iri teka rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Serivisi z'Ibiro bya Minisitiri w'Intebe.

This Order determines mission and functions, organizational structure, salaries and fringe benefits for employees of Office of the Prime Minister.

Le présent arrêté détermine mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel des Services du Premier Ministre.

Ingingo ya 2: Inshingano

Article 2: Mission and functions

Article 2 : Mission et fonctions

Serivisi z'Ibiro bya Minisitiri w'Intebe zifite inshingano rusange zo guhuza ibikorwa bya Guverinoma no gukurikirana ishyirwa mu bikorwa rya politiki na gahunda bya Guverinoma.

The Office of the Prime Minister has the general mission of coordinating government actions and monitoring the implementation of Government policies and programs.

Les Services du Premier Ministre ont pour mission générale la coordination des actions du Gouvernement et la supervision de la mise en œuvre des politiques et programmes du Gouvernement.

By'umwihariko, Serivisi z'Ibiro bya Minisitiri w'Intebe zifite inshingano zikurikira:

Specifically, the Office of the Prime Minister is responsible for:

Plus particulièrement, les Services du Premier Ministre sont chargés de:

1 ° guhuza politiki z'Igihugu na gahunda z'iterambere binyujijwe mu:

1 ° coordinating the national policies and development programs through:

1. coordonner les politiques nationales et les programmes de développement à travers :

a. gutanga umurongo ngenderwaho ku Nzego za Leta hagamijwe guteza imbere politiki na gahunda zijyanye nazo;

a. orientations to government institutions in order to promote national policies and related programs;

a. les orientations aux institutions du gouvernement afin d'élaborer des politiques nationales et des programmes connexes;

- | | | |
|--|--|---|
| b. guhuza igenamigambi mu Nzego z'ubutegetsi bwite bwa Leta; | b. coordination of planning in central government institutions; | b. la coordination de la planification dans les institutions de l'Etat au niveau central; |
| c. gusesengura no gukora ubushakashatsi ku ishyirwa mu bikorwa rya politiki n'ingamba hagamijwe kunoza umusaruro. | c. analysis and research on policies and programs implementation with an aim of improving the achievements. | c. l'analyse et la recherche sur les politiques et la mise en œuvre des programmes dans le but d'améliorer les réalisations. |
| 2 ° gukurikirana no gusuzuma ishyirwa mu bikorwa rya politiki na gahunda by'Igihugu binyujijwe mu: | 2 ° monitoring and evaluating the implementation of national policies and programs through: | 2. faire le suivi et l'évaluation de la mise en œuvre des politiques et programmes nationaux à travers: |
| a. gukurikirana no kugeza raporo kuri Perezida wa Repubulika zigaragaza ishyirwa mu bikorwa rya politiki na gahunda bya Leta haba mu butegetsi bwite bwa Leta cyangwa mu nzego z'ibanze; | a. monitoring and submitting reports to the President of the Republic on the implementation of government policies and programs in both central and local government institutions; | a. le suivi et la soumission des rapports au Président de la République sur la mise en œuvre des politiques et programmes du gouvernement dans les institutions aux niveaux central et local; |
| b. gushyiraho ibyifashishwa n'uburyo bwo gukurikirana no gusuzuma politiki za Leta; | b. setting up the tools and mechanisms for monitoring and evaluation of government policies; | b. la mise en place des outils et des mécanismes de suivi et d'évaluation des politiques du gouvernement; |
| c. guha inama za Minisiteri n'inzego zizifasha gushyira mu bikorwa inshingano zazo ku buryo hatangwa serivisi mu buryo bwihuse ; | c. providing advice to Ministries and supporting agencies in order to speed up service delivery; | c. des conseils aux Ministères et aux institutions de soutien dans le but d'accélérer la prestation de service; |
| d. gusesengura inyandiko ziva mu nzego za Leta n'iz'abikorera; | d. analysis of the documents produced by government and private institutions; | d. l'analyse des documents provenant des établissements opérant dans des secteurs public ou privé; |

Official Gazette n° 48 of 28/11/2016

e. gukurikirana no gusuzuma imikorere y'inzego za Leta.

3 ° kugenzura imikorere y'inzego za Leta binyujijwe mu:

a. gutanga umurongo ngenderwaho mu miyoborere n'uburyo amategeko ategurwa mu nzego za Leta;

b. guharanira ko amategeko n'amabwiriza bikurikizwa neza;

c. kugenzura imikorere ya serivisi mu butegetsi rusange bwa Leta;

d. kugenzura imikorere n'imirungire by'inzego zishamikiye ku Biro bya Minisitiri w'Intebe hagamijwe gukoresha neza umutungo wa Leta no gukemura ibibazo bihuriweho bijyanye n'ubukungu n'imibereho.

e. monitoring and evaluation of the performance of the government institutions.

3 ° overseeing the functioning of government's institutions through:

a. orientation on the administrative and legislative processes within government institutions;

b. proper execution of laws, rules and regulations;

c. supervision of the functioning of the services of public administration;

d. supervision of the functioning and management of institutions under the Office of the Prime Minister in order to ensure efficient use of government resources and resolving cross-cutting socio-economic issues.

e. le suivi et l'évaluation de la performance des institutions de l'Etat.

3. superviser le fonctionnement des institutions de l'Etat à travers:

a. l'orientation sur les processus administratifs et législatifs au sein des institutions de l'Etat;

b. la bonne exécution des lois, règles et règlements;

c. la supervision du fonctionnement des services d'administration publique;

d. la supervision du fonctionnement et de la gestion des institutions sous tutelle des Services du Premier Ministre en assurant la gestion effective des ressources et des programmes socio-économiques multisectoriels.

Ingingo ya 3: Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo

Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo muri Servisi z'Iburo bya Minisitiri w'Intebe biri ku mugereka wa I n'uwa II by'iri teka.

Article 3: Organizational structure and job profiles

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

Article 3: Structure organisationnelle et profils d'emplois

La structure organisationnelle et profils d'emplois pour les Services du Premier Ministre sont respectivement en annexe I et II du présent arrêté.

Ingingo ya 4: Igenwa ry'umushahara

Imishahara y'Abakozi muri Serivisi z'Ibiro bya Minisitiri w'Intebe igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara mu butegetsi bwa Leta.

Urwego, umubare fatizo, agaciro k'umubare fatizo n'umushahara mbumbe bigendana na buri mwanya w'umurimo muri Serivisi z'Ibiro bya Minisitiri w'Intebe biri ku mugereka wa III w'iri teka.

Umushahara mbumbe ugenerwa Umuyobozi w'Ibiro bya Minisitiri w'Intebe, wiyongeraho icumi ku ijana (10%) byayo nyuma ya buri myaka itatu (3).

Ingingo ya 5: Ibigize umushahara mbumbe

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

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

Article 4: Determination of the salary

Salaries for employees of the Office of the Prime Minister are determined basing on job classification and in accordance with general principles on salary calculation in public service.

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

The gross salary of a Director of Cabinet of Office of the Prime Minister increases by ten percent (10%) after every three (3) years.

Article 5: Composition of gross salary

The monthly gross salary of an employee is mainly composed of the following:

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

Article 4: Détermination du salaire

Les salaires accordés aux Agents des Services du Premier Ministre sont déterminés suivant la classification des emplois et conformément aux principes généraux de fixation des salaires dans la fonction publique.

Le niveau, l'indice, la valeur indiciaire et le salaire brut correspondant à chaque emploi au sein des Services du Premier Ministre sont en annexe III du présent arrêté.

Le salaire brut du directeur de Cabinet du Premier Ministre est majoré de dix pour cent (10%) après chaque trois (3) ans.

Article 5: Composition du salaire brut

Le salaire brut mensuel d'un agent de l'Etat est principalement composé des éléments suivants:

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

Indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo ntigenerwa Abakozi bari ku nzego z'imirimbo za "D" "F", "G/1.IV", na "H/2" boroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze; ndetse n'Abakozi bari ku rwego rwa "3" bagenerwa indamunite yihariye y'urugendo hakurikijwe Amabwiriza ya Minisitiri ufite Abakozi ba Leta mu nshingano ze.

Ingingo ya 6: Ibindi bigenerwa Umuyobozi w'Ibiro bya Minisitiri w'Intebe

Umuyobozi w'Ibiro bya Minisitiri w'Intebe agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

- 1 ° amafaranga yo kwishyura telefoni, internet na fax byo mu biro angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi, amafaranga ibihumbi mirongo ine y'u Rwanda (40.000 Frw) buri kwezi ya interineti igendanwa n'aya telefoni igendanwa angana n'ibihumbi ijana na mirongo itanu (150.000 Frw) buri kwezi;
- 2 ° amafaranga yo kwakira abashyitsi mu kazi angana n'amafaranga ibihumbi magana atatu y'u Rwanda (300. 000 Frw) buri kwezi anyura kuri konti y'urwego bireba;

The transport allowance specified in Paragraph One of this Article shall not be granted to public servants positioned on levels "D" "F", "G/1.IV" and "H/2" whose transport is facilitated in accordance with Instructions of the Minister in charge of transport. It shall not also be granted to public servants positioned on level "3" who are entitled to special transport allowance in accordance with Instructions of the Minister in charge public service.

Article 6: Fringe benefits for the Director of Cabinet

The Director of Cabinet is entitled to the following fringe benefits:

- 1 ° one hundred thousand Rwandan francs (100,000 Rwf) per month for office fax, telephone and internet and forty thousand Rwandan francs (Frw 40,000) per month for wireless internet connection and one hundred and fifty thousand Rwandan francs (Frw 150,000) per month for mobile phone;
- 2 ° office entertainment allowance of three hundred thousand Rwandan francs (Frw 300,000) per month payable at the concerned institution's bank account;

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

Article 6 : Autres avantages alloués au Directeur de Cabinet

Le Directeur de Cabinet bénéficie des avantages suivants :

- 1 ° les frais de téléphone, fax et internet de bureau équivalant à cent mille francs rwandais (100.000 Frw) par mois et les frais d'internet sans fil équivalant à quarante mille francs rwandais (40.000 Frw) par mois et ceux de téléphone portable équivalant à cent cinquante mille francs rwandais (150.000 Frw) par mois ;
- 2 ° les frais de représentation au service équivalant à trois cent mille francs rwandais (300.000 Frw) chaque mois payable au compte de l'institution concernée;

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

4 ° uburinzi hakurikijwe Amabwiriza ya Minisitiri ufite umutekano w'imbere mu Gihugu mu nshingano ze;

5 ° amafaranga y'icumbi angana n'ibihumbi magana atanu y'u Rwanda (500.000 Frw) buri kwezi;

6 ° amafaranga yo kwigurira ibikoresho byo mu nzu angana na miliyoni eshanu z'amafaranga y'u Rwanda (5.000.000 Frw) iyo atangiye imirimo. Aya mafaranga atangwa rimwe gusa kabone n'ubwo habaho guhindurirwa umwanya w'umurimo.

Amafanga y'icumbi ya buri kwezi avugwa mu gace ka 5° k'igika cya mbere cy'iyi ngingo ntagenerwa Umuyobozi w'Iburo bya Minisitiri w'Intebe, iyo yahawe na Leta inkunga y'icumbi yatanze ingunga imwe, ingana na miliyoni cumi n'ebyiri z'amafaranga y'u Rwanda (12.000.000 Frw), mu gihe hakurikizwaga amategako yabigenaga.

Ingingo ya 7: Ibigenywe Umuyobozi w'Iburo bya Minisitiri w'Intebe iyo acyuye igihe

Mu gihe Umuyobozi w'Iburo bya bya Minisitiri w'Intebe avuye mu mirimo ye adahamwe n'icyaha cyerekeranye n'imirimo ashinzwe,

3 ° the government facilitates his/her transport in accordance with the Instructions of the Minister in charge of transport;

4 ° security in accordance with the Instructions of the Minister in charge of internal security;

5 ° a monthly housing allowance equivalent to five hundred Rwandan francs (Frw 500,000);

6 ° allowance to purchase house furniture and equipment equivalent to five million Rwandan francs (Frw 5,000,000) when he/she takes up office. This allowance is granted only once even when there is a change of the post.

The monthly housing allowance stipulated under point 5° of Paragraph One of this Article, shall not be granted to the Director of Cabinet, if he/she received the fixed accommodation allowance equivalent to twelve million Rwandan francs (Frw 12,000,000) in respect of relevant prior provisions of Law.

Article 7: Allowances and fringe benefits for the former Director of Cabinet

If the former Director of Cabinet leaves office without having been convicted for an offense

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

4 ° la sécurité conformément aux instructions du Ministre ayant la sécurité intérieure dans ses attributions;

5 ° une indemnité mensuelle de logement équivalant à cinq cent mille francs rwandais (500.000 Frw);

6 ° une allocation pour l'achat du mobilier et autre équipement domestique équivalant à cinq million de francs rwandais (5.000.000 Frw) lorsqu'il entre en fonction. Cette allocation est accordée une seule fois même en cas de changement de poste de travail.

L'indemnité mensuelle de logement visée au point 5° de l'alinéa premier du présent article n'est pas accordée au Directeur de Cabinet s'il a bénéficié d'une indemnité forfaitaire de logement équivalant à douze million de francs rwandais (12.000.000 Frw) conformément aux dispositions légales antérieures y relatives.

Article 7: Indemnités et autres avantages alloués à l'ancien Directeur de Cabinet

Lorsqu'un l'ancien Directeur de Cabinet quitte ses fonctions sans avoir été condamné pour une infraction quelconque en rapport avec ses

Official Gazette n° 48 of 28/11/2016

akomeza guhabwa buri kwezi mu gihe cy'amezi atandatu (6):	in relation to his/her duties, he/she continues to be granted for six (6) months:	fonctions, il continue de percevoir, pendant une période de six (6) mois :
1 ° Umushahara;	1 ° salary;	1 ° le salaire ;
2 ° amafaranga afasha nyir'ubwite kwita ku modoka ye bwite;	2 ° lump sum for his/her own vehicle maintenance;	2 ° les frais de maintenance de son propre véhicule;
3 ° amafaranga y'icumbi angana n'ibihumbi magana atanu y'u Rwanda (500.000 Frw) buri kwezi;	3 ° a monthly housing allowance equivalent to five hundred Rwandan francs (Frw 500,000);	3 ° une indemnité mensuelle de logement équivalant à cinq cent mille francs rwandais (500.000 Frw).
Iyo uwari Umuyobozi w'Ibiro bya Minisitiri w'Intebe ahawe undi murimo na Leta cyangwa akibonera umurimo mu nzego z'abikorera muri icyo gihe cy'amezi atandatu (6), umushahara n'ibindi yagenerwaga birahagarara.	If a former Director of Cabinet is appointed to another post by the State or he/she gets a job in Private Sector during such period of six (6) months, the salary and other fringe benefits to which he/she was entitled to are stopped.	Lorsque l'ancien Directeur de Cabinet est nommé à un autre poste par l'Etat ou obtient un emploi dans le Secteur Privé durant cette période de six (6) mois, il cesse de percevoir le salaire et tous les autres avantages qu'il obtenait.
Hashingiwe ku mpamvu zatumye Umuyobozi w'Ibiro bya Minisitiri w'Intebe ava mu mirimo, ashobora kudahabwa ibivugwa mu gika cya mbere cy'iyi ngingo. Icyakora iyo mpamvu yatumye akurwa mu mwanya ituma akurikiranwa mu Nkiko, akomeza kubarirwa umushahara n'ibindi yagenerwaga akanabibikirwa. Mu gihe abaye umwere ku cyaha yari akurikiranyweho ahabwa imishahara n'ibindi agenerwa uko yabibikiwe.	Basing on the grounds of termination of duties, the former Director of Cabinet may not be entitled to salary and fringe benefits referred to in Paragraph One of this Article. If he/she leaves office while there is ongoing prosecution against him/her before courts of law, his/her salary and fringe benefits must continue to be calculated and retained. If he/she is found innocent he/she receives the salary and fringe benefits retained for him/her.	Suivant les motifs de cessation des fonctions, l'ancien Directeur de Cabinet peut ne pas avoir droit au salaire et autres avantages visée au paragraphe premier du présent article. S'il quitte ses fonctions alors qu'il y a des poursuites en cours contre lui devant les tribunaux, son salaire et autres avantages continuent à être calculés et conservés. S'il est reconnu innocent, il reçoit le salaire et autres avantages conservés pour lui.
Iyo icyaha kimuhamye atakaza uburenganzira ku mishahara n'ibindi agenerwa yari yabikiwe byose.	If he/she is found guilty, he/she shall not be entitled to the salary and fringe benefits that was retained for him/her.	S'il est reconnu coupable, il perd son droit à tout le salaire et autres avantages qui a été conservé pour lui.

Ingingo ya 8: Ibindi bigenerwa Umunyamabanga Uhoraho

Umunyamabanga Uhoraho agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

- 1 ° amafaranga yo kwishyura telefoni yo mu biro angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi, n'aya telefoni igendanwa angana n'ibihumbi ijana (100.000 Frw) buri kwezi;
- 2 ° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200. 000 Frw) buri kwezi anyura kuri konti y'urwego bireba;
- 3 ° Leta imworohereza mu bijyanye n'uburyo bw'ingendo hakurikijwe Amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

Ingingo ya 9: Ibindi bigenerwa Abayobozi Bakuru bari ku rwego rwa “G/1.IV”

Abayobozi Bakuru bari ku rwego rwa “G/1.IV” kandi bafite itsinda ry'Abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe y'Urwego bakorera, bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

Article 8: Fringe benefits for Permanent Secretary

The Permanent Secretary is entitled to the following fringe benefits:

- 1 ° One hundred thousand Rwandan francs (Frw 100.000) per month for office land line and one hundred thousand Rwandan francs (Frw 100.000) per month for mobile phone;
- 2 ° office guests' entertainment allowance of two hundred thousand Rwandan francs (Frw 200.000) per month payable at the concerned institution's bank account ;
- 3 ° the government facilitates his/her transport in accordance with the Instructions of the Minister in charge of transport.

Article 9: Fringe benefits for Senior Officials on “G/1.IV” job classification level

Senior Officials on “G/1.IV” job classification level with a pool of public servants under their responsibilities in accordance with the approved organizational structure, must each be entitled to the following fringe benefits:

Article 8: Avantages alloués au Secrétaire Permanent

Le Secrétaire Permanent bénéficie des avantages suivants:

- 1 ° les frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) et de téléphone portable équivalant à cent mille francs rwandais (100.000 Frw) par mois;
- 2 ° les frais de représentation au service équivalant à deux cent mille francs rwandais (200.000 Frw) chaque mois payable au compte de l'institution concernée;
- 3 ° l'Etat lui facilite en ce qui concerne le transport conformément aux Instructions du Ministre ayant le transport dans ses attributions

Article 9: Avantages alloués aux hauts cadres aux postes de niveau “G/1.IV”

Les hauts cadres aux postes de niveau “G/1.IV” et ayant des Agents de l'Etat placés sous leurs responsabilités suivant la structure organisationnelle approuvée, bénéficient chacun des avantages suivants:

Official Gazette n° 48 of 28/11/2016

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

2 ° koroherezwa ibijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

1 ° one hundred thousand Rwandan francs (Frw 100,000) per month for office land line and fax, and one hundred thousand Rwandan francs (Frw 100,000) per month for mobile phone communication allowance;

2 ° transport facilitation in accordance with Instructions of the Minister in charge of transport.

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

2 ° facilitation en ce qui concerne le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Abandi Bayobozi Bakuru bari ku rwego rw'imirimo rwa "G/1.IV" ariko badafite itsinda ry'Abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe y'Urwego bakorera, bagenerwa buri wese kandi buri kwezi amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi ijana y'u Rwanda (100.000 Frw). Boroherezwa kandi ingendo mu buryo buteganyijwe mu gika cya mbere cy'iyi ngingo.

Other Senior Officials positioned on level "G/1.IV" without a pool of public servants under their responsibilities in accordance with the approved organizational structure, must each be entitled to a mobile phone communication allowance of one hundred thousand Rwandan francs (Frw 100,000) per month. They must also benefit transport facilitation as provided for in Paragraph One of this Article.

Les autres hauts cadres aux postes de niveau "G/1.IV" qui n'ont pas d'Agents de l'Etat placés sous leurs responsabilités suivant la structure organisationnelle approuvée, bénéficient chacun des frais de communication par téléphone portable équivalant à cent mille francs rwandais (100.000 Frw) par mois. Ils bénéficient aussi de la facilitation de transport conformément à l'alinéa premier du présent article.

Ingingo ya 10: Ibindi bigenerwa Abayobozi Bakuru bari ku rwego rwa "H/2"

Abayobozi Bakuru bari ku rwego rwa "H/2" kandi bafite itsinda ry'Abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe y'Urwego bakorera, bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

1 ° amafaranga ya telefone yo mu biro angana n'amafaranga y'u Rwanda ibihumbi mirongo irindwi (70.000

Article 10: Fringe benefits for Senior Officials on "H/2" job classification level

Senior Officials on "H/2" job classification level with a pool of public servants under their responsibilities in accordance with the approved organizational structure, must each be entitled to the following fringe benefits:

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

Article 10: Avantages alloués aux hauts cadres aux postes de niveau "H/2"

Les hauts cadres aux postes de niveau "H/2" et ayant des Agents de l'Etat placés sous leurs responsabilités suivant la structure organisationnelle approuvée, bénéficient chacun des avantages suivants:

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

Official Gazette n° 48 of 28/11/2016

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

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

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

2 ° koroherezwa ibijyanye n'uburyo bw'ingendo hakurikijwe Amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

2 ° transport facilitation in accordance with Instructions of the Minister in charge of transport.

2 ° facilitation en ce qui concerne le transport conformément aux Instructions du Ministre ayant le transport dans ses attributions.

Abandi Bayobozi Bakuru bari ku rwego rw'imirimo rwa H/2 ariko badafite itsinda ry'Abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe y'Urwego bakorera, bagenerwa buri wese kandi buri kwezi amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw). Boroherezwa kandi ingendo hakurikijwe Amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

Other Senior Officials positioned on level H/2 without a pool of public servants under their responsibilities in accordance with the approved organizational structure, must each be entitled to a mobile phone communication allowance of seventy thousand Rwandan francs (Frw 70,000) per month. They must also benefit transport facilitation in accordance with Instructions of the Minister in charge of transport.

Les autres hauts cadres aux postes de niveau H/2 qui n'ont pas d'Agents de l'Etat placés sous leurs responsabilités suivant la structure organisationnelle approuvée, bénéficient chacun des frais de communication par téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 Frw) par mois. Ils bénéficient aussi la facilitation au transport conformément aux Instructions du Ministre ayant le transport dans ses attributions..

Ingingo ya 11: Ibigenerwa Abayobozi n'Abakozi bari ku rwego rw'imirimo rwa "3"

Article 11: Fringe benefits for Officials on "3" job classification level

Article 11: Autres avantages alloués aux cadres aux postes de niveau "3"

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

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

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

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

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

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

Official Gazette n° 48 of 28/11/2016

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

2 ° a special transport allowance as determined by the Instructions of the Minister in charge of public service.

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

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

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

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

Ingingo ya 12: Indamunite z'urugendo rw'imodoka

Article 12: Mileage allowances

Article 12: Indemnités kilométriques

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

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

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

Ingingo ya 13: Abashinzwe gushyira mu bikorwa iri teka

Article 13: Authorities responsible for the implementation of this Order

Article 13: Autorités chargées de l'exécution du présent Arrêté

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

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

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

Ingingo ya 14: Ivanwaho ry'ingingo zinyuranyije n'iri teka

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

Ingingo ya 15: Igihe iri iteka ritangira gukurikizwa

Iri teka ritangira gukurikizwa ku munsu ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Gutanga umushahara w'Umuyobozi w'Ibiro bya Minisitiri w'Intebe ukubiye muri iri teka bigira agaciro uhereye ku wa 01/07/2016. Ibindi bifasha gutunganya umurimo bigenerwa Umuyobozi w'Ibiro bya Minisitiri w'Intebe bigira agaciro uhereye ku wa 25/05/2016.

Kigali, ku wa 24/11/2016

Article 14: Repealing provision

All other prior provisions contrary to this Order are repealed.

Article 15: Commencement

This Order comes into force on the date of its publication in the Official Gazette of the Republic of Rwanda. Allocation of the salary of the Director of Cabinet in the Office of the Prime Minister provided for in this Order takes effect as of 01/07/2016. Fringe benefits for the Director of Cabinet in the Office of the Prime Minister takes effect as of 25/05/2016

Kigali, on 24/11/2016

Article 14: Disposition abrogatoire

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

Article 15: Entrée en vigueur

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. L'octroi du salaire prévu par le présent arrêté pour le Directeur de Cabinet aux Services du Premier Ministre sort ses effets à partir du 01/07/2016. D'autres avantages alloués au Directeur de Cabinet aux Services du Premier Ministre sortent ses effets à partir du 25/05/2016.

Kigali, le 24/11/2016

(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 :

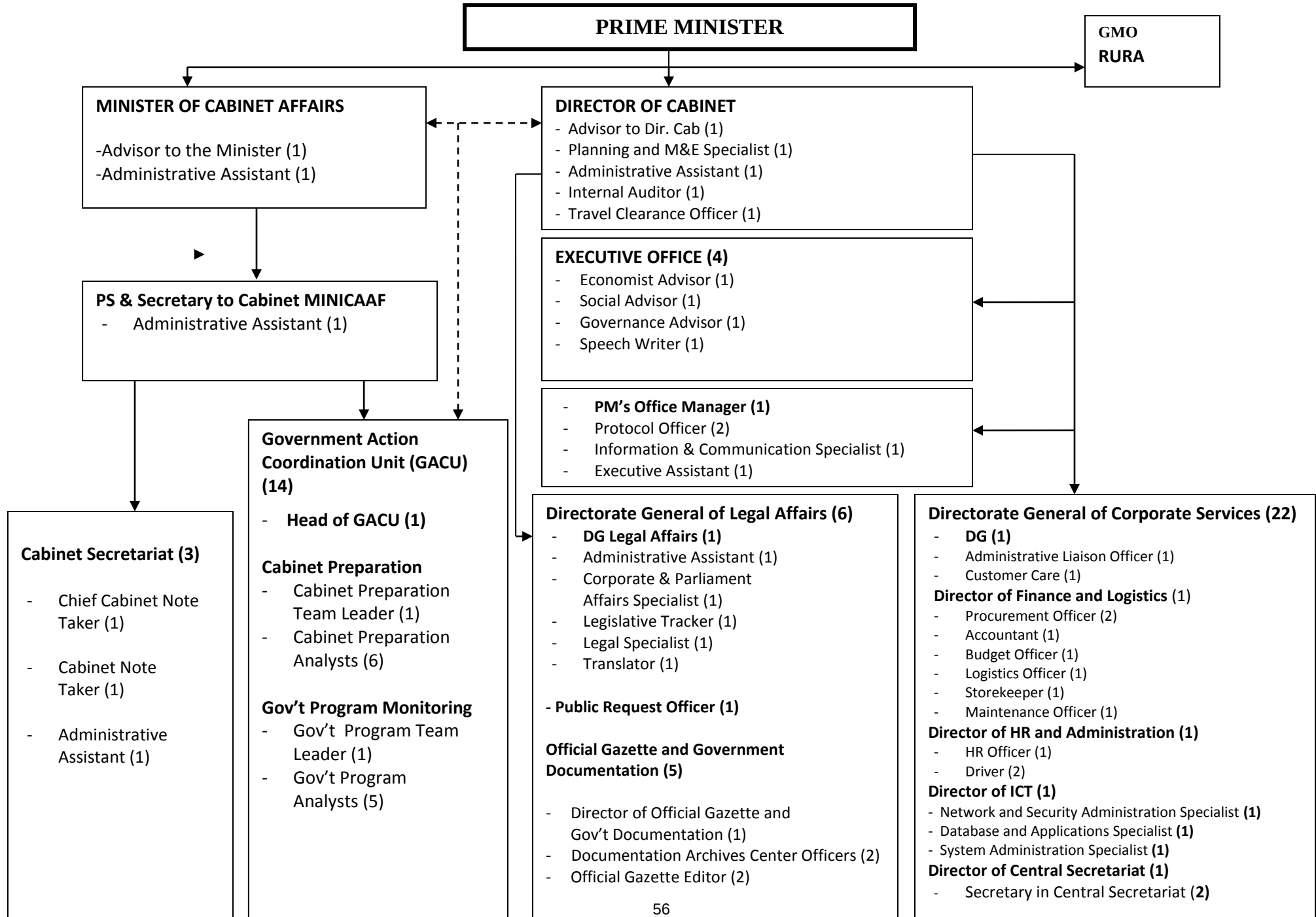
(sé)
BUSINGYE Johnston
Minisitiri w'Ubutabera/Intumwa Nkuru ya
Leta

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

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

UMUGEREKA WA I W'ITEKA RYA MINISITIRI W'INTEBE N° 229/03 RYO KU WA 24/11/2016 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI SERIVISI Z'IBIRO BYA MINISITIRI W'INTEBE (PRIMATURE)	ANNEX I TO PRIME MINISTER'S ORDER N° 229/03 OF 24/11/2016 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF OFFICE OF THE PRIME MINISTER (PRIMATURE)	ANNEXE I A L'ARRETE DU PREMIER MINISTRE N° 229/03 DU 24/11/2016 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DES SERVICES DU PREMIER MINISTRE (PRIMATURE)
--	--	--

ORGANIZATIONAL CHART FOR THE OFFICE OF THE PRIME MINISTER



Official Gazette n° 48 of 28/11/2016

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°229/03 ryo ku wa 24/11/2016 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Serivisi z'Ibiro bya Minisitiri w'Intebe (PRIMATURE)

Seen to be annexed to the Prime Minister's Order n°229/03 of 24/11/2016 determining mission and functions, organizational structure, salaries and fringe benefits for employees of the Office of the Prime Minister (PRIMATURE)

Vu pour être annexé à l'Arrêté du Premier Ministre n°229/03 du 24/11/2016 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel des Services du Premier Ministre (PRIMATURE)

Kigali, ku wa 24/11/2016

Kigali, on 24/11/2016

Kigali, le 24/11/2016

(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

UMUGEREKA WA II W'ITEKA RYA MINISITIRI W'INTEBE N° 229/03 RYO KU WA 24/11/2016 RISHYIRAHU KANDI RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI SERIVISI Z'IBIRO BYA MINISITIRI W'INTEBE (PRIMATURE)	ANNEX II TO PRIME MINISTER'S ORDER N° 229/03 OF 24/11/2016 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF OFFICE OF THE PRIME MINISTER (PRIMATURE)	ANNEXE II A L'ARRETE DU PREMIER MINISTRE N° 229/03 DU 24/11/2016 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DES SERVICES DU PREMIER MINISTRE (PRIMATURE)
--	---	---

OFFICE OF THE PRIME MINISTER - JOB PROFILES- 2016				
Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Office of the Prime Minister	Prime Minister	Prime Minister	Political appointee	1
	Advisor	Economic Advisor	A0 in Economics, Political Sciences, Public Administration, International Relations, Social Sciences, Arts with 5 years of working experience OR Masters Degree in Economics, Political Sciences, Public Administration, International Relations, Social Sciences, Arts with 3 years of Working Experience Key Technical Skills & Knowledge required: -Writing and Drafting Skills -General office skills -Communication skills -Excellent IT skills (Word, Excel, PowerPoint, Outlook and Social Media) -Conscientious and independent worker - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Advisor	Social Advisor	A0 in Social Sciences, Political Sciences, Public Administration, International Relations, Economics, Arts with 5 years of working experience OR Masters Degree in Social Sciences, Political Sciences, Public Administration, International Relations, Economics, Arts with 3 years of Working Experience Key Technical Skills & Knowledge required: -Writing and Drafting Skills -General office skills -Communication skills -Excellent IT skills (Word, Excel, PowerPoint, Outlook and Social Media) -Conscientious and independent worker - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Official Gazette n° 48 of 28/11/2016

	Advisor	Governance Advisor	A0 in International Relations, Social Sciences, Political Sciences, Public Administration, Economics, Arts with 5 years of working experience OR Masters Degree in Social Sciences, Political Sciences, Public Administration, International Relations, Economics, Arts with 3 years of Working Experience Key Technical Skills & Knowledge required: -Governance skills -Writing and Drafting Skills -General office skills-Communication skills -Excellent IT skills (Word, Excel, PowerPoint, Outlook and Social Media) -Conscientious and independent worker - fluent in Kinyarwanda, English and/ or French; - knowledge of all is an advantage	1
	Office Manager	PM's Office Manager	A0 in Political Sciences, Public Administration, International Relations, Law, Economics, Social Sciences, Arts with 5 years of working experience including 2 years in a senior position or Masters or Equivalent in Political Sciences, Public Administration International Relations, Law, Economics, Social Sciences or Arts with 3 years of working experience Key Technical Skills & Knowledge required: -Knowledge of managing a team and staff. - Knowledge of working in a pressurised environment - Office Management skills - Communicating effectively - Staff Management -Excellent IT skills (Word, Excel, PowerPoint, Outlook and Social Media) - fluent in Kinyarwanda, English and/ or French; - knowledge of all is an advantage	1

Official Gazette n° 48 of 28/11/2016

	Speech Writer	Speech Writer	A0 in Pol. Science, Languages, journalism, communication or other relevant field with 5 years working experience including 2 years in a senior position or Masters Degree or Equivalent in Pol. Science, Languages, journalism, communication with 3 years of working experience Key Technical Skills & Knowledge required: - Knowledge of political speech writing - Knowledge of local, state and national/international news/events, especially politics and current events. - Good grasp of domestic and foreign policy - Strong research, writing (AP style preferred), editing and proofreading skills, with the ability to understand the perspective of a myriad of audiences. - Excellent IT skills (Word, Excel, PowerPoint, Outlook and Social Media) -fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Information and Communication	Information and Communication specialist	A0 in Journalism, Communication, Languages, International Relations, Marketing with 3 years experience or Masters degree in Journalism, Communication, Languages, International Relations and Marketing Key Technical Skills & Knowledge required: - Knowledge of working media - Presentation skills - Oral and written communication skills - interpersonal skills - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Official Gazette n° 48 of 28/11/2016

	Protocol	Protocol officer	A0 in International Relations, Political Sciences, Arts, Communication, Public Administration or Law Key Technical Skills & Knowledge required: - Event management skills - Knowledge of Working with Ministers, Senior Managers /officials - Communications skills - Customer care skills - IT Skills - Organisation Skills -Conscientious and independent worker	2
	Executive Assistant	Executive Assistant to Prime Minister	A0 in Public Administration, Business Administration, Office Management, Management, with 3 years of working experience. Key Technical Skills & Knowledge required: - Knowledge of working in a busy office - Knowledge of working with Senior Managers / Officials / Ministers - conflict Management skills - Filing and document management skills - Good IT Skills - Good communication and interpersonal skills - Good organization skills - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Official Gazette n° 48 of 28/11/2016

Office of the Minister of MINICAF	Minister	Minister of MINICAF	Political Appointee	1
	Advisor	Advisor to the Minister/MINICAAF	A0 in Political Sciences, Public Administration, International Relations, Law, Economics, Social Sciences, 5 years of working experience including 2 years in senior position or Master or Equivalent in Political Sciences, Public Administration, International Relations, Law, Economics, Social Sciences or Arts with 3 years working experience Key Technical Skills & Knowledge required: - Monitoring and Evaluation - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; -Conscientious and independent worker - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Administrative Assistant	Administrative Assistant to the Minister of MINICAF	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management 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

Official Gazette n° 48 of 28/11/2016

Office of the Director of Cabinet	DIRCAB	Director of Cabinet	Political Appointee	1
	Advisor	Advisor to the Director of Cabinet	A0 in Political Sciences, Public Administration, International Relations, Law, Economics, Social Sciences, 5 years of working experience including 2 years in senior position or Master or Equivalent in Political Sciences, Public Administration, International Relations, Law, Economics, Social Sciences or Arts with 3 years working experience Key Technical Skills & Knowledge required: - Monitoring and Evaluation- Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet); - Analytical and problem solving skills; -Time management skills; -Conscientious and independent worker; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Administrative Assistant	Administrative Assistant to the Director of Cabinet	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management 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

Official Gazette n° 48 of 28/11/2016

	Planning and Monitoring Evaluation	Planning and Monitoring Evaluation Specialist	A0 in Management, Economics, Public Policy, Development Studies, Strategic Management, Project Management, Public 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; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Auditor	Internal Auditor	A0 in Accounting, Public Finance, Management specializing in Finance/Accounting. Key technical skills and knowledge required: - Detailed knowledge of financial and audit standards, - HR and Financial regulations, procedures; - Knowledge of Financial software; - Planning skills; - Excellent communication, organisation and interpersonal skills; - Computer skills; - High analytical skills; - Report writing and presentation skills; - Time management skills; - Team working skills; - Excellent problem solving skills and clear logical sens; - Fluent in Kinyarwanda, English and/or French	1

Official Gazette n° 48 of 28/11/2016

	Travel Clearance	Travel Clearance officer	AO Public Administration, Development Studies, Political science, Economics and Management Key technical skills and knowledge required: - Excellent interpersonal skills - Excellent communication skill - s- 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	1
Office of the Permanent Secretary in MINICAF	Permanent Secretary	PS& Secretary to Cabinet	Political Appointee	1
	Administrative Assistant	Administrative Assistant to the PS	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management 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

Official Gazette n° 48 of 28/11/2016

	Joint Delivery Committee	Joint Delivery Committee Analyst	A0 in Economics, Mathematical Economics and Econometrics, Business /Management with 4 years of relevant working experience including 2 in a senior position or Master's Degree in Economics, Mathematical Economics and Econometrics, Business /Management with 2 years of relevant working experience.Experience working with Government desirable.Experience working in pressurised environments. Key Technical Skills & Knowledge required: - Drafting skills; - Project Management skills; - Analysis and using evidence.; - General office skills; - Excellent communication skills; - Excellent IT Skills (Outlook, Word, Excel, PowerPoint, Social Media); - Conscientious and independent worker; - fluent in Kinyarwanda, English and/ or French; - knowledge of all is an advantage	1
Directorate General of Legal Affairs Unit	DG Legal Affairs	DG General Legal Affairs	Masters in Law with 5 years of working experience in similar domain Key Technical Skills & Knowledge required: - Knowledge of working in pressurised environments.; -Legal Analysis skills - Legal and Drafting Skills - Analysing skills - Communication skills - Excellent IT Skills (Outlook, Word, Excel, PowerPoint, Social Media) - Conscientious and independent worker - fluent in Kinyarwanda, English and/ or French; - knowledge of all is an advantage	1

Official Gazette n° 48 of 28/11/2016

	Corporate and Parliament Affairs Specialist	Corporate and Parliament Affairs Specialist	A0 in Law with 3 years of working experience in similar domain or Masters in Law with 1 year experience Key Technical Skills & Knowledge required: - Knowledge of working in pressurised environments. - Legal Analysis skills - Legal and Drafting Skills - Analysing skills - Communication skills - Excellent IT Skills (Outlook, Word, Excel, PowerPoint, Social Media) - Conscientious and independent worker - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Legal Specialist	Legal Specialist	A0 in Law with 3 years of working experience in similar domain or Masters in Law with 1 year experience Key Technical Skills & Knowledge required: - Legal Analysis skills - Legal and Drafting Skills - Analysing skills- Communication skills - Excellent IT Skills (Outlook, Word, Excel, PowerPoint, Social Media) - Conscientious and independent worker - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Legal Tracker	Legal Tracker	AO in Law with 3 years of working experience or Masters in Law with 1 year of working Experience Key Technical Skills & Knowledge required: - Writing and Drafting skills - General office skills - Stakeholders Management skills - Communication skills - Excellent IT skills (Outlook, Word, Excel, PowerPoint, Social Media) - Conscientious and independent worker - Working in a pressurised environment skills - Knowledge of Working with senior managers	1

Official Gazette n° 48 of 28/11/2016

	Public request	Public request Specialist	A0 in Political sciences, Public Administration, Law and Social Sciences with 3 years of working experience or Master or equivalent in in Political sciences, Public Administration, Law and Social Sciences with 1 year of working experience 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 - Team working skills - Effective public relations and public speaking skills - Interviewing skills - Fluent in Kinyarwanda, English and/or French	1
	Administrative Assistant	Administrative Assistant to the Legal Affairs Unit	A1 in Secretariat studies, Office Managment or A0 in Public Administration, Mangement or 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

Official Gazette n° 48 of 28/11/2016

	Translation	Translator	A0 in Applied Translation Studies, Law , Arts and Languages with 3 year working experience or Master or Equivalent in Applied Translation Studies, Law , Arts, Languages with 1 year of working experience; Key Technical Skills & Knowledge required: - Communication skills - Strong analytical skills - Excellent IT Skills (Outlook, Word, Excel, PowerPoint, Social Media) (Outlook, Word, Excel, PowerPoint, Social Media) - Good communication and interpersonal skills - Good organization skills - Conscientious and independent worker	1
Office of Cabinet Secretariat	Chief Cabinet Notes Taker	Chief Cabinet Notes Taker	A0 in Literature, Communication and Language Studies, Arts with 5 years of working experience including 2 in a senior Position or Master or Equivalent in Literature ,Communication and Language Studies and Arts with 3 years of working Experience Key Technical Skills & Knowledge required: - Excellent IT Skills (Outlook, Word, Excel, PowerPoint, Social Media) - Good communication and interpersonal skills - Good organization and accuracy skills - Administration Management Skills - Conscientious and independent worker - fluent in Kinyarwanda, English and/ or French; - knowledge of all is an advantage	1

Official Gazette n° 48 of 28/11/2016

Office of Cabinet Secretariat	Cabinet Notes Taker	Cabinet Notes Taker	A0 in Litterature, Communication and Language Studies, Arts with 3 years of working experience or Master or Equivalent in Literature, Communication and Language Studies and Arts with 1 years of working Experience Key Technical Skills & Knowledge required: - Excellent IT Skills (Outlook, Word, Excel, PowerPoint, Social Media) - Good communication and interpersonal skills - Good organization and accuracy skills - Administration Management Skills - Conscientious and independent worker - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Administrative Assistant	Administrative Assistant to Cabinet Note Taker	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management 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

Official Gazette n° 48 of 28/11/2016

Official Gazette and Government Documentation Unit	Director	Director of Official Gazette and Government Documentation	A0 in Law, Arts Language and Communication or Documentation with 3 year working experience or Master or Equivalent in Law, Arts, Language and Communication or Documentation with 1 year of working experience Key Technical Skills & Knowledge required: - Ability to manage conflicting priorities - Editing and Drafting skills in 2 languages - General office skills - Excellent IT skills (Outlook, Word, Excel, PowerPoint, Social Media) - Staff management skills - Conscientious and independent worker - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Documentaion Center	Documentaion Center officer	A0 in Law, Arts Language and Communication and Documentation Key Technical Skills & Knowledge required: - strong Documentation skills - General office skills - Excellent IT skills - Conscientious and independent worker - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2

Official Gazette n° 48 of 28/11/2016

	Official gazette Edditing	Official gazette Editor	A0 in Law, Arts Language and Communication or Documentation with 3 years of working experience or Master in in Law, Arts Language and Communication and Documentation with 1 year of working experience Key Technical Skills & Knowledge required: - Strong editorial skills - General office skills - Communication skills - Excellent IT Skills - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2
--	------------------------------	-------------------------	--	----------

Official Gazette n° 48 of 28/11/2016

Government Action Coordination Unit	Head of Government Action Unit	Head of Government Action Unit	A0 in Economics, Social Studies, Law or Political Sciences with 7 years of working experience including 2 years in a senior Position or Masters degree in Economics, Social Studies, Law or Political Sciences with 5 years of weorking experience Key Technical Skills & Knowledge required: - Conversant in Government programmes and policies - Project Management skills - Drafting and editing skills - Planning and organizational skills - Communication skills - Analysis and using evidence - Strategy and policy skills - knowledge of Managing staff and a team - Monitoring and Evaluation skikllsExcellent IT Skills - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
--	--------------------------------------	-----------------------------------	--	----------

Official Gazette n° 48 of 28/11/2016

	Policy Analysts	Analysts	A0 in Education, Public Health, Social Sciences, Governance, Political sciences, international relations, Econometrics and Economics with 5 years of working Experience or Masters in Education, Public Health, Social Sciences, Governance, Political sciences, international relations, Econometrics and Economics with 3 years of working experience Key Technical Skills & Knowledge required: - Project Management and Planning skills - Writing and Drafting kills - General office skills - Communicating effectively - Analysis and using evidence - Strategy and policy skills - Monitoring and Evaluation - Excellent IT Skills (Outlook, Word, Excel, PowerPoint)	11
--	-----------------	----------	--	-----------

Official Gazette n° 48 of 28/11/2016

	Policy Analyst	Analyst (ICT)	A0 in Computer Science, Electromechanical Engineering, Information Management System, Information Technology or Electronics with 5 years of working experience or Master's Degree in Computer Science, Electromechanical Engineering, Information Management System, Information Technology or Electronics 3 years of working experience Key Technical Skills & Knowledge required: - Excellent IT Skills - Experience working under pressure. - Strong communication and interpersonal skills - strong organization skills - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
--	----------------	---------------	--	----------

Official Gazette n° 48 of 28/11/2016

Directorate General of Corporate Services Unit	Director General	Director General of Corporate Services	A0 in Economic Policy Management, MBA, Management, Public Administration with 5 years of working experience and professional certification in CPA, ACCA or Masters in Economic Policy Management, MBA, Management, Public Administration, with 3 years of working experience Key Technical Skills & Knowledge required: - Excellent IT Skills (Outlook, Word, Excel, PowerPoint, Social Media); - Good communication and interpersonal skills - Good organization skills; - Staff Management; - Fluent in English and Kinyarwanda Conscientious and independent worker	1
---	---------------------	---	---	---

Official Gazette n° 48 of 28/11/2016

Director of Finance and Logistics	Director	Director of Finance and Logistics	A0 in Finance, Account, Management specialising in Finance, Logistic management, Accounting with 3 years of working Experience or professional qualifications in CPA, ACCA with 3 years of working experience or Masters in Finance, Account, Management specialising in Finance, Logistic management, Accounting with 3 years of working Experience or professional qualifications in CPA, ACCA with 1 year of working experience Key technical skills and knowledge required: - Leadership and Management skills; - Planning and Organizational skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART FMIS) - Knowledge of Human Resource Concept practices, policies, and Procedures; - Knowledge of organizational structure workflow and operating procedures; - Knowledge in monitoring and evaluation Systems; - Judgment and Decision Making skills; - Complex Problem Solving; - Time management skills; - Teamworking skills-Interviewing skills -Fluent in Kinyarwanda, English and/or French.Knowledge of all is an advantage.	1
--	----------	-----------------------------------	--	---

Official Gazette n° 48 of 28/11/2016

Director of HR and Administration	Director	Director of HR and Administration	A0 in HR Management, Management or Public Administration with 3 years of working experience or Master's Degree in HR Management, Management or Public Administration with 1 year of working experience Key Technical Skills & Knowledge required: -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
--	----------	-----------------------------------	---	---

Official Gazette n° 48 of 28/11/2016

Central Secretariat Unit	Director	Director of Central Secretariat	A0 in Office Management/Secretariat, Documentation, Business, Communication and Public Administration or Management with 3 years of working experience or Masters Degree in Office Management/Secretariat, Documentation, Business, Communication and Public Administration or Management with 1 year of working Experience Key Technical Skills & Knowledge required: - Writing and drafting skills; - Excellent IT Skills; - Good communication and interpersonal skills; - Good organization skills; - Staff Management; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Director of ICT	Director of ICT	A0 in Computer Sciences, Electromechanical Engineering and Electronics with 3 years working experience or Masters in Computer Sciences, Electromechanical Engineering and Electronics Key Technical Skills & Knowledge required: - Excellent IT Skills - organisation Skills - Management skills - Experience working under pressure. - Strong communication and interpersonal skills - strong organization skills - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Network and Security Administration	Network and Security Administration Specialist	A0 in Computer Sciences, Electromechanical Engineering and Electronics with 3 years working experience or Masters in Computer Sciences, Electromechanical Engineering and Electronics Key Technical Skills & Knowledge required: - Excellent IT Skills; - organisation Skills; - Management skills; - Experience working under pressure; - Strong communication and interpersonal skills; - strong organization skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Official Gazette n° 48 of 28/11/2016

	Database & Application	Database & Application Specialist	AO in Computer Science, Electromechanical Engineering, IT and Electronics with 3 years working experience or Masters in Computer Science, Electromechanical Engineering, IT and Electronics Key Technical Skills & Knowledge required: - Excellent IT Skills - organisational Skills - Management skills - Experience working under pressure. - Strong communication and interpersonal skills - strong organization skills - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	System Administration	System Administration Specialist	AO in Computer Science, Electromechanical Engineering, IT or Electronics with 3 years working experience or Masters in Computer Science, Electromechanical Engineering, IT and Electronics Key Technical Skills & Knowledge required: - Excellent IT Skills - organisation Skills - Management skills - Experience working under pressure. - Strong communication and interpersonal skills - strong organization skills - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Official Gazette n° 48 of 28/11/2016

	Customer care officer	Customer care officer	A0 in Communication, Public Relations, International Relations, Marketing. Key technical skills and knowledge required: - Excellent interpersonal skills; - Knowledge in Customer care satisfaction; - Knowledge in Hospitality management; - Public speaking skills; - Time management skills; - Organizational skills; - Excellent communication skills; - Computer skills; -Fluent in Kinyarwanda, English and/or French. knowledge of all is an advantage.	1
	Administrative Liaison Officer	Administrative Liaison Officer	A0 in Public administration, Public Relations, International Relations, Social sciences. Key technical skills and knowledge required: - Excellent interpersonal skills; - Knowledge in Customer care satisfaction; - Knowledge in Hospitality management; - Public speaking skills; - Time management skills; - Organizational skills; - Excellent communication skills; - Computer skills; -Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage.	

Official Gazette n° 48 of 28/11/2016

	Public Procurement	Procurement Officer	A0 in Procurement, Management, Accounting, or Public Finance 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.	2
	Accounting	Accountant	A0 in Finance, Accounting, Management with specialization in Finance / Accounting Plus Level II Professional Qualification recognised by IFAC (ACCA, CPA, etc) 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; - Time management Skills - Complex Problem solving; -Flexibility Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Official Gazette n° 48 of 28/11/2016

	Budgeting	Budget Officer	A0 in Finance, Accounting, Management 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; - 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
	Logistics	Logistics Officer	A0 in Management, Accounting, Store Management, Public Administration 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

Official Gazette n° 48 of 28/11/2016

	Store Keeping	Store Keeper	A0 in Store Management, Management, Accounts, Public Finance and Public Administration Key Technical Skills & Knowledge required: - some knowldge of Store keeping - Management skills- Excellent IT Skills - Good organization skills - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	HR Management	HR Officer	A0 in Management, Public Administration, Human Resources Management Key Technical Skills & Knowledge required: -Deep knowledge of Rwandan public service and labor law; - Knowledge in Confilct 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

Official Gazette n° 48 of 28/11/2016

	Maintanance	Maintanance officer	A1 in electrical works, plumbing, construction, electromecanics with 2 years of working in a similar position. Key Technical Skills & Knowledge required: -Good maintenance skills-Good planning skills-Good organization skills- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Driving	Driver	A2 certificate, Driving Licence category B with at least 2 years of working experience. Key Technical Skills & Knowledge required: - Time keeping and organisation skills - Polite with good manners	2
	Secretary	Secretary to the Central Secretariat	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management 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	2
Grand / Total				72

Official Gazette n° 48 of 28/11/2016

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°229/03 ryo ku wa 24/11/2016 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Serivisi z'Ibiro bya Minisitiri w'Intebe (PRIMATURE)

Seen to be annexed to the Prime Minister's Order n°229/03 of 24/11/2016 determining mission and functions, organizational structure, salaries and fringe benefits for employees of the Office of the Prime Minister (PRIMATURE)

Vu pour être annexé à l'Arrêté du Premier Ministre n°229/03 du 24/11/2016 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel des Services du Premier Ministre (PRIMATURE)

Kigali, ku wa 24/11/2016

Kigali, on 24/11/2016

Kigali, le 24/11/2016

(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

UMUGEREKA WA III W'ITEKA RYA MINISITIRI W'INTEBE N°229/03 RYO KU WA 24/11/2016 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI SERIVISI Z'IBIRO BYA MINISITIRI W'INTEBE (PRIMATURE)	ANNEXE III TO PRIME MINISTER'S ORDER N°229/03 OF 24/11/2016 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF OFFICE OF THE PRIME MINISTER (PRIMATURE)	ANNEXE III A L'ARRETE DU PREMIER MINISTRE N°229/03 DU 24/11/2016 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DES SERVICES DU PREMIER MINISTRE (PRIMATURE)
---	--	---

OFFICE OF THE PRIME MINISTER SALARY STRUCTURE

Post	I.V	Level	Index	Basic Salary	Gross Salary (Frw/Month)
Director of Cabinet	500	D	3,819	1,909,500	2,441,159
Permanent Secretary in MINICAAF	441	F	2,869	1,265,229	1,617,505
Governance Advisor	400	1.IV	2,608	1,043,200	1,333,657
Social Advisor	400	1.IV	2,608	1,043,200	1,333,657
Economic Advisor	400	1.IV	2,608	1,043,200	1,333,657
Head of Government Action Coordination Unit	400	1.IV	2,608	1,043,200	1,333,657
Speech Writer	400	1.IV	2,608	1,043,200	1,333,657
Cabinet Preparation Team Leader	400	2.III	1,890	756,000	1,125,112
Cabinet Preparation Analysts	400	2.III	1,890	756,000	1,085,308
Chief Cabinet Notes Taker	400	2.III	1,890	756,000	1,085,308
Director General of Corporate Services	400	2.III	1,890	756,000	1,085,308
Gov't Program Team Leader	400	2.III	1,890	756,000	1,125,112
Gov't Program Analysts	400	2.III	1,890	756,000	1,085,308
Advisor to the DirCab	400	2.III	1,890	756,000	1,085,308
Advisor to the Minister	400	2.III	1,890	756,000	1,085,308
DG Legal Affairs	400	2.III	1,890	756,000	1,085,308
PM's Office Manager	400	2.III	1,890	756,000	1,085,308

Official Gazette n° 48 of 28/11/2016

Database and Applications Specialist	400	3.II	1,369	547,600	944,081
Director HR & Administration	400	3.II	1,369	547,600	786,131
Director of Finance & Logistics	400	3.II	1,369	547,600	786,131
Director of ICT	400	3.II	1,369	547,600	944,081
Director of Official Gazette & Government Documentation Unit	400	3.II	1,369	547,600	814,962
Public Requests Officer	400	3.II	1,369	547,600	786,131
System Administration Specialist	400	3.II	1,369	547,600	944,081
Communication Specialist	400	3.II	1,369	547,600	786,131
Director of Central Secretariat	400	3.II	1,369	547,600	786,131
Executive Assistant to the PM	400	3.II	1,369	547,600	786,131
Legislative Tracker	400	3.II	1,369	547,600	786,131
Translators	400	3.II	1,369	547,600	786,131
Planning M&E Specialist	400	3.II	1,369	547,600	786,131
Protocol Officer	400	3.II	1,369	547,600	786,131
Cabinet Notes Taker	400	3.II	1,369	547,600	786,131
Corporate and Parliament Affairs Specialist	400	3.II	1,369	547,600	786,131
Network and Security Administration Specialist	400	3.II	1,369	547,600	944,081
Official Gazette Editor	400	3.II	1,369	547,600	786,131
Legal Specialist	400	3.II	1,369	547,600	786,131

Official Gazette n° 48 of 28/11/2016

Travel Clearance officer	400	4.II	1,141	456,400	648,675
Documentation & Archives Center Officers	400	4.II	1,141	456,400	648,675
Human Resources Officer	400	4.II	1,141	456,400	648,675
Procurement Officer	400	5.II	951	380,400	622,791
Administrative Assistant to DirCab	400	5.II	951	380,400	540,657
Administrative Assistant to PS	400	5.II	951	380,400	540,657
Budget Officer	400	5.II	951	380,400	540,657
Logistics Officer	400	5.II	951	380,400	540,657
Maintenance Officer	400	5.II	951	380,400	540,657
Accountant	400	5.II	951	380,400	540,657
Administrative Assistant to Minister	400	5.II	951	380,400	540,657
Administrative Liaison Officer	400	5.II	951	380,400	540,657
Internal Auditor	400	5.II	951	380,400	540,657
Storekeeper	400	6.II	793	317,200	450,832
Customer Care	400	6.II	793	317,200	450,832
Administrative Assistant to Cabinet Secretariat	400	7.II	660	264,000	375,219
Administrative Assistant to the Legal Affairs Unit	400	7.II	660	264,000	375,219
Secretary in Central Secretariat	400	7.II	660	264,000	375,219
Drivers VIP	400	8.II	508	203,200	288,805
Grand Total					53,907,045

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°229/03 ryo ku wa 24/11/2016 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Serivisi z'Ibiro bya Minisitiri w'Intebe (PRIMATURE)

Seen to be annexed to the Prime Minister's Order n°229/03 of 24/11/2016 determining mission and functions, organizational structure, salaries and fringe benefits for employees of the Office of the Prime Minister (PRIMATURE)

Vu pour être annexé à l'Arrêté du Premier Ministre n°229/03 du 24/11/2016 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel des Services du Premier Ministre (PRIMATURE)

Kigali, ku wa 24/11/2016

Kigali, on 24/11/2016

Kigali, le 24/11/2016

(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