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ARRETE DU PREMIER MINISTRE N°240/03 DU 16/12/2016 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DU COMMERCE, DE L'INDUSTRIE ET DE LA COMMUNAUTE DES PAYS DE L'AFRIQUE DE L'EST (MINEACOM)

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ITEKA RYA MINISITIRI W'INTEBE N°240/03 RYO KU WA 16/12/2016 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'UBUCURUZI, INGANDA N'UMURYANGO W'IBIHUGU BY'AFRIKA Y'IBURASIRAZUBA (MINEACOM)

PRIME MINISTER'S ORDER N°240/03 OF 16/12/2016 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE MINISTRY OF TRADE, INDUSTRY AND EAST AFRICAN COMMUNITY (MINEACOM)

ARRETE DU PREMIER MINISTRE N°240/03 DU 16/12/2016 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DU COMMERCE, DE L'INDUSTRIE ET DE LA COMMUNAUTE DES PAYS DE L'AFRIQUE DE L'EST (MINEACOM)

Minisitiri w'Intebe;

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

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

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

Asubiye ku Iteka rya Minisitiri w'Intebe n°44/03 ryo ku wa 27/2/2015 rigena

The Prime Minister;

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

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

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

Having reviewed the Prime Minister's Order n° 44/03 of 27/2/2015 determining the mission, functions, organisational structure, salaries and fringe benefits

Le Premier Ministre;

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

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

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

Revu l'Arrêté du Premier Ministre n° 44/03 du 27/2/2015 portant mission, fonctions, structure organisationnelle, salaires et avantages accordés

inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisitiri y'Ubucuruzi n'Inganda (MINICOM);

for employees of the Ministry of Trade and Industry (MINICOM);

au personnel du Ministère du Commerce et de l'Industrie (MINICOM) ;

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 12/10/2016, imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet, in its session of 12/10/2016;

Après examen et adoption par le Conseil des Ministres, en sa séance du 12/10/2016;

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 Minisitiri y'Ubucuruzi, Inganda n'Umuryango w'Ibihugu by'Afurika y'Iburasirazuba (MINEACOM).

This Order determines mission and functions, organizational structure, salaries and fringe benefits for employees in Ministry of Trade, Industry and East African Community (MINEACOM).

Le présent arrêté porte mission et fonctions, structure organisationnelle, salaires et autres avantages accordés au personnel du Ministère du Commerce, de l'Industrie et de la Communauté des Pays de l'Afrique de l'Est (MINEACOM).

Ingingo ya 2: Inshingano

Article 2: Mission and functions

Article 2: Mission et fonctions

Minisitiri y'Ubucuruzi, Inganda n'Umuryango w'Afurika y'Iburasirazuba ifite inshingano rusange yo guteza imbere ubucuruzi mpuzamahanga n'ubw'imbere mu Gihugu, amasohotse y'ubucuruzi n'amakoperative bifite ubushobozi bwo guhangana ku isoko, ndetse no guteza imbere ishoramari n'uburenganzira bw'abaguzi.

The general mission of the Ministry of Trade, Industry and East African Community is to lead the development of external and internal trade, companies and cooperatives on the market and promotion of investment and consumer rights.

Le Ministère du Commerce, de l'Industrie et de la Communauté de l'Afrique de l'Est a pour mission générale de promouvoir le développement du commerce intérieur et extérieur, des sociétés commerciales et des coopératives compétitives sur le marché ainsi que la promotion des investissements et des droits des consommateurs.

Minisiteri y'Ubucuruzi, Inganda n'Umuryango w'Afurika y'Iburasirazuba ifite kandi inshingano rusange yo kuyobora gahunda n'ibikorwa bijyanye no kwinjira mu Muryango w'Afurika y'Iburasirazuba hagamijwe kongera ingamba z'iterambere mu Rwanda no mu karere.

By'umwihariko Minisiteri y'Ubucuruzi, inganda n'Umuryango w'Afurika y'Iburasirazuba ishinzwe:

1° guteza imbere, kumenyekanisha no guhuza ishyirwa mu bikorwa rya politiki, ingamba na gahunda z'igihugu z'ubucuruzi n'inganda na politiki, ingamba na gahunda by'Umuryango w'Afurika y'Iburasirazuba ibinyujije mu:

- a. guhuza politiki, ingamba na gahunda z'igihugu n'iz'akarere biteza imbere inyungu z'u Rwanda;
- b. guha imbaraga gahunda yo kwinjira mu miryango mpuzamahanga yo mu karere;
- c. gushishikariza abanyamahanga n'abanyarwanda gushora imari mu Rwanda;
- d. guteza imbere no kuzamura inganda n'indi mirimo ibyara inyungu, ndetse n'ibicuruzwa bishobora guhangana ku isoko ryo hanze n'iry'imbere mu Gihugu.

The Ministry of Trade, Industry and East African Community has also the general mission of directing the East African Community integration process in order to further development strategies of Rwanda and the region.

Specifically, the Ministry of Trade, Industry and East African Community is responsible for:

1° developing, disseminating and coordinating the implementation of sector policies, strategies and programs related to trade, industry and East African Community policies, strategies and programs through:

- a. harmonization of national and regional policies, strategies and programs that promote Rwanda's interests;
- b. strengthening the regional integration process;
- c. encouraging foreign and local investors to invest in Rwanda;
- d. promoting and developing strategic industries and services to produce high added value and competitive products and services for both domestic and foreign markets.

Le Ministère du Commerce, de l'Industrie et de la Communauté de l'Afrique de l'Est a également pour mission générale de diriger le processus d'intégration dans la Communauté des pays de l'Afrique de l'Est afin d'approfondir les stratégies de développement du Rwanda et de la région.

Plus particulièrement, le Ministère du Commerce, de l'Industrie et de la Communauté de l'Afrique de l'Est est chargé de:

1° élaborer, diffuser et coordonner l'exécution des politiques, des stratégies et des programmes en rapport avec l'industrie et le commerce ainsi que ceux de la Communauté des pays de l'Afrique de l'Est à travers :

- a. l'harmonisation des politiques, des stratégies et des programmes au niveau national et régional, servant les intérêts du Rwanda;
- b. le renforcement du processus d'intégration régionale;
- c. l'encouragement des investisseurs locaux et internationaux à investir au Rwanda ;
- d. la promotion et le développement des industries et des services stratégiques en vue de produire des produits de qualité pour les marchés internes et externes.

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| <p>2° gushyiraho amategeko agenga ubucuruzi n'inganda ibinyujije mu:</p> <p>a. gushyiraho no kumenyekanisha amategeko yorohera iterambere ry'ubucuruzi n'inganda;</p> <p>b. gushyiraho no kumenyekanisha ibipimo by'ireme n'amategeko y'ubucuruzi no gushyiraho ingamba zo kuyubahiriza;</p> <p>c. gushyiraho no gushyira mu bikorwa politiki yo guhangana ku isoko na politiki y'umutungo bwite ushingiyeye ku bwenge hagamijwe kugera ku ihangana rishingiye ku mategeko ndetse no kutabangamira uburenganzira bw'umuguzi.</p> | <p>2° regulating the trade and industry sector through:</p> <p>a. establishment and dissemination of legislative frameworks that favour promotion of trade and industry;</p> <p>b. establishment and dissemination of quality standards and norms on trade and industry and ensure their compliance;</p> <p>c. elaboration and dissemination of competitive and intellectual property policies to foster fair and healthy competition as well as ensuring the respect of consumer rights.</p> | <p>2° réglementer le secteur du commerce et de l'industrie à travers :</p> <p>a. l'élaboration et la diffusion d'un arsenal juridique favorable à la promotion du commerce et de l'industrie;</p> <p>b. la mise en place et la dissémination des normes standards dans le domaine du commerce et l'élaboration des mécanismes de leur mise en œuvre ;</p> <p>c. l'élaboration et l'exécution de la politique de la compétition et de la propriété intellectuelle pour stimuler la concurrence loyale tout en protégeant les droits du consommateur.</p> |
| <p>3° kunonosora amategeko y'Igihugu n'ay'Umuryango w'Afurika y'Iburasirazuba binyuze mu:</p> <p>a. guhuza ibikorwa byo kuvugurura amategeko, amahame n'amabwiriza by'Igihugu bisanzweho kugira ngo bihuzwe n'iby'Umuryango w'Afurika y'Iburasirazuba;</p> <p>b. kumenyekanisha amahame, amategeko, n'amabwiriza ajyanye no kwinjira mu Muryango w'Afurika y'Iburasirazuba.</p> | <p>3° improving East African Community and national laws and regulations through:</p> <p>a. coordinating reform of existing national laws and regulations to ensure that they are aligned with the East African Community regulatory framework;</p> <p>b. disseminating principles, laws and regulations related to East African Community integration.</p> | <p>3° l'amélioration des textes légaux et réglementaires du pays et ceux de la Communauté des Pays d'Afrique de l'Est à travers:</p> <p>a. la coordination des réformes des lois, règlements en vigueur dans le pays pour s'assurer de leur conformité avec la législation en vigueur au sein de la Communauté des Pays de l'Afrique de l'Est;</p> <p>b. la dissémination des principes, des textes légaux et réglementaires relatifs à l'intégration dans la Communauté des Pays de l'Afrique de l'Est;</p> |

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| <p>4° kuba ku isonga ku bijyanye no gufata imyanzuro na gahunda z’ubuvugizi mu Muryango w’Ibihugu by’Afurika y’Iburasirazuba binyuze mu:</p> <p>a. gukangurira no gushishikariza abafatanyabikorwa b’inzego za Leta n’ab’izigenga kugira uruhare muri gahunda zirebana no kwinjira mu Muryango w’Afurika y’Iburasirazuba;</p> <p>b. kurengera inyungu z’u Rwanda mu bijyanye no gufata imyanzuro mu Nzego z’Umuryango w’Afurika y’Iburasirazuba;</p> <p>c. guteza imbere imikoranye y’Umuryango w’Afurika y’Iburasirazuba n’indi miryango.</p> | <p>4° leading the East African Community integration process and advocacy efforts through:</p> <p>a. mobilizing and sensitizing public and private sector stakeholders on initiatives related to the East African Community integration process;</p> <p>b. safeguarding Rwanda’s interests in the decision-making process of East African Community organs;</p> <p>c. promoting the East African Community engagement with other communities.</p> | <p>4° diriger le processus de l’intégration régionale et de plaidoiries dans la Communauté des Pays de l’Afrique de l’Est à travers:</p> <p>a. la mobilisation et la sensibilisation des partenaires des secteurs public et privé quant aux initiatives relatives au processus d’intégration dans la Communauté des Pays de l’Afrique de l’Est;</p> <p>b. la sauvegarde des intérêts du Rwanda dans le processus de prise de décisions au sein des Organes de la Communauté des Pays de l’Afrique de l’Est;</p> <p>c. la promotion de l’engagement de la Communauté de l’Afrique de l’Est envers les autres communautés.</p> |
| <p>5° kuzamura inzego ndetse n’abakozi bazo ibinyujije mu:</p> <p>a. guteza imbere uburyo bwo kwihangira imirimo binyuze cyane cyane mu bigo bito n’ibiciriritse;</p> <p>b. kuzamura ubushobozi bw’ibigo kugira ngo byongere umusaruro no guhangana ku isoko;</p> | <p>5° developing institutional and human resource capacities through:</p> <p>a. promoting entrepreneurship development with special focus on small and medium enterprises;</p> <p>b. building capacity of enterprises in order to increase their efficiency and competitiveness;</p> | <p>5° renforcer les capacités institutionnelles et du personnel à travers:</p> <p>a. la promotion de l’esprit de création des emplois en mettant l’accent sur les petites et moyennes entreprises;</p> <p>b. le renforcement de la capacité des entreprises en vue d’accroître leur efficacité et leur compétitivité ;</p> |

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| c. gushyiraho uburyo bworohereza abashoramari mu gutangira no gukora ubucuruzi; | c. building a sound business environment which eases starting and doing business; | c. l'établissement d'un environnement susceptible de faciliter les affaires ; |
| d. guhuza ibikorwa hagati y'inzego z'u Rwanda, iz'Afurika y'Iburasirazuba, iz'ibihugu nterankunga n'imiryango yo mu karere hagamijwe guha imbaraga ubutwererane n'ubufatanye mu karere; | d. coordinating activities between Rwandan institutions, East African Community organs, institutions of partner States and regional bodies to strengthen regional cooperation initiatives and partnerships; | d. la coordination des activités entre les institutions rwandaises, les organes de la Communauté des Pays de l'Afrique de l'Est, les institutions des Etats partenaires et les autres organismes régionaux en vue de renforcer la coopération et le partenariat régionaux; |
| e. kongerera ubushobozi n'ubumenyi inzego mfatanyabikorwa mu bijyanye no kwinjira mu miryango yo mu karere. | e. enhancing performance and skills of the partner institutions in the regional integration process. | e. le renforcement des performances et les aptitudes des institutions partenaires dans le processus d'intégration régionale. |
| 6° gukurikirana no kugenzura ishyirwa mu bikorwa rya politiki, ingamba na gahunda z'ubucuruzi n'inganda; | 6° monitoring and evaluating the implementation of sector and sub-sector policies, strategies and programs; | 6° assurer le suivi et l'évaluation de la mise en œuvre des politiques, des stratégies et des programmes relatifs au commerce et à l'industrie ; |
| a. kuyobora imishyikirano y'ubucuruzi mu rwego rw'ibihugu no mu rwego rw'imiryango mpuzamahanga igamije guteza imbere inyungu z'u Rwanda; | a. conducting bilateral and multilateral trade negotiations aimed at promoting Rwanda's interests; | a. organiser des négociations commerciales bilatérales et multilatérales en vue de promouvoir les intérêts du Rwanda ; |
| b. kugenzura inzego ziyishamikiyeho n'izo ireberera no gutanga umurongo ngenderwaho kuri gahunda bigomba gushyira mu bikorwa; | b. overseeing the institutions under its supervision and provide orientation on specific programs to be implemented by the institutions under its supervision; | b. surveiller les institutions sous sa tutelle et fournir une orientation sur les programmes spécifiques à mettre en œuvre par les institutions sous sa supervision ; |

c. gushaka no gukusanya ibyangombwa bikenewe mu gushyira mu bikorwa gahunda zayo.

c. mobilizing the necessary resources for implementing its programs.

c. mobiliser les ressources nécessaires pour exécuter ses programmes.

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 bya Minisiteri y'Ubucuruzi, inganda n'Umuryango w'Ibihugu by'Afurika y'Iburasirazuba (MINEACOM) biri ku mugereka wa I n'uwa II y'iri teka.

Article 3: Organizational structure and job profiles

The organizational structure and job profiles for the Ministry of Trade, Industry and East African Community (MINEACOM) are respectively in annex I and II of this Order.

Article 3: Structure organisationnelle et profils d'emplois

La structure organisationnelle et les profils d'emplois du Ministère du Commerce, de l'Industrie et de la Communauté des Pays de l'Afrique de l'Est (MINEACOM) sont respectivement en annexes I et II du présent Arrêté.

Ingingo ya 4: Igenwa ry'umushahara

Imishahara y'abakozi ba Minisiteri y'Ubucuruzi, inganda n'Umuryango w'Ibihugu by'Afurika y'Iburasirazuba igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara mu butegesi bwa Leta.

Article 4: Determination of the salary

Salaries for employees of the Ministry of Trade, Industry and East African Community is determined basing on the job classification and in accordance with general principles on salary calculation in public service.

Article 4: Détermination du salaire

Les salaires accordés au personnel du Ministère du Commerce, de l'Industrie et de la Communauté des Pays de l'Afrique de l'Est sont déterminés suivant la classification des emplois et conformément aux principes généraux de fixation des salaires dans la fonction publique.

Urwego, umubare fatizo, agaciro k'umubare fatizo n'umushahara mbumbe bigendana na buri mwanya w'umurimo muri Minisiteri y'Ubucuruzi, inganda n'Umuryango w'Ibihugu by'Afurika y'Iburasirazuba biri ku mugereka wa III w'iri teka.

The level, index, index value and gross salary corresponding to each job position in the Ministry of Trade, Industry and East African Community are in annex III of this Order.

Le niveau, l'indice, la valeur indiciaire et le salaire brut correspondant à chaque emploi du Ministère du Commerce, de l'Industrie et de la Communauté des Pays de l'Afrique de l'Est sont en annexe III du présent arrêté.

Ingingo ya 5: Ibigize umushahara mbumbe

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

1° umushahara fatizo;

Article 5: Composition of the gross salary

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

1° basic salary;

Article 5: Composition du salaire brut

Le salaire brut mensuel pour chaque agent comprend principalement :

1° le salaire de base;

- | | | |
|--|--|---|
| 2° indamunite y'icumbi; | 2° housing allowance; | 2° l'indemnité de logement ; |
| 3° indamunite y'urugendo; | 3° transport allowance; | 3° l'indemnité de transport ; |
| 4° inkunga ya Leta mu bwiteganyirize bw'umukozi; | 4° state contribution for social security; | 4° la contribution de l'Etat à la sécurité sociale; |
| 5° inkunga ya Leta yo kuvuza umukozi. | 5° state contribution for medical care. | 5° la contribution de l'Etat aux soins médicaux. |

Indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo ntigenerwa abakozi bari ku nzego z'imirimo za "F" na "2.III" boroherewe ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze ndetse n'abakozi bari ku rwego rwa "3" bagenerwa indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

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

L'indemnité de transport dont question à l'alinéa premier du présent article n'est pas allouée aux agents de l'Etat aux postes de niveau "F" et "2.III" pour lesquels le transport est facilité selon les instructions du Ministre ayant le transport dans ses attributions ainsi que ceux aux postes de niveau "3" qui bénéficient de l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Ingingo ya 6: Ibindi bigenerwa Umunyamabanga Uhoraho

Umunyamabanga Uhoraho muri Minisitiri y'Ubucuruzi, inganda n'Umuryango w'Ibihugu by'Afurika y'Iburasirazuba agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

- 1° amafaranga yo kwishyura itumanaho rya telefoni yo mu biro angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi, n'ay'irya telefoni igendanwa angana n'ibihumbi ijana (100.000 Frw) buri kwezi;

Article 6: Fringe benefits for Permanent Secretary

The Permanent Secretary in the Ministry of Trade, Industry and East African Community is entitled to the following fringe benefits:

- 1° One hundred thousand Rwandan francs (Frw 100.000) per month for office land line communication and one hundred thousand Rwandan francs (Frw 100.000) per month for mobile phone communication;

Article 6: Avantages alloués au Secrétaire Permanent

Le Secrétaire Permanent au sein du Ministère du Commerce, de l'Industrie et de la Communauté des Pays de l'Afrique de l'Est bénéficie des avantages suivants:

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

2° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200. 000 Frw) buri kwezi anyura kuri konti ya Minisitiri;

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

2° office entertainment allowance of two hundred thousand Rwandan francs (Frw 200,000) per month and transferred to the Ministry's account;

3° the Government facilitates his/her transport in accordance with the instructions of the Minister in charge of transport.

2° les frais de représentation au service équivalent à deux cent mille francs rwandais (200.000 Frw) chaque mois et domiciliés au compte bancaire du Ministère;

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

Ingingo ya 7: Ibindi bigenerwa Abayobozi Bakuru bari ku rwego rwa “2.III”

Abayobozi bakuru bari ku rwego rwa “2.III” kandi bafite itsinda ry'abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe bagenerwa buri wese amafaranga y'itumanaho rya telefoni yo mu biro angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw) n'irya telefoni igendanwa angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw) buri kwezi;

Abandi bayobozi bakuru bari ku rwego rw'imirimo rwa “2.III” ariko badafite itsinda ry'abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe, bagenerwa buri wese kandi buri kwezi amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw).

Leta yorohereza kandi Abayobozi Bakuru bari ku rwego rwa “2.III” ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

Article 7: Fringe benefits for Senior Officials on “2.III” job classification level

Senior officials on “2.III” job classification level with a pool of public servants under their responsibilities in accordance with the approved organizational structure are each entitled to seventy thousand Rwandan francs (Frw 70,000) per month for office land line and seventy thousand Rwandan francs (Frw 70,000) per month for mobile phone communication allowance.

Other senior officials positioned on level “2.III” without a pool of employees under their responsibilities in accordance with the approved organizational structure, are each entitled to a mobile phone communication allowance of seventy thousand Rwandan francs (Frw 70,000) per month.

The Government facilitates the transport for senior officials positioned on level “2.III” in accordance with instructions of the Minister in charge of transport.

Article 7: Avantages alloués aux hauts cadres aux postes de niveau “2.III”

Les hauts cadres aux postes de niveau “2.III” et ayant des agents de l'Etat placés sous leurs responsabilités suivant la structure organisationnelle approuvée, bénéficient chacun des frais de communication par téléphone de bureau équivalent à soixante-dix mille francs rwandais (70.000 Frw) et ceux de communication par téléphone portable équivalent à soixante-dix mille francs rwandais (70.000 Frw) par mois.

Les autres hauts cadres aux postes de niveau “2.III” qui n'ont pas d'agents placés sous leur responsabilité suivant la structure organisationnelle approuvée, bénéficient chacun des frais de communication par téléphone portable équivalent à soixante-dix mille francs rwandais (70.000 Frw) par mois.

L'Etat facilite aux hauts cadres aux postes de niveau “2.III” le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 8: Ibindi bigenerwa Abayobozi b'Amashami n'Abakozi bari ku rwego rw'imirimo rwa "3"

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

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

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

Ingingo ya 9: Indamunite z'urugendo rw'imodoka

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

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

Directors of Units and Officials on "3.II job classification level are each entitled to fringe benefits as follows:

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

Directors of Units on level "3.II" with a pool of public servants under their responsibilities in accordance with the approved organizational structure are also each entitled to an office land line telephone communication allowance of one hundred thousand Rwandan francs (Frw100.000) per month.

Article 9: Mileage allowances

When Senior Officials on levels F and H/2 go on official mission inside the country by using their vehicles, the Government pays them mileage allowances specified in the relevant Ministerial instructions issued by the Minister in charge of transport.

Article 8: Autres avantages alloués aux Directeurs d'Unités et Cadres aux postes de niveau "3"

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

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

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

Article 9: Indemnités kilométriques

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

Ingingo ya 10: Abashinzwe gushyira mu bikorwa iri teka

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

Ingingo ya 11: Ivanwaho ry'amateka n'ingingo zinyuranyije n'iri teka

Iteka rya Minisitiri w'Intebe n° 42/03 ryo ku wa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisitiri ishinzwe Umuryango w'Ibihugu by'Afurika y'Iburasirazuba (MINEAC), Iteka rya Minisitiri w'Intebe n° 44/03 ryo ku wa 27/2/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisitiri y'Ubucuruzi n'Inganda (MINICOM), n'izindi ingingo zose z'amateka abanziriza iri kandi zinyuranyije na ryo bivanyweho.

Ingingo ya 12: Igihe iri teka ritangira gukurikizwa

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

Article 10: Authorities responsible for the implementation of this Order

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

Article 11: Repealing provision

The Prime Minister's Order n° 42/03 of 27/02/2015 determining mission and functions, organisational structure, salaries and fringe benefits for employees in the Ministry of East African Community (MINEAC), the Prime Minister's order n° 44/03 of 27/2/2015 determining the mission, functions, organisational structure, salaries and fringe benefits for employees of the Ministry of Trade and Industry (MINICOM) and all prior provisions contrary to this Order are repealed.

Article 12: Commencement

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

Article 10: Autorités chargées de l'exécution du présent arrêté

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

Article 11: Disposition abrogatoire

L'Arrêté du Premier Ministre n° 42/03 du 27/02/2015 portant mission et fonctions, structure organisationnelle, salaires et autres avantages accordés au personnel du Ministère de la Communauté des pays de l'Afrique de l'Est (MINEAC), l'Arrêté du Premier Ministre n° 44/03 du 27/2/2015 portant mission, fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère du Commerce et de l'Industrie (MINICOM) ainsi que les autres dispositions antérieures contraires au présent arrêté sont abrogées.

Article 12: Entrée en vigueur

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

Official Gazette n° 52 of 26/12/2016

Kigali, ku wa 16/12/2016

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

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

**Bibonywe kandi bishyizweho Ikirango cya
Repubulika:**

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

Kigali, on 16/12/2016

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Kigali, le 16/12/2016

(sé)
MUREKEZI Anastase
Premier Ministre

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

Vu et scellé du Sceau de la République :

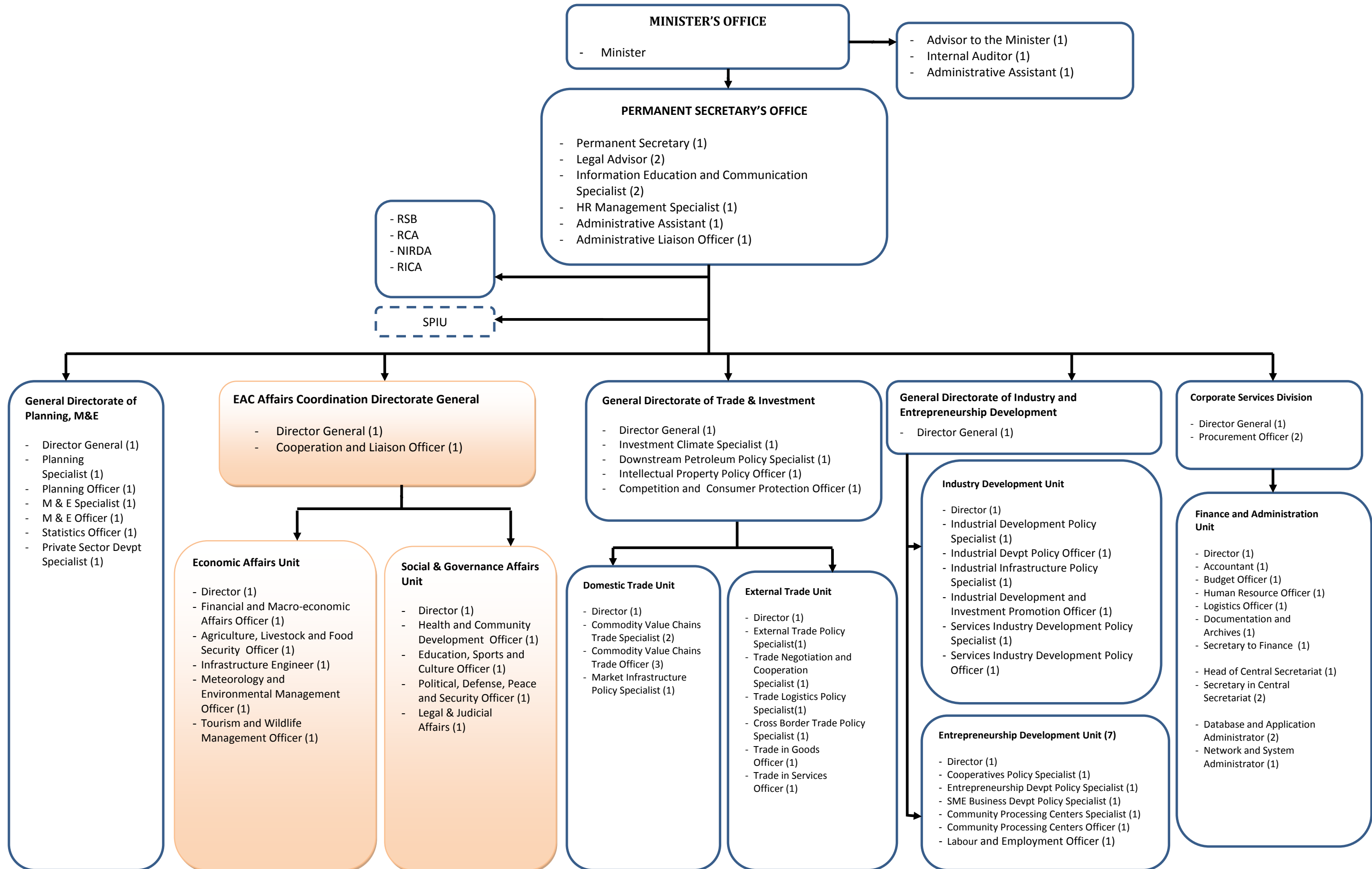
(sé)
BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N° 240/03 RYO KU
WA 16/12/2016 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI MINISITERI
Y'UBUCURUZI, INGANDA
N'UMURYANGO W'IBIHUGU BY'AFRIKA
Y'IBURASIRAZUBA (MINEACOM)

ANNEX I TO PRIME MINISTER'S ORDER
N°240/03 OF 16/12/2016 DETERMINING
MISSION AND FUNCTIONS,
ORGANISATIONAL STRUCTURE, SALARIES
AND FRINGE BENEFITS FOR EMPLOYEES IN
THE MINISTRY OF TRADE, INDUSTRY AND
EAST AFRICAN COMMUNITY (MINEACOM)

ANNEXE I A L'ARRETE DU PREMIER
MINISTRE N°240/03 DU 16/12/2016
PORTANT MISSION ET FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DU
COMMERCE, DE L'INDUSTRIE ET DE LA
COMMUNAUTE DES PAYS DE L'AFRIQUE
DE L'EST (MINEACOM)

MINEACOM ORGANIZATIONAL CHART



Bibonywe kugira ngo bishyirwe ku mugereka w' Iteka rya Minisitiri w'Intebe n° 240/03 ryo ku wa 16/12/2016 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Ubucuruzi, Inganda n'Umuryango w'Ibihugu by'Afurika y'Iburasirazuba (MINEACOM)

Kigali, ku wa 16/12/2016

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

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

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

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

Seen to be annexed to the Prime Minister's Order n° 240/03 of 16/12/2016 determining mission and functions, organizational structure, salaries and fringe benefits for employees in the Ministry of Trade, Industry and East African Community (MINEACOM)

Kigali, on 16/12/2016

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n° 240/03 du 16/12/2016 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère du Commerce, de l'Industrie et de la Communauté des pays de l'Afrique de l'Est (MINEACOM)

Kigali, le 16/12/2016

(sé)
MUREKEZI Anastase
Premier Ministre

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

Vu et scellé du Sceau de la République :

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

**UMUGEREKA WA II W'ITEKA RYA
MINISITIRI W'INTEBE N° 240/03 RYO KU
WA 16/12/2016 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI MINISITERI
Y'UBUCURUZI, INGANDA
N'UMURYANGO W'IBIHUGU BY'AFRIKA
Y'IBURASIRAZUBA (MINEACOM)**

**ANNEX II TO PRIME MINISTER'S ORDER N°
240/03 OF 16/12/2016 DETERMINING
MISSION AND FUNCTIONS,
ORGANISATIONAL STRUCTURE, SALARIES
AND FRINGE BENEFITS FOR EMPLOYEES
IN THE MINISTRY OF TRADE, INDUSTRY
AND EAST AFRICAN COMMUNITY
(MINEACOM)**

**ANNEXE II A L'ARRETE DU PREMIER
MINISTRE N° 240/03 DU 16/12/2016
PORTANT MISSION ET FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DU
COMMERCE, DE L'INDUSTRIE ET DE LA
COMMUNAUTE DES PAYS DE L'AFRIQUE
DE L'EST (MINEACOM)**

MINEACOM JOB PROFILES

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
Office of the Minister	Minister	Minister of Industry, Trade and East African Community	Political appointee	1
Office of the Minister	Advisor	Advisor to the Minister	A0 in Business Administration, Economics, Development Economics, Development Studies, Management, Business Law with 5 years of working experience; Or Master or Equivalent in Business Administration, Economics, Development Economics, Development Studies, Management, Business Law with 3 years of working experience <u>Key Technical Skills & Knowledge required:</u> - extensive knowledge and understanding of the Rwandan Industry and trade sector - good knowledge of government policy-making and industrial processes; - knowledge of the trade sector policies and issues; - leadership skills; - high analytical skills; - report writing and presentation skills; - computer Literate; -coordination, planning and organisational skills; - interpersonal skills; -collaboration and team working skills; -effective communication skills; -administrative skills; -time management skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Internal Audit	Internal Auditor	A0 in Finance, Accounting or Management with specialization in Finance/Accounting Key Technical Skills & Knowledge required: - Detailed knowledge of financial and Audit Standards, HR & Financial regulations, Procedures and Financial software; - Planning Skill; - High Analytical skills; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Administrative Assistant	Administrative Assistant	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage	1
S/Total				4
Office of the Permanent Secretary	Permanent Secretary	Permanent Secretary	Political Appointee	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Administrative Assistant	Administrative Assistant	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law <u>Key Technical Skills & Knowledge required:</u> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (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
	Human Resources Management Specialist	Human Resources Management Specialist	A0 in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Human Resource Management with 3 years of working experience or Master's Degree in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Specialization in Human Resource Management <u>Key Technical Skills & Knowledge required:</u> - deep knowledge of Rwandan public service and labor law; - knowledge in Conflict Management; - knowledge of the regulations applying to payroll procedures; - knowledge of human resources concepts, practices, policies, and procedures; - problem solving skills; - computer Skills; - judgment & decision making skills; - time management skills; - interview skills; - high analytical skills; - teamworking skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Legal Advisor	Legal Advisor	A0 in Law with 3 years of working experience or Master's Degree in Law with 1 year of working experience <u>Key Technical skills and Knowledge required :</u> - high analytical and problem solving skills; - legal research and analysis in complex areas of law; - knowledge of substantive law and legal procedures; - decision making skills; - experience in contract drafting and negotiation; - excellent communication skills ; - very effective organization skills; - team working skills; - computer skills; - fluent in Kinyarwanda, English and/or French.	2
	Administrative Liasion	Administrative Liasion officer	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Management, Sociology, Social Work, Law <u>Key Technical Skills & Knowledge required:</u> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Information Education and Communication	Information Education and Communication Specialist	A0 in Communication, International Relations, Journalism, Marketing, Linguistics and Literature. with three years of working experience or Master's degree in Communication, International Relations, Journalism, Marketing, Linguistics and Literature <u>Key technical skills and knowledge required:</u> - excellent communication skills both orally and in writing - excellent interpersonal skills - report writing and presentation skills - computer skills - creativity and initiative - good organisational and time-management skills - teamworking skills - effective public relations and public speaking skills - interviewing skills - fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage	2
S/Total				8
General Directorate of Trade and Investment	Director General	Director General	A0 in Business Administration, Economics, Development Economics, Development Studies, Management with 5 years of working experience or 2 years in senior position or Master or Equivalent in Business Administration, Economics, Development Economics, Development Studies, Management with 3 years of working experience <u>Key Technical Skills & Knowledge required:</u> -extensive knowledge and understanding of the Rwandan Trade and investment system; - organizational Skills; - creative, proactive, customer focussed, solutions led and outcome driven Skills; -knowledge and experience in investment; -analytical, problem-solving and critical thinking skills; -strong leadership skills; -technical understanding of system being analyzed and how it affects the various business units; -multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes; -able to work well with both internal and external clients; -self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions; -interpersonal skills; - negotiation skills; - time management skills; - decision making skills; - judgment & decision making skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Investment Climate Specialist	Investment Climate Specialist	A0 in Economics, Business Administration, Business Law, Management with 3 years of working experience; or Master or Equivalent in Economics, Business Administration, Business Law, Management with 1 year of working experience <u>Key Technical Skills & Knowledge required:</u> -knowledge and experience in investment. -analytical, problem-solving and critical thinking skills. -good at handling and meeting deadlines. -multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -able to work well with both internal and external clients. -good presentation skills, and ability to communicate with various audiences, including end users, managers -self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. -strong attention to detail organizational skills. -quick learner who is easily able to learn new products, systems, applications and technologies.	1
	Downstream Petroleum Policy Specialist	Downstream Petroleum Policy Specialist	A0 in Chemistry, Economics, Management, Geology, Engineering, Business Administration, with 3 years of working experience; Or Master or Equivalent in Chemistry, Economics, Management, Geology, Engineering, Business Administration <u>Key Technical Skills & Knowledge required:</u> - organizational skills; - creative, proactive, customer focussed, solutions led and outcome driven skills; - interpersonal Skills - effective communication skills; - time management Skills; - decision making skills; - judgment & decision making skills; - complex problem solving skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Intellectual Property Policy Officer	Intellectual Property Policy Officer	A0 in Law, Business Administration, Arts, and Commerce <u>Key Technical Skills & Knowledge required:</u> -knowledge and experience particularly in investment development; - knowledge in Intellectual property law and regulations; -analytical, problem-solving and critical thinking skills; -technical understanding of system being analyzed and how it affects the various business units; -good at handling and meeting deadlines; -multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes; -able to work well with both internal and external clients; -good presentation skills, and ability to communicate with various audiences, including end users and managers; -self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions; -strong attention to details and organizational skills; -quick learner who is easily able to learn new products, systems, applications and technologies.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Competition and Consumer Protection Officer	Competition and Consumer Protection Officer	A0 in Law, Business Law, Trade, Economics Key Technical skills and Knowledge required : - extensive knowledge and understanding of the Rwandan trade and competition law; - high analytical and problem solving skills; - legal research and analysis in complex areas of trade; - knowledge of Industrial and company law; - decision making skills; - excellent communication skills; - very effective organization skills; - team working skills; - computer skills; - fluent in Kinyarwanda, English and/or French.	1
S/Total				5
Domestic Trade Unit	Director of Unit	Director of Domestic Trade Unit	A0 in Trade, Economics, Business Administration, Management with 3 years of working experience; or Master or Equivalent in Trade, Economics, Business Administration, Management with 1 year working experience; Key Technical Skills & Knowledge required: - extensive knowledge and understanding of the Rwandan Trade system; - creative, proactive, customer focussed, solutions led and outcome driven; - high analytical & complex problem solving skills; - interpersonal skills; - effective communication skills; - able to work well with both internal and external clients; - good presentation skills, and ability to communicate with various audiences, including end users and managers; - self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions; - strong attention to detail organizational skills. - quick learner who is easily able to learn new products, systems, applications and technologies; - Management skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage . - time	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Comodity Value Chains Trade Specialist	Comodity Value Chains Trade Specialist	A0 in Trade, Economics, Business Administration, Management with 3 years of working experience; Or Master or Equivalent in Trade, Economics, Business Administration, Management <u>Key Technical Skills & Knowledge required:</u> - extensive knowledge and understanding of the Rwandan Trade system; - creative, proactive, customer focussed, solutions led and outcome driven; - high Analytical & complex problem solving skills; - interpersonal skills; - effective communication skills; - able to work well with both internal and external clients; -good presentation skills, and ability to communicate with various audiences, including end users and managers; -self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions; -strong attention to detail organizational skills; -quick learner who is easily able to learn new products, systems, applications and technologies; - management skills; - computer skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	2
	Commodity value chains trade	Commodity value chains trade officer	A0 in Trade, Economics, Business Administration, Management, Economics, <u>Key Technical Skills & Knowledge required:</u> - extensive knowledge and understanding of the Rwandan trade system; - creative, proactive, customer focussed, solutions led and outcome driven; - high analytical & complex problem solving skills; - interpersonal skills; - effective communication skills; - able to work well with both internal and external clients. -good presentation skills, and ability to communicate with various audiences, including end users and managers. -self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. -Strong attention to detail organizational skills. -quick learner who is easily able to learn new products, systems, applications and technologies; - management skills; - computer Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	3

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Market Infrastructure Policy Specialist	Market Infrastructure Policy Specialist	A0 in Economics, Business Administration, Technology ,Civil Engineering, Environmental Engineering and Sanitation, Urban planning, Building Construction with 3 years of working experience ; Or Master or Equivalent in Economics, Business Administration, Technology ,Civil Engineering, Environmental Engineering and Sanitation, Urban planning, Building Construction Key Technical Skills & Knowledge required: - extensive knowledge and understanding of the Rwandan trade system; - creative, proactive, customer focussed, solutions led and outcome driven; - high analytical & complex problem solving skills; - interpersonal skills; - effective communication skills; - able to work well with both internal and external clients; -good presentation skills, and ability to communicate with various audiences, including end users and managers; -self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions; -strong attention to detail organizational skills; -quick learner who is easily able to learn new products, systems, applications and technologies; - management skills; - computer Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1
S/Total				7

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
External Trade Unit	Director of Unit	Director of External Trade Unit	A0 in Trade, Economics, Business Administration, Management with 3 years of working experience; Or Master or Equivalent in Trade, Economics, Business Administration, Management with 1 year working experience <u>Key Technical Skills & Knowledge required:</u> - extensive knowledge and understanding of the Rwandan trade system; - creative, proactive, customer focussed, solutions led and outcome driven; - high analytical & complex problem solving skills; - interpersonal skills; - effective communication skills; - able to work well with both internal and external clients; -good presentation skills, and ability to communicate with various audiences, including end users and managers; -self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions; -strong attention to detail organizational skills; -quick learner who is easily able to learn new products, systems, applications and technologies; - management skills; - computer skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1
	External Trade Policy Specialist	External Trade Policy Specialist	A0 in Trade, Economics, Business Administration, Management with 3 years of working experience; Or Master or Equivalent in Trade, Economics, Business Administration, Management <u>Key Technical Skills & Knowledge required:</u> - extensive knowledge and understanding of the Rwandan trade system; - creative, proactive, customer focussed, solutions led and outcome driven; - high analytical & complex problem solving skills; - interpersonal skills; - effective communication skills; - able to work well with both internal and external clients; -good presentation skills, and ability to communicate with various audiences, including end users and managers; -self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions; -strong attention to detail organizational skills; -quick learner who is easily able to learn new products, systems, applications and technologies; - management skills; - computer skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Trade Negotiation and Cooperation Specialist	Trade Negotiation and Cooperation Specialist	A0 in Trade, Economics, Business Administration, Management with 3 years of working experience; Or Master or Equivalent in Trade, Economics, Business Administration, Management <u>Key Technical Skills & Knowledge required:</u> -analytical, problem-solving and critical thinking skills; -technical understanding of system being analyzed and how it affects the various business units; -good at handling and meeting deadlines; -multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes; -able to work well with both internal and external clients; -good presentation skills, and ability to communicate with various audiences, including end users and managers; -self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions; -strong attention to detail organizational skills; -quick learner who is easily able to learn new products, systems, applications and technologies.	1
	Trade Logistics Policy Specialist	Trade Logistics Policy Specialist	A0 in Trade, Economics, Business Administration, Management and Commerce with 3 years of working experience; Or Master Degree in Trade, Economics, Business Administration, Management <u>Key Technical Skills & Knowledge required:</u> -Analytical, problem-solving and critical thinking skills. -Technical understanding of system being analyzed and how it affects the various business units. -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Able to work well with both internal and external clients. -Good presentation skills, and ability to communicate with various audiences, including end users and managers. -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. -Strong attention to detail organizational skills. -Quick learner who is easily able to learn new products, systems, applications and technologies	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Cross Border Trade Policy Specialist	Cross Border Trade Policy Specialist	A0 in Trade, Economics, Business Administration, Management with 3 years of working experience; Or Master or Equivalent in Trade, Economics, Business Administration, Management <u>Key Technical Skills & Knowledge required:</u> -Analytical, problem-solving and critical thinking skills. -Technical understanding of system being analyzed and how it affects the various business units. -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Able to work well with both internal and external clients. -Good presentation skills, and ability to communicate with various audiences, including end users and managers. -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. -Strong attention to detail organizational skills. -Quick learner who is easily able to learn new products, systems, applications and technologies	1
S/Total				5
General Directorate of Industry and Entrepreneurship Development	Director General	Director General	A0 in Entrepreneurship, Commerce, Economics, Agribusiness, Industrial Chemistry, Food Sciences, Management, Development Studies with 5 years of experience or 2 years in senior position; Or Master or Equivalent in Entrepreneurship, Commerce, Economics, Agribusiness, Industrial Chemistry, Food Sciences, Management, Development Studies with 3 years of working experience <u>Key Technical Skills & Knowledge required:</u> - knowledge of results based management, logical framework approach, strategic planning processes and tools; - knowledge of Rwanda's trade and industry sector policies and strategies; - knowledge of drafting action plans and operational plans; - knowledge to conduct policy and analysis and draft proposals; - knowledge of monitoring and evaluation concepts, systems and tools; - leadership 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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Industry Development Unit	Director	A0 in Entrepreneurship, Commerce, Economics, Agribusiness, Industrial Chemistry, Food Sciences, Management, Development Studies with 3years of experience ; Or Master or Equivalent in Entrepreneurship, Commerce, Economics, Agribusiness, Industrial Chemistry, Food Sciences, Management, Development Studies with one (1) year of working experience Key Technical Skills & Knowledge required: - knowledge of results based management, logical framework approach, strategic planning processes and tools; - knowledge of Rwanda's trade and industry sector policies and strategies; - knowledge of drafting action plans and operational plans; - knowledge to conduct policy and analysis and draft proposals; - knowledge of monitoring and evaluation concepts, systems and tools; - leadership 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
	Entrepreneurship Development Unit	Director	A0 in Entrepreneurship, Commerce, Economics, Agribusiness, Industrial Chemistry, Food Sciences, Management, Development Studies with 3 years of experience ; Or Master or Equivalent in Entrepreneurship, Commerce, Economics, Agribusiness, Industrial Chemistry, Food Sciences, Management, Development Studies with one (1) year of working experience Key Technical Skills & Knowledge required: - knowledge of results based management, logical framework approach, strategic planning processes and tools; - knowledge of Rwanda's trade and industry sector policies and strategies; - knowledge of drafting action plans and operational plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - leadership 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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Cooperatives Policy Specialist	Cooperatives Policy Specialist	A0 in Economics, Agribusiness , Entrepreneurship, Trade, Business administration, Commercial sciences, Agribusiness with 3 years of working experience; Or Master or Equivalent in Economics, Agribusiness , Entrepreneurship, Trade, Business administration, Commercial sciences, Agribusiness <u>Key Technical Skills & Knowledge required:</u> - extensive knowledge and understanding of the Rwandan Cooperative Sector; - knowledge in Project planning and Management; - deep understanding of laws and regulations applied to Cooperatives; - leadership skills; - creative, proactive, customer focused, solutions led and outcome driven; - interpersonal skills; - effective communication skills; - time management skills; - decision making skills; - computer Skills; - judgment & decision making skills; - high analytical & complex problem solving skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Industrial Development Policy Specialist	Industrial Development Policy Specialist	A0 in Economics, Commerce, Agribusiness , Chemistry, Industrial Chemistry,Technology,with 3 years of working experience; Or Master or Equivalent in Economics, Commerce, Agribusiness , Chemistry, Industrial Chemistry,Technology, Industrial Development <u>Key Technical Skills & Knowledge required:</u> -Analytical, problem-solving and critical thinking skills; -Technical understanding of system being analyzed and how it affects the various business units; -Good at handling and meeting deadlines; -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes; -Able to work well with both internal and external clients; -Good presentation skills, and ability to communicate with various audiences, including end users and managers; -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. -Strong attention to detail organizational skills; -Quick learner who is easily able to learn new products, systems, applications and technologies.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Industrial Infrastructure Policy Specialist	Industrial Infrastructure Policy Specialist	A0 in Civil Engineering, Environmental Engineering and Sanitation with 3 years of working experience in Urban planning, Building Construction; Or Master or Equivalent in Civil Engineering, Environmental Engineering and Sanitation <u>Key Technical Skills & Knowledge required:</u> -Analytical, problem-solving and critical thinking skills. -Technical understanding of system being analyzed and how it affects the various business units. -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Able to work well with both internal and external clients. -Good presentation skills, and ability to communicate with various audiences, including end users, managers, and members of the IT team. -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. -Strong attention to detail organizational skills. -Quick learner who is easily able to learn new products, systems, applications and technologies	1
	Services Industry Development Policy Specialist	Services Industry Development Policy Specialist	A0 in Economics, Agribusiness , Chemistry, Development studies, Project management with 3 years of working experience; Or Master or Equivalent in Commerce, Economics, Agribusiness, Industrial Chemistry <u>Key Technical Skills & Knowledge required:</u> -Extensive knowledge and understanding of the Rwandan Industrial Development and Trade Sector; -Analytical, problem-solving and critical thinking skills. -Technical understanding of system being analyzed and how it affects the various business units. -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. - Leadership skills; - Creative, proactive, customer focused, solutions led and outcome driven; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - High analytical & Complex Problem solving Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Services Industry Development Policy Officer	Services Industry Development Policy Officer	A0 in Economics, Agribusiness , Chemistry, Development studies and Project management <u>Key Technical Skills & Knowledge required:</u> -knowledge and understanding of the Rwandan Industrial Development and Trade Sector; -Analytical, problem-solving and critical thinking skills. -Technical understanding of system being analyzed and how it affects the various business units. -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. - Creative, proactive, customer focused, solutions led and outcome driven; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment skills - High analytical & Complex Problem solving Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Community Processing Centers Specialist	Community Processing Centers Specialist	A0 in Animal Production, Crop Production, Agribusiness, Agriculture, Tourism, Development Studies, Economics, Commerce, Business Administration with specialization in Marketing with 3 years of working experience; Or Master or Equivalent in Animal Production, Crop Production, Agribusiness, Agriculture, Tourism, Development Studies, Economics, Commerce, Business Administration with specialization in Marketing <u>Key Technical Skills & Knowledge required:</u> - extensive knowledge and understanding of the Rwandan Industrial development and Trade Sector; - creative, proactive, customer focused, solutions led and outcome driven; - interpersonal skills; - effective communication skills; - time management skills; - decision making skills; - computer Skills; - judgment & decision making skills; - high analytical & complex problem solving Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Community Processing Centers Officer	Community Processing Centers Officer	A0 Animal Production, Crop Production, Agribusiness, Agriculture, Development Studies, Economics, Commerce, Business Administration with specialization in Marketing <u>Key Technical Skills & Knowledge required:</u> - Extensive knowledge and understanding of the Rwandan Industrial Development and Trade Sector; - Leadership skills; - Creative, proactive, customer focused, solutions led and outcome driven; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - High analytical & Complex Problem solving Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Entrepreneurship Development Policy Specialist	Entrepreneurship Development Policy Specialist	A0 in Entrepreneurship, Economics, Agribusiness, Management, Development Studies with 3 years of working experience; Or Master or Equivalent in Entrepreneurship, Economics, Agribusiness, Management, Development Studies <u>Key Technical Skills & Knowledge required :</u> -Analytical, problem-solving and critical thinking skills. -Technical understanding of system being analyzed and how it affects the various business units. -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Able to work well with both internal and external clients. -Good presentation skills, and ability to communicate with various audiences, including end users, managers. -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. -Strong attention to detail organizational skills. -Quick learner who is easily able to learn new products, systems, applications and technologies	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	SME Business Development Policy Specialist	SME Business Development Policy Specialist	A0 in Commerce, Economics, Agribusiness, Industrial Chemistry, Entrepreneurship with 3 years of working experience; Or Master or Equivalent in Commerce, Economics, Agribusiness, Entrepreneurship, Industrial Chemistry <u>Key Technical Skills & Knowledge required :</u> -Analytical, problem-solving and critical thinking skills; -Technical understanding of system being analyzed and how it affects the various business units; -Good at handling and meeting deadlines; -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes; -Able to work well with both internal and external clients; -Good presentation skills, and ability to communicate with various audiences, including end users, managers; -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions; -Strong attention to detail organizational skills; -Quick learner who is easily able to learn new products, systems, applications and technologies.	1
	Industrial Development Policy Officer	Industrial Development Policy Officer	A0 in Economics, Commerce, Agribusiness , Chemistry, Industrial Chemistry,Technology, <u>Key Technical Skills & Knowledge required:</u> -Analytical, problem-solving and critical thinking skills; -Technical understanding of system being analyzed and how it affects the various business units; -Good at handling and meeting deadlines; -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes; -Able to work well with both internal and external clients; -Good presentation skills, and ability to communicate with various audiences, including end users and managers; -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. -Strong attention to detail organizational skills; -Quick learner who is easily able to learn new products, systems, applications and technologies.	1
			S/Total	13

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
EAC Affairs Coord. DG	Director General	Director General of EAC Affairs Coordination	A0 in Business Administration, International Business, Public Finance, Development Economic, Development Studies, International Relations, Management, Public Administration, Law, Administrative Sciences with at least 5 years of working experience or Master's Degree in Business Administration, International Business, Public Finance, Development Economic, Development Studies, International Relations, Management, Public Administration, Administrative sciences, International Law with 3 years of working experience. <u>Key Technical Skills & Knowledge required:</u> - negotiation and influencing skills; - extensive knowledge and understanding of the Rwandan legal system and EAC legal system; - general management; - policy analysis and formulation skills; - leadership skills; - communication, reporting and writing skills; - sound knowledge of English and Swahili; - understanding of how regional economic blocs, customs, monetary and political unions work; - understanding of the EAC Treaty and related protocols; - effective communication skills; - Time management skills; - computer Skills; - high analytical & complex problem solving skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Cooperation and Liaison Officer	Cooperation and Liaison Officer	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Management, Sociology, Social Work, Law <u>Key Technical Skills & Knowledge required:</u> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Word Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
Economic Affairs Unit	Director of UNIT	Director of Economic Affairs Unit	A0 in Economics, International Business, Public Finance, Development Economics, Development Studies with 3 years OF working experience or Master's Degree in Economics, macro-economics, International Business, Public Finance, Development Economics, Development Studies with 1 year of working experience. <u>Key Technical Skills & Knowledge required:</u> -negotiation and influencing skills; -strategic planning skills; -general management; -policy analysis and formulation skills; -leadership skills; -communication, reporting and writing skills; -sound knowledge of English and Swahili; -understanding of how regional economic blocs, Customs, Monetary and Political unions work; -understanding of the EAC Treaty and related Protocols. -high analytical & Problem solving skills; -judgment & decision Making Skills; -interpersonal skills; -effective communication skills; -time management skills; -computer skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Financial and Macro-economic Affairs Officer	Financial and Macro-economic Affairs Officer	A0 in Economics, Financial Globalization, Public Finance, Development Economics, Management <u>Key Technical Skills & Knowledge required:</u> -Understanding of how regional economic blocs, Customs, Monetary and Political unions work; -Policy Analysis and Formulation -Communication, Reporting and Writing Skills -Project Planning and Management -Analytical Skills -Interpersonal and Team Working Skills -Spoken and Written English and Swahili Skills -Research, Monitoring and Evaluation Skills -Effective Communication Skills; - Time Management Skills; - Computer Skills.	1

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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Agriculture, Livestock and Food Security	Agriculture, Livestock and Food Security	A0 in Agriculture, Agricultural Economics, Agri- business, Rural Development, Food Science, Veterinary Science Key Technical Skills & Knowledge required: - negotiation and influencing skills; - planning and organisation skills ; - significant understanding of the principles of Development Economics and their relevance to agriculture and food security policy; - communication, reporting and writing skills; - interpersonal and team working skills; - spoken and written English and Swahili skills; - understanding regional integration principles, processes, challenges, etc; - understanding of the EAC Treaty and related protocols; - understanding regional and national food security policies and strategies.	1
	Infrastructure Engineer	Infrastructure Engineer	A0 in Civil Engineering, Transport Economics, Transport Management, Water Engineering, Sanitation Engineering, Environmental Chemistry, Water Management, Environmental engineering, Infrastructure Development Planning Key Technical Skills & Knowledge required: - understanding regional integration principles, processes, challenges, etc; - understanding of the EAC Treaty and related protocols; - negotiation and influencing skills; - planning and organisation skills; - significant understanding of the Principles of Engineering and Infrastructure; - communication, reporting and writing skills; - interpersonal and team working skills; - spoken and written English and Swahili skills.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Meteorology and Environmental Management Officer	Meteorology and Environmental Management Officer	A0 in Environment, Meteorology, Environmental Chemistry, Water Management, Environmental engineering Key Technical Skills & Knowledge required: - understanding of Infrastructure disciplines; - understanding Rwanda's infrastructure development and management priorities and agenda of EAC member countries in respect to each of these fields; - understanding of Regional integration principles, processes, challenges, etc; - understanding of the EAC Treaty and related protocols; - negotiation and influencing skills; - strategic thinking skills; - communication, reporting and writing skills; - interpersonal and team working skills; - spoken and written English and Swahili skills.	1
	Tourism and Wildlife Management Officer	Tourism and Wildlife Management Officer	A0 in Tourism Studies, Tourism Management, Tourism & Hospitality, Tourism Administration, Environment Science Key Technical Skills & Knowledge required: - understanding Rwanda's infrastructure development and management priorities and agenda of EAC member countries in respect to each of these fields; - understanding of Regional integration principles, processes, challenges, etc; - understanding of the EAC Treaty and related protocols; - negotiation and influencing skills; - strategic thinking skills; - communication, reporting and writing skills; - interpersonal and team Working skills; - spoken and written English and Swahili skills; - understanding of infrastructure disciplines.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Industrial Development and Investment Promotion Officer	Industrial Development and Investment Promotion Officer	A0 in Economics, Commerce, Agribusiness, Chemistry, industrial engineering Key Technical Skills & Knowledge required: - understanding Rwanda's infrastructure development and management priorities and agenda of EAC member countries in respect to each of these fields; - understanding of Regional integration principles, processes, challenges, etc; - understanding of the EAC Treaty and related protocols; - negotiation and influencing skills; - strategic thinking skills; - communication, reporting and writing skills; - interpersonal and team working skills; - spoken and written English and Swahili skills; - understanding of infrastructure disciplines.	1
	S/Total			11
Social & Governance Affairs Unit	Director of Unit	Director of Social & Governance Affairs Unit	A0 in Sociology, Education, Law, Public Health, Regional Integration Studies, Political Science, Public Policy, Public Administration, Administrative Sciences, with 3 years of working experience OR Master's degree in Sociology, Education, Law, Public Health, Regional Integration Studies, Political Science, Public Policy, Public Administration, Administrative Sciences, with 1 years working experience Key Technical Skills & Knowledge required: - Negotiation and influencing skills; - Strategic thinking skills; - Communication, reporting and writing skills; - Interpersonal and team working skills; - Spoken and written English and Swahili skills; - Understanding of Infrastructure disciplines; - Understanding Rwanda's infrastructure development and management priorities and agenda of EAC member countries in respect to each of these fields; - Understanding of Regional integration principles, processes, challenges, etc; - Understanding of the EAC Treaty and related protocols.	1

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

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

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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
General Directorate of Planning, M&E	Director General	Director General	A0 in Economics, Management, Development Studies, Project Management, Business Administration with 5 year working experience; Or 2 years in senior position or Master or Equivalent in Economics, Management, Development Studies, Project Management, Business Administration with 3 years of working experience <u>Key Technical Skills & Knowledge required:</u> - knowledge of results based management, logical framework approach, strategic planning processes and tools; - knowledge of Rwanda's trade and industry sector policies and strategies; - knowledge of drafting action plans and operational plans; - knowledge to conduct policy and analysis and draft proposals; - knowledge of monitoring and evaluation concepts, systems and tools; - leadership 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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Planning Specialist	Planning Specialist	A0 in Economics, Management, Development Studies, Project Management, Business Administration with 3 years of working experience; Or Master's Degree or Equivalent in Economics, Management, Development Studies, Project Management, Business Administration <u>Key Technical Skills & Knowledge required:</u> - extensive knowledge and understanding of the Rwandan Trade and Industry system; - excellent leadership skills; - coordination, planning & organizational skills; - creative, proactive, customer focussed, solutions led and outcome driven Skills; - interpersonal Skills - effective communication skills; - time management skills; - decision making skills; - computer skills; - judgment & decision making skills; - high analytical & complex problem solving skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Planning Officer	Planning Officer	A0 in Economics, Management, Development Studies, Project Management, Business Administration <u>Key Technical Skills & Knowledge required:</u> - knowledge of results based management, logical framework approach, strategic planning processes and tools; - knowledge of Rwanda's trade and industry sector policies and strategies; - knowledge of drafting action plans and operational plans; - knowledge to conduct policy and analysis and draft proposals; - knowledge of monitoring and evaluation concepts, systems and tools; - computer skills; - organizational skills; - communication skills; - high analytical & complex problem solving skills; - judgment & decision making skills; - time management skills; - team working skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Monitoring and Evaluation Specialist	Monitoring and Evaluation Specialist	A0 in Economics, Management, Development Studies, Project Management, Business Administration with 3 years of working experience; Or Master's Degree or Equivalent in Economics, Management, Development Studies, Project Management, Business Administration <u>Key Technical Skills & Knowledge required:</u> - extensive knowledge and understanding of the Rwandan Trade and Industry system; - excellent leadership skills; - coordination, Planning & Organizational Skills; - creative, proactive, customer focussed, solutions led and outcome driven Skills; - interpersonal skills - effective communication skills; - time Management skills; - decision making skills; - computer skills; - judgment & decision making skills; - high analytical & complex problem solving Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1
	Monitoring and Evaluation Officer	Monitoring and Evaluation Officer	A0 in Economics, Management, Development Studies, Project Management, Business Administration <u>Key Technical Skills & Knowledge required:</u> - knowledge of results based management, logical framework approach, strategic planning processes and tools; - knowledge of Rwanda's trade and industry sector policies and strategies; - knowledge of drafting action plans and operational plans; - knowledge to conduct policy and analysis and draft proposals; - knowledge of monitoring and evaluation concepts, systems and tools; - computer skills; - organizational skills; - communication skills; - high analytical & complex problem solving skills; - judgment & decision making skills; - time management skills; - team working skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Statistics Officer	Statistics Officer	A0 in Statistics, Applied Mathematics, Economics <u>Key Technical Skills & Knowledge required:</u> - Deep understanding of Research Methodologies and Statistics Concepts; - Knowledge of Rwanda's Trade and Industrial Policies and Strategies; - Knowledge of various statistical software packages; - Knowledge to Prepares and publishes statistical and technical reports and research papers; - Knowledge of the theory, systems and application of statistical research methodology - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Private Sector Development Specialist	Private Sector Development Specialist	A0 in Economics, Business Administration, Business Law, Management with 3 years of working experience; Or Master or Equivalent in Economics, Business Administration, Business Law, Management with 1 year of working experience <u>Key Technical Skills & Knowledge required:</u> -Knowledge and experience particularly in Investment Development. -Analytical, problem-solving and critical thinking skills. -Technical understanding of system being analyzed and how it affects the various business units. -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Able to work well with both internal and external clients. -Good presentation skills, and ability to communicate with various audiences, including end users and managers -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. -Strong attention to details and organizational skills. -Quick learner who is easily able to learn new products, systems, applications and technologies	1
S/Total				7
Corporate Services Directorate General	Director General	Director General of Corporate Services		1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Procurement	Procurement Officer	A0 in Procurement, Management, Accounting, Law, Public Finance, Economics <u>Key Technical Skills & Knowledge required:</u> - high analytical skills; - negotiation skills; - knowledge of basic business and purchasing practices; - excellent communication skills; - knowledge of state contracting laws, regulations and procedures; - knowledge of grades, qualities, supply and price trends of commodities; - time management skills; - decision making skills; - computer skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	2
Administration and Finance Unit	Director of Unit	Director of Administration and Finance Unit	Accounting Professional Qualification recognised by IFAC (ACCA, CPA); Or A0 Public Finance, Finance, Accounting or Management with specialization in Finance/Accounting with 3 years of working experience <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting. - Knowledge of Rwanda Public Financial Law; - Leadership and management skills; - Planning and organisational, Budgeting skills; - Communication skills; - Strong IT skills, particularly in Financia software (SMART IFMIS); - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Problem solving; - fluent in Kinyarwanda, English and/ or French;knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Accountant	Accountant	Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting <u>Key Technical Skills & Knowledge required :</u> - Knowledge of cost analysis techniques; - Knowledge to analyse complex financial information & Produce reports; - Deep understanding of financial accounts; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financia software (SMART IFMIS); - Judgment & Decision Making Skills; - High Analytical Skills; - Interpersonal skills; - Time management Skills; - Complex Problem solving; - Flexibility Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Budget management	Budget Officer	A0 in Finance, Accounting, Management, Economics 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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Human Resources	Human Resources Officer	A0 in Human Resource Management, Management, Public Administration, Administrative Sciences <u>Key Technical Skills & Knowledge required:</u> - knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources; - knowledge in the Development of Human Resources policies and procedures; - leadership skills; - high analytical skills; - report writing and presentation skills; - computer literacy; - coordination, planning and organisational skills; - interpersonal skills; - collaboration and team working skills; - effective communication skills; - administrative skills; - time management skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Logistics	Logistics Officer	A0 in Store Management, Management, Finance, Economics, Accounting, Public Administration, Administrative Sciences, <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Documentation and Archives	Documentation and Archives Officer	A0 in Library & information Science or A1 in Library & information Science, Office Management, Biblioteconomy <u>Key Technical Skills & Knowledge required:</u> -proficiency in information technology; -computer literacy; - bookkeeping Skills; -knowledge of integrated document management; -knowledge of archive management software; -knowledge of the documentation management system(DMS) would be an advantage; - organizational skills; - interpersonal skills; - planning skills; - communication skills; - report writing & presentation skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Secretary in DAF Unit	Secretary	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management,Sociology, Social Work, Law <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - fluent in Kinyarwanda, English and/ or French;knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Database and Application Administrator	Database and Application Administrator	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Rwanda's ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems - Proficient in Microsoft Office products - Proficient in basic networking protocols and standards - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	2

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Network and System Administrator	Network and System Administrator	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage <u>Key Technical Skills & Knowledge required:</u> - knowledge of Rwanda's ICT policies and strategies; - highly proficient with Microsoft Windows operating systems - proficient in Microsoft Office products; - proficient in basic networking protocols and standards; - knowledge of AD, Exchange, VPN, routers, and wireless internet access; - knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - interpersonal skills; - communication skills; - negotiation skills; - problem-solving skills; - analytical skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Central Secretariat	Head of Central Secretariat	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law with 2 years of working experience <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Secretary	Secretary	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2
S/Total				16
Grand / Total				82

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°240/03 ryo ku wa 16/12/2016 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisitiri y'Ubucuruzi, Inganda n'Umuryango w'Ibihugu by'Afurika y'Iburasirazuba (MINEACOM)

Kigali, ku wa 16/12/2016

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

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

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

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

Seen to be annexed to the Prime Minister's Order n° 240/03 of 16/12/2016 determining mission and functions, organizational structure, salaries and fringe benefits for employees in the Ministry of Trade, Industry and East African Community (MINEACOM)

Kigali, on 16/12/2016

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n° 240/03 du 16/12/2016 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère du Commerce, de l'Industrie et de la Communauté des pays de l'Afrique de l'Est (MINEACOM)

Kigali, le 16/12/2016

(sé)
MUREKEZI Anastase
Premier Ministre

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

Vu et scellé du Sceau de la République :

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

UMUGEREKA WA III W'ITEKA RYA
MINISITIRI W'INTEBE N° 240/03 RYO KU
WA 16/12/2016 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI MINISITERI
Y'UBUCURUZI, INGANDA
N'UMURYANGO W'IBIHUGU BY'AFRIKA
Y'IBURASIRAZUBA (MINEACOM)

ANNEX III TO PRIME MINISTER'S ORDER N°
240/03 OF 16/12/2016 DETERMINING
MISSION AND FUNCTIONS,
ORGANISATIONAL STRUCTURE, SALARIES
AND FRINGE BENEFITS FOR EMPLOYEES IN
THE MINISTRY OF TRADE, INDUSTRY AND
EAST AFRICAN COMMUNITY (MINEACOM)

ANNEXE III A L'ARRETE DU PREMIER
MINISTRE N° 240/03 DU 16/12/2016
PORTANT MISSION ET FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DU
COMMERCE, DE L'INDUSTRIE ET DE LA
COMMUNAUTE DES PAYS DE L'AFRIQUE
DE L'EST (MINEACOM)

MINEACOM SALARY STRUCTURE

POST	I.V	Level	Basic Salary	Annual Gross Budgeted
Permanent Secretary	441	F	1,265,229	19,358,004
Director General of EAC Affairs Coordination	400	2.III	756,000	12,988,531
Director General of Trade & Investment	400	2.III	756,000	12,988,531
Director General of Industry & Entrepreneurship Development	400	2.III	756,000	12,988,531
Director General of Planning, Monitoring & Evaluation	400	2.III	756,000	12,988,531
Director General of Corporate Services Division	400	2.III	756,000	12,988,531
Advisor to the Minister	400	2.III	756,000	12,988,531
Director of Administration & Finance Unit	400	3.II	547,600	9,408,095
Director of External Trade Unit	400	3.II	547,600	9,753,083
Director of Economic Affairs Unit	400	3.II	547,600	9,408,095
Director of Social & Governance Affairs Unit	400	3.II	547,600	9,408,095
Director of Domestic Trade Unit	400	3.II	547,600	9,753,083
Director of Industry Development Unit	400	3.II	547,600	9,753,083
Director of Entrepreneurship Development Unit	400	3.II	547,600	9,753,083
Legal Advisor	400	3.II	547,600	18,816,190
HRM Specialist	400	3.II	547,600	9,408,095
Commodity Value Chains Trade Specialist	400	3.II	547,600	18,816,190
Market Infrastructure Policy Specialist	400	3.II	547,600	9,408,095
External Trade Policy Specialist	400	3.II	547,600	9,408,095
Trade Negotiation and Cooperation Specialist	400	3.II	547,600	9,408,095
Trade Logistics Policy Specialist	400	3.II	547,600	9,408,095
Cross Border Trade Policy Specialist	400	3.II	547,600	9,408,095
Industrial Development Policy Specialist	400	3.II	547,600	9,408,095
Industrial Infrastructure Policy Specialist	400	3.II	547,600	9,408,095
Services Industry Policy Development Policy Specialist	400	3.II	547,600	9,408,095
Community Processing Centers Specialist	400	3.II	547,600	9,408,095
Entrepreneurship Development Policy Specialist	400	3.II	547,600	9,408,095
SMEs Business Development Policy Specialist	400	3.II	547,600	9,408,095
Investment Climate Specialist	400	3.II	547,600	9,408,095
Information Education and Communication Specialist	400	3.II	547,600	18,816,190
Downstream Petroleum Policy Specialist	400	3.II	547,600	9,408,095

Cooperatives Policy Specialist	400	3.II	547,600	9,408,095
Monitoring & Evaluation Specialist	400	3.II	547,600	9,408,095
Private Sector Development Specialist	400	3.II	547,600	9,408,095
Planning Specialist	400	3.II	547,600	9,408,095
Commodity Value Chains Trade Officer	350	4.II	399,350	20,383,965
Services Industry Policy Development Policy Officer	350	4.II	399,350	6,794,655
Community Processing Centers Officer	350	4.II	399,350	6,794,655
Industrial Development Policy Officer	350	4.II	399,350	6,794,655
Planning Officer	350	4.II	399,350	6,794,655
Monitoring & Evaluation Officer	350	4.II	399,350	6,794,655
Intellectual Property Policy Officer	350	4.II	399,350	6,794,655
Competition & Consumer Protection Officer	350	4.II	399,350	6,794,655
Statistics Officer	350	4.II	399,350	6,794,655
Financial and Macro-economic Affairs Officer	350	4.II	399,350	6,794,655
Trade in Goods Officer	350	4.II	399,350	6,794,655
Trade in Services Officer	350	4.II	399,350	6,794,655
Agriculture, Livestock and Food Security Officer	350	4.II	399,350	6,794,655
Infrastructure Engineer	350	4.II	399,350	6,794,655
Meteorology and Environmental Management Officer	350	4.II	399,350	6,794,655
Tourism and Wildlife Management Officer	350	4.II	399,350	6,794,655
Industrial Development and Investment Promotion Officer	350	4.II	399,350	6,794,655
Health and Community Development Officer	350	4.II	399,350	6,794,655
Education, Sports and Culture Officer	350	4.II	399,350	6,794,655
Labour and Employment Officer	350	4.II	399,350	6,794,655
Political, Defense, Peace and Security Officer	350	4.II	399,350	6,794,655
Legal & Judicial Affairs	350	4.II	399,350	6,794,655
Human Resource Officer	350	4.II	399,350	6,794,655
Database & Application Administrator	350	4.II	399,350	13,589,310
Network and System Administrator	350	4.II	399,350	6,794,655
Internal Auditor Officer	350	5.II	332,850	5,663,205
Public Procurement Officer	350	5.II	332,850	11,326,410
Accountant	350	5.II	332,850	5,663,205
Budget Officer	350	5.II	332,850	5,663,205
Administrative Assistant to Minister	350	5.II	332,850	5,663,205
Administrative Assistant to Permanent Secretary	350	5.II	332,850	5,663,205
Administrative Liaison Officer	350	5.II	332,850	5,663,205
Cooperation and Liaison Officer	350	5.II	332,850	5,663,205
Logistics Officer	350	5.II	332,850	5,663,205
Documentation & Archives	350	6.II	277,550	4,722,315
Head of Central Secretariat	350	7.II	231,000	3,930,300
Secretary in DAF Unit	350	8.II	177,800	3,025,140
Secretary in Central Secretariat	350	8.II	177,800	6,050,280

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 240/03 ryo ku wa 16/12/2016 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Ubucuruzi, Inganda n'Umuryango w'Ibihugu by'Afurika y'Iburasirazuba (MINEACOM)

Kigali, ku wa **16/12/2016**

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

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

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

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

Seen to be annexed to the Prime Minister's Order n° 240/03 of 16/12/2016 determining mission and functions, organizational structure, salaries and fringe benefits for employees in the Ministry of Trade, Industry and East African Community (MINEACOM)

Kigali, on **16/12/2016**

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n°240/03 du 16/12/2016 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère du Commerce, de l'Industrie et de la Communauté des pays de l'Afrique de l'Est (MINEACOM)

Kigali, le **16/12/2016**

(sé)
MUREKEZI Anastase
Premier Ministre

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

Vu et scellé du Sceau de la République:

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

ITEKA RYA MINISITIRI W'INTEBE N° 241/03 RYO KU WA 16/12/2016 RIHINDURA KANDI RYUZUZA ITEKA RYA MINISITIRI W'INTEBE N° 47/03 RYO KU WA 27/2/2015 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'UMUTUNGO KAMERE (MINIRENA)

PRIME MINISTER'S ORDER N° 241/03 OF 16/12/2016 MODIFYING AND COMPLEMENTING PRIME MINISTER'S ORDER N° 47/03 OF 27/2/2015 DETERMINING MISSION, FUNCTIONS, ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE MINISTRY OF NATURAL RESOURCES (MINIRENA)

ARRETE DU PREMIER MINISTRE N°241/03 DU 16/12/2016 MODIFIANT ET COMPLETANT L'ARRETE DU PREMIER MINISTRE N° 47/03 DU 27/2/2015 PORTANT MISSION, FONCTIONS, STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DES RESSOURCES NATURELLES (MINIRENA)

ISHAKIRO

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Article 4: Commencement

Article 4 : Entrée en vigueur

ITEKA RYA MINISITIRI W'INTEBE N° 241/03 RYO KU WA 16/12/2016 RIHINDURA KANDI RYUZUZA ITEKA RYA MINISITIRI W'INTEBE N° 47/03 RYO KU WA 27/2/2015 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'UMUTUNGO KAMERE (MINIRENA)

PRIME MINISTER'S ORDER N° 241/03 OF 16/12/2016 MODIFYING AND COMPLEMENTING PRIME MINISTER'S ORDER N° 47/03 OF 27/2/2015 DETERMINING MISSION, FUNCTIONS, ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE MINISTRY OF NATURAL RESOURCES (MINIRENA)

ARRETE DU PREMIER MINISTRE N°241/03 DU 16/12/2016 MODIFIANT ET COMPLETANT L'ARRETE DU PREMIER MINISTRE N° 47/03 DU 27/2/2015 PORTANT MISSION, FONCTIONS, STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DES RESSOURCES NATURELLES (MINIRENA)

Minisitiri w'Intebe;

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

Asubiye ku Iteka rya Minisitiri w'Intebe n° 47/03 ryo ku wa 27/2/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisitiri y'Umutungo Kamere (MINIRENA), cyane cyane mu migereka ya ryo uwa I, uwa, II n'uwa III;

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

Inama y'Abaminisitiri yateranye ku wa 12/10/2016 imaze kubisuzuma no kubyemeza;

The Prime Minister;

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

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

Having reviewed Prime Minister's Order n°47/03 of 27/2/2015 determining mission, functions, organizational structure, salaries and fringe benefits for employees in the Ministry of Natural Resources (MINIRENA), especially in Annexes I, II and III;

On proposal by the Minister of Public Service and Labour;

After consideration and approval by the Cabinet, in its session of 12/10/2016;

Le Premier Ministre;

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

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

Revu l'Arrêté du Premier Ministre n° 47/03 du 27/2/2015 portant mission, fonctions, structure organisationnelle, salaires et autres avantages accordés au personnel du Ministère des Ressources Naturelles (MINIRENA), spécialement en ses Annexes I, II et III;

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

Après examen et adoption par le Conseil des Ministres, en sa séance du 12/10/2016 ;

ATEGETSE:

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

Umugereka wa I, uwa II n'uwa III w'Iteka rya Minisitiri w'Intebe n° 47/03 ryo ku wa 27/2/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara, n'ibindi bigenerwa abakozi muri Minisiteri y'Umutungo Kamere (MINIRENA), ihinduwe kandi yujijwe ku buryo bugaragara ku mugereka w'iri teka.

Ingingo ya 2: Abashinzwe gushyira mu bikorwa iri teka

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

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

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

Ingingo ya 4: Igihe iri teka ritangira gukurikizwa

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

HEREBY ORDERS:

Article One: Organizational structure, job profiles and salaries

Annexes I, II and III of Prime Minister's Order n°47/03 of 27/2/2015 determining mission, functions, organisational structure, salaries and fringe benefits for employees in the Ministry of Natural Resources (MINIRENA), are modified and complemented as provided for in Annex to this Order.

Article 2: Authorities responsible for the implementation of this Order

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

Article 3: Repealing provision

All prior provisions contrary to this Order are hereby repealed.

Article 4: Commencement

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

ARRETE :

Article premier: Structure organisationnelle, profiles d'emplois et salaires

Les annexes I, II et III de l' Arrêté du Premier Ministre n° 47/03 du 27/2/2015 portant mission, fonctions, structure organisationnelle, salaires et autres avantages accordés au personnel du Ministère des Ressources Naturelles (MINIRENA) sont modifiés et complétés comme déterminé en annexe du présent arrêté.

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

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

Article 3: Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Article 4 : Entrée en vigueur

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

Official Gazette n° 52 of 26/12/2016

Kigali, ku wa 16/12/2016

Kigali, on 16/12/2016

Kigali, le 16/12/2016

(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

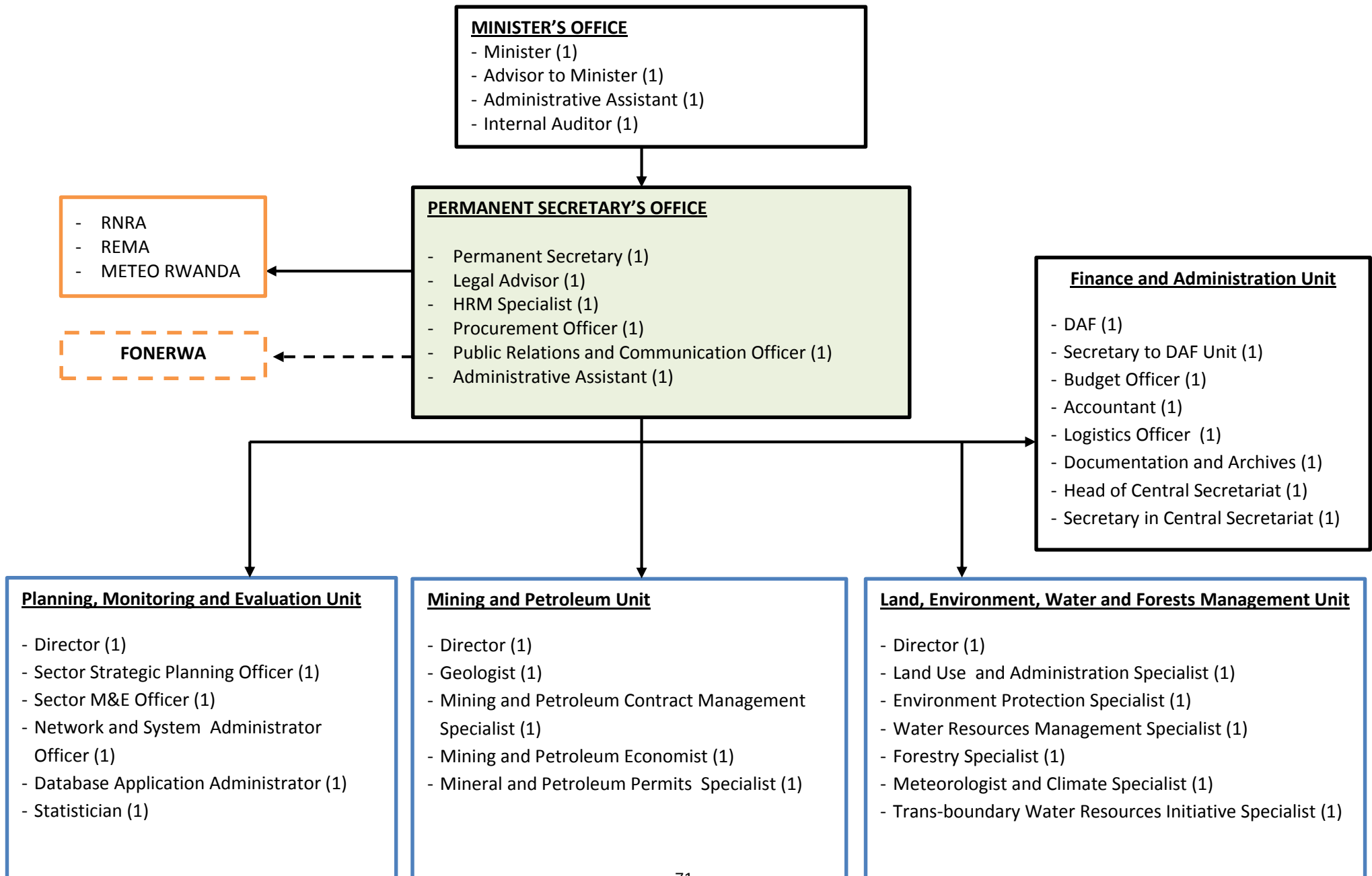
(sé)
BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

**UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N° 241/03 RYO KU
WA 16/12/2016 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI MINISITERI
Y'UMUTUNGO KAMERE (MINIRENA)**

**ANNEX I TO PRIME MINISTER'S ORDER N°
241/03 OF 16/12/2016 DETERMINING MISSION,
FUNCTIONS, ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES IN THE
MINISTRY OF NATURAL RESOURCES
(MINIRENA)**

**ANNEXE I A L'ARRETE DU PREMIER
MINISTRE N° 241/03 DU 16/12/2016 PORTANT
MISSION, FONCTIONS, STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DES
RESSOURCES NATURELLES (MINIRENA)**

MINIRENA - ORGANISATIONAL CHART



Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 241/03 ryo ku wa 16/12/2016 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Umutungo Kamere (MINIRENA)

Kigali, ku wa 16/12/2016

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

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

Bibonywe kandi bishyizweho Ikirango cya Repubilika :

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

Seen to be annexed to the Draft Prime Minister's Order n° 241/03 of 16/12/2016 determining mission, functions, organisational structure, salaries and fringe benefits for employees in the Ministry of Natural Resources (MINIRENA)

Kigali, on 16/12/2016

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n° 241/03 du 16/12/2016 portant mission, fonctions, structure organisationnelle, salaires et autres avantages accordés au personnel du Ministère des Ressources Naturelles (MINIRENA),

Kigali, le 16/12/2016

(sé)
MUREKEZI Anastase
Premier Ministre

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

Vu et scellé du Sceau de la République :

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

**UMUGEREKA WA II W'ITEKA RYA
MINISITIRI W'INTEBE N° 241/03 RYO KU
WA 16/12/2016 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI MINISITERI
Y'UMUTUNGO KAMERE (MINIRENA)**

**ANNEX II TO PRIME MINISTER'S ORDER N°
241/03 OF 16/12/2016 DETERMINING MISSION,
FUNCTIONS, ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES IN THE
MINISTRY OF NATURAL RESOURCES
(MINIRENA)**

**ANNEXE II A L'ARRETE DU PREMIER
MINISTRE N° 241/03 DU 16/12/2016
PORTANT MISSION, FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AUTRES AVANTAGES
ACCORDES AU PERSONNEL DU
MINISTERE DES RESSOURCES
NATURELLES (MINIRENA)**

MINIRENA JOB PROFILES

Administrative Unit	Job Title	Title of job position linked with the job	Required qualification, Experience and Profiles	Number of proposed Job Positions
Office of the Minister	Minister	Minister	Political Appointee	1
	Advisor	Advisor to the Minister	A0 Environmental Sciences, Land Management, Agriculture, Development Studies, Geography, Management, Public Administration, Administrative Sciences, Civil Engineering; with 5 years of working experience and 2 years in a senior position; or Master or Equivalent in Environmental Sciences, Land Management, Ecology, Agriculture, Development Studies, Geography Information System & Remote sensing, Management, Public Administration, Administrative Sciences, Hydrology, Civil Engineering; with 3 years of working experience. <u>Key Technical Skills & Knowledge required:</u> - Extensive knowledge and understanding of the Rwandan Natural Resources Management - Good knowledge of government policy on Natural Resources; - Knowledge of the Natural Resources sector policies and issues; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French, knowledge of all is an advantage	1

	Administrative Assistant	Administrative Assistant to the Minister	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Social work , Sociology, Law <u>Key technical skills and knowledge required:</u> - Knowledge in Office management; - Knowledge of customer care satisfaction; - Excellent communication, organisation and interpersonal skills; - Fluent in Kinyarwanda, English and/or French, knowledge of all is an advantage	1
	Internal Auditor	Internal Auditor	A0 in Accounting, Public Finance or Management with specialization in Finance/Accounting. <u>Key technical skills and knowledge required:</u> - 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 sense; - Fluent in Kinyarwanda, English and/or French, knowledge of all is an advantage	1
Sub total				4
Office of the PS	Permanent Secretary	Permanent Secretary	Political Appointee	1

	Legal Advisor	Legal Advisor	A0 in law with 3 years of working experience; Or Master's Degree or Equivalent in Law with 1 year working experience. <u>Knowledge and technical skills required:</u> - Knowledge of Substantive Law and Legal Procedures; - Report writing and presentation skills; - Analytical and problem solving; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and French.knowledge of all is an advantage	1
	HRM Specialist	HRM Specialist	A0 in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Specialisation in Human Resource Management with 3 years of working experience or Master's Degree in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Specialization in Human Resource Management <u>Knowledge and technical skills required:</u> - Deep knowledge of Rwandan Public Service and Labor Law; - Knowledge in Conflict Management; - Knowledge of Human Resources Concepts, Practices, Policies and Procedures; - Problem Solving Skills; - Computer Skills; - Judgement and Decision Making Skills; - Time Management Skills; - Interview Skills; - High Analytical Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/or French ;knowledge of all is an advantage	1

	Procurement	Procurement Officer	A0 in Procurement, Management, Public Finance, Economics, Law, Accounting <u>Key technical skills and knowledge required:</u> - High analytical skills; - Knowledge of basic business and purchasing practices; - Knowledge of state contracting law, regulations and procedures; - Knowledge of grade, qualities, suppliers and prices trends of commodities; - Knowledge in contract drafting and negotiation; - Category management skills; - Time management skills; - Decision making skills; - Excellent communication skills; - Computer skills; - Fluent in Kinyarwanda, English and French. knowledge of all is an advantage	1
	Public Relations and Communication	Public Relations & Communication Officer	A0 in Journalism, Communication, International Relations, Marketing, Linguistics and Literature <u>Key technical skills and knowledge required:</u> - 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 French; knowledge of all is an advantage	1

	Administrative Assistant	Administrative Assistant to the PS	A1 in Secretariat Studies, Office Management; Or A0 in Secretariat Studies, Office Management, Administrative Sciences, Public Administration, Management, sociology, social work, Law <u>Key technical skills and knowledge required:</u> - Knowledge in Office management; - Knowledge of customer care satisfaction; - Excellent communication, organisation and interpersonal skills; - Computer knowledge (Word processing, Power Point and Internet); - Time management skills; - Analytical and problem solving; - Fluent in Kinyarwanda, English and/or French	1
Sub total				6
Planning, Monitoring and Evaluation Unit	Director	Director of Planning, Monitoring and Evaluation Unit	A0 in Management, Economics, Development Studies, Project Management, with 3 years of working experience or Master's Degree in Management, Economics, Public Policy, Development Studies, Project Management, with 1 year of working experience <u>Key Technical Skills & Knowledge required:</u> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's Justice Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French, knowledge of all is an advantage	1

	Sector Strategic Planning	Sector Strategic Planning Officer	A0 in Management, Economics, Development Studies, Project Mngement Key Technical Skills & Knowledge required: - Knowledge of cost analysis techniques; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financia 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
	Sector M&E Officer	Sector M&E Officer	A0 in Management, Economics, Development Studies, Project Mngement Key Technical Skills & Knowledge required: - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Knowledge of Research and development policies and strategies; - Knowledge to conduct monitoring exercises; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Complex Problem Solving; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

	Network and System Administrator	Network and System Administrator Officer	A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage or A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering Key Technical Skills & Knowledge required: - Knowledge of Rwanda's ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems - Proficient in Microsoft Office products - Proficient in basic networking protocols and standards - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
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	Database Application Administrator	Database Application Administrator	A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage or A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering Key Technical Skills & Knowledge required: - Knowledge of Rwanda's ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems - Proficient in Microsoft Office products - Proficient in basic networking protocols and standards - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Statistics	Statistician	A0 in Applied Mathematics, Statistics, Economics. Key Technical Skills & Knowledge required: Knowledge of Strategic planning; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
Sub total				6

Mining and Petroleum Unit	Director	Director of Mining and Petroleum Unit	A0 in Geology, Mining Engineering, Petroleum Exploration with 3 years of working experience; Or Master's Degree or Equivalent in Geology, Mining Engineering, Petroleum Exploration with 3 years of working experience. <u>Key technical skills and knowledge required:</u> - Excellent organizational skills; - Ability to organize, schedule and utilize time well; - Ability to coordinate, organize and anticipate details for special programs and events; - Ability to coordinate and handle multiple priorities; - Ability to juggle multiple/conflicting priorities and set priorities; - Ability to manage multiple projects successfully; - Ability to work under pressure on a variety of projects simultaneously; - Effective management, organizational, budgeting and planning skills; - Successful experience in the areas of decision making, project management, and budgeting; - The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines; - Detail oriented and the ability to set priorities and objectives; - Organized, detail oriented, neat and able to meet deadlines; - Ability to work as a team coordinator; - Ability to work and make decisions with minimal supervision; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Geologist	Geologist Officer	A0 in Geology <u>Key Technical Skills & Knowledge required:</u> - High analytical and problem solving skills; - Knowledge of Geology sector; - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and French, knowledge of all is an advantage.	1

	Mining and Petroleum Contract Management	Mining and Petroleum Contract Management Specialist	A0 in Law in with 3 years of working experience in natural Resource Management; Or Master's Degree in Law. <u>Key Technical Skills & Knowledge required:</u> - High analytical and problem solving skills; - Knowledge of petroleum sector; - Decision making skills; - Experience in contract drafting and negotiation; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and French, knowledge of all is an advantage.	1
	Mining and Petroleum Economist	Mining and Petroleum Economist	A0 in Economics, Finance, Statistics with 3 years of working experience in Natural Resource Management ; Or Master's Degree in Economics, Finance, Statistics with experience in Natural Resource Management <u>Key technical skills and knowledge required:</u> - High analytical and problem solving skills; - Knowledge of petroleum sector; - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and French, knowledge of all is an advantage.	1

	Mineral and Petroleum Permits specialist	Mineral Petroleum specialist and Permits	A0 in Geography, Natural Sciences, Environment Sciences with Skill in GIS and 3 years of working experience; Or Master's Degree or Equivalent in Geography, Natural Sciences, Environment Sciences Key technical skills and knowledge required: - Good knowledge of government policy on Natural Resources; - Knowledge of the Natural Resources sector policies and issues; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills; - Fluent in Kinyarwanda, English and French, knowledge of all is an advantage.	1
Sub total				5

Land, Environment, Water and Forests Management Unit	Director of the Unit	Director of Land, Environment, Water and Forests Management Unit	A0 in Environmental Sciences with 3 years of working experience; Or Master's Degree or Equivalent in Environmental Sciences with 1 year of working experience. <u>Key technical skills and knowledge required:</u> - Excellent organizational skills; - Ability to organize, schedule and utilize time well; - Ability to coordinate, organize and anticipate details for special programs and events; - Ability to coordinate and handle multiple priorities; - Ability to juggle multiple/conflicting priorities and set priorities; - Ability to manage multiple projects successfully; - Ability to work under pressure on a variety of projects simultaneously; - Effective management, organizational, budgeting and planning skills; - Successful experience in the areas of decision making, project management, and budgeting; - The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines; - Detail oriented and the ability to set priorities and objectives; - Organized, detail oriented, neat and able to meet deadlines; - Ability to work as a team coordinator; - Ability to work and make decisions with minimal supervision; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.	1
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	Land Use and Administration Specialist	Land Use Administration Specialist	and	A0 in Land Management, Land Law, Rural Engineering, Environmental Sciences; with 3 years of working experience; Or Master's Degree or Equivalent in Land Management, Land Law, Rural Engineering, Environmental Sciences. <u>Key technical skills and knowledge required:</u> - Extensive knowledge and understanding of the Rwandan Natural Resources Management - Good knowledge of Land use and management; - Knowledge of the Natural Resources sector policies and issues; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.	1
	Environmental Protection Specialist	Environmental Protection Specialist		A0 in Environmental Sciences, Natural Sciences, Ecology, Biology and Forestry, with 3 years of working experience; Or Master's Degree or Equivalent in Environmental Sciences, Natural Sciences, Ecology, Biology and Forestry. <u>Key technical skills and knowledge required:</u> - Extensive knowledge and understanding of the Rwandan Natural Resources Management - Good knowledge of government policy on Environment; - Knowledge of the Natural Resources sector policies and issues; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.	1

	Water Resources Management Specialist	Water Resources Managemnt Specialist	A0 in Hydrology, Environmental and Civil Engineering, Water Resource Management, Water and Sanitation, with 3 years of working experience; Or Master's Degree or Equivalent in Hydrology, Environmental and Civil Engineering, Water Resource Management, Water and Sanitation. <u>Key technical skills and knowledge required:</u> - Extensive knowledge and understanding of the Rwandan Natural Resources Management - Good knowledge of Water resources management government policy; - Knowledge of the Natural Resources sector policies and issues; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills; - Fluent in Kinyarwanda, English and French. knowledge of all is an advantage.	1
	Forestry Specialist	Forestry Specialist	A0 in Forestry, Agronomy, Environmental Sciences, Ecology, with 3 years of working experience; Or Master's Degree or Equivalent in Forestry, Agriculture, Environmental Sciences, Ecology <u>Key technical skills and knowledge required:</u> - Extensive knowledge and understanding of the Rwandan Natural Resources Management - Good knowledge of Forestry management government policy; - Knowledge of the Natural Resources sector policies and issues; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills; - Fluent in Kinyarwanda, English and French, knowledge of all is an advantage.	1

	Meteorologist and Climate Specialist	Meteorologist and Climate Specialist	A0 in Meteorology, Climatology, Climate sciences, Agro meteorology with 3 years of working experience; Or Master's Degree or Equivalent in Meteorology, Climatology, Climate sciences, Agro meteorology. <u>Key technical skills and knowledge required:</u> - Extensive knowledge and understanding of the Rwandan Natural Resources Management - Advanced scientific skills in meteorological applications, - Knowledge of the Natural Resources sector policies and issues; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills; - Fluent in Kinyarwanda, English and French, knowledge of all is an advantage.	1
	Trans-boundary Water Resources Initiative Specialist	Trans-boundary Water Resources Initiative Specialist	A0 in Environmental Management, Political Science, Public Administration, International Relations with 3 years of working experience; Or Master's Degree or Equivalent in Environmental Management, Political Science, Public Administration, International Relations. <u>Key technical skills and knowledge required:</u> - Extensive knowledge and understanding of the Rwandan Natural Resources Management - Good knowledge of Trans-boundary Water management government policy; - Knowledge of the Natural Resources sector policies and issues; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - International Relations skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills; - Fluent in Kinyarwanda, English and French knowledge of all is an advantage.	1
Sub total				7

Finance & Administration Unit	Director	Director of Finance and Administration Unit	Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or Bachelor's degree in Accounting, Public Finance, Finance, or Management with specialisation in Finance with at least 3 years working experience <u>Key Technical Skills & Knowledge required:</u> - Leadership and management skills; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software(SMART IFMIS); - Knowledge of human resources concepts, practices, policies, and procedures; - Knowledge of organizational structure, workflow, and operating procedures; -Knowledge in Monitoring & System Evaluation; - Time management Skills- Interviewing Skills; - Judgment & Decision making skills; - Complex Problem solving; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
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	Secretary	Secretary to DAF Unit	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Office Management, Social Work, Sociology, Law <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Budget Officer	Budget Officer	A0 in Finance, Accounting, Management, and Economics <u>Key Technical Skills & Knowledge required:</u> - Planning and organisational skills - Communication skills, Strong IT skills - Time management skills - Team working skills - Judgement and decision making - Skills interpersonal skills - Complex problem solving - Deep understanding of financial accounts - Flexibility skills - Knowledge of cost analysis technics - Fluent in kinyarwanda, English and French; knowledge of all is an advantage	1

	Accounting	Accountant	A0 in Accounting, Finance, Management with specialization in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA, etc) <u>Key Technical Skills & Knowledge required:</u> - Knowledge of cost analysis techniques; - Knowledge to analyse complex financial information & Produce reports - Deep understanding of financial accounts; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Judgment & Decision Making Skills; - High Analytical Skills - Interpersonal skills; - Time management Skills - Complex Problem solving; - Flexibility Skills; - Fluent in Kinyarwanda, English and French ;knowledge of all is an advantage	1
	Logistics	Logistics Officer	A0 in Store Management, Management, Finance, Accounting, Economics, Public Administration, Administrative Sciences, <u>Key Technical Skills & Knowledge required:</u> - 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 French ;knowledge of all is an advantage	1

	Documentation and Archives	Documentation and Archives Officer	A0 in Library & information Science or A1 in Library & information system, Office Management, and Bibliotheconomy <u>Key Technical Skills & Knowledge required:</u> - proficiency in information technology; - Computer literacy Bookkeeping Skills; - Knowledge of integrated document management; - Knowledge of archive management software; - Knowledge of the documentation management system(DMS) would be an advantage; - Organizational Skills; - Interpersonal Skills; - Planning Skills; - Communication Skills; - Report writing & Presentation skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Central Secretariat	Head of Central Secretariat	A1 in Secretariat Studies, Office Management, Library and Information Science with 2 years of working experience or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law, Library and Information Science <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; -Bookkeeping Skills; -Analytical & Problem solving Skills; -Decision Making Skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

	Central Secretariat	Secretary in Central Secretariat	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
Sub total				8
TOTAL				36

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Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 241/03 ryo ku wa 16/12/2016 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Umutungo Kamere (MINIRENA)

Kigali, ku wa 16/12/2016

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

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

Bibonywe kandi bishyizweho Ikirango cya Repubulika :

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

Seen to be annexed to the Draft Prime Minister's Order n° 241/03 of 16/12/2016 determining mission, functions, organisational structure, salaries and fringe benefits for employees in the Ministry of Natural Resources (MINIRENA)

Kigali, on 16/12/2016

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and Sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n° 241/03 du 16/12/2016 portant mission, fonctions, structure organisationnelle, salaires et autres avantages accordés au personnel du Ministère des Ressources Naturelles (MINIRENA),

Kigali, le 16/12/2016

(sé)
MUREKEZI Anastase
Premier Ministre

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

Vu et scellé du Sceau de la République :

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

UMUGEREKA WA III W'ITEKA RYA
MINISITIRI W'INTEBE N° 241/03 RYO KU
WA 16/12/2016 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI MINISITERI
Y'UMUTUNGO KAMERE (MINIRENA)

ANNEX III TO PRIME MINISTER'S ORDER N°
241/03 OF 16/12/2016 DETERMINING MISSION,
FUNCTIONS, ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES IN THE
MINISTRY OF NATURAL RESOURCES
(MINIRENA)

ANNEXE III A L'ARRETE DU PREMIER
MINISTRE N° 241/03 DU 16/12/2016 PORTANT
MISSION, FONCTIONS, STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DES
RESSOURCES NATURELLES (MINIRENA)

MINIRENA SALARY STRUCTURE

POST	I.V	Level	Index	Basic Salary	Annual Gross Budgeted
Permanent Secretary	441	F	2869	1,265,229	19,358,004
Advisor to the Minister	400	2.III	1890	756,000	12,988,531
Director of Planning, Monitoring and Evaluation Unit	400	3.II	1369	547,600	9,408,095
Director of Land, Environment, Water and Forest Unit	400	3.II	1369	547,600	9,753,083
Director of Mining and Petroleum Unit	400	3.II	1369	547,600	9,753,083
Director of Administration and Finance Unit	400	3.II	1369	547,600	9,408,095
Legal Advisor	400	3.II	1369	547,600	9,408,095
HRM Specialist	400	3.II	1369	547,600	9,408,095
Environment Protection Specialist	400	3.II	1369	547,600	9,408,095
Water Resources Management Specialist	400	3.II	1369	547,600	9,408,095
Land Use and Administration Specialist	400	3.II	1369	547,600	9,408,095
Forestry Specialist	400	3.II	1369	547,600	9,408,095
Mining and Petroleum Economist	400	3.II	1369	547,600	9,408,095
Mineral and Petroleum Permits Specialist	400	3.II	1369	547,600	9,408,095
Meteorologist and Climate Specialist	400	3.II	1369	547,600	9,408,095
Geologist	400	3.II	1369	547,600	9,408,095
Trans-boundaries Water Resources Initiatives Specialist	400	3.II	1369	547,600	9,408,095
Mining and Petroleum Contract Management Specialist	400	3.II	1369	547,600	9,408,095
Sector Strategic Planning Officer	350	4.II	1141	399,350	6,861,071
Statistician	350	4.II	1141	399,350	6,861,071
Public Relations and Communication Officer	350	4.II	1141	399,350	6,794,655
Network and System administrator	350	4.II	1141	399,350	6,794,655
Database and Application Officer	350	4.II	1141	399,350	6,794,655
Sector Monitoring and Evaluation Officer	350	4.II	1141	399,350	6,794,655
Procurement Officer	350	5.II	951	332,850	5,663,205
Budget Officer	350	5.II	951	332,850	5,663,205
Accountant	350	5.II	951	332,850	5,663,205
Internal Auditor	350	5.II	951	332,850	5,663,205
Logistics Officer	350	5.II	951	332,850	5,663,205
Administrative Assistant to the Minister	350	5.II	951	332,850	5,663,205
Administrative Assistant to the PS	350	5.II	951	332,850	5,663,205
Documentation and Archives	350	6.II	793	277,550	4,722,315
Head of Central Secretariat	350	7.II	660	231,000	3,930,300
Secretary in Central Secretariat	350	8.II	508	177,800	3,025,140
Secretary to DAF	350	8.II	508	177,800	3,025,140

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Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 241/03 ryo ku wa 16/12/2016 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Umutungo Kamere (MINIRENA)

Kigali, ku wa 16/12/2016

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

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

Bibonywe kandi bishyizweho Ikirango cya Repubulika :

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

Seen to be annexed to the Draft Prime Minister's Order n° 241/03 of 16/12/2016 determining mission, functions, organisational structure, salaries and fringe benefits for employees in the Ministry of Natural Resources (MINIRENA)

Kigali, on 16/12/2016

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and Sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n° 241/03 du 16/12/2016 portant mission, fonctions, structure organisationnelle, salaires et autres avantages accordés au personnel du Ministère des Ressources Naturelles (MINIRENA),

Kigali, le 16/12/2016

(sé)
MUREKEZI Anastase
Premier Ministre

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

Vu et scellé du Sceau de la République :

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

**ITEKA RYA MINISITIRI W'INTEBE N° 242/03
RYO KU WA 16/12/2016 RITANGA UBUTAKA
BWA LETA BURI MU MUTUNGO BWITE
WAYO MU RWEGO RW'ISHORAMARI**

**PRIME MINISTER'S ORDER N° 242/03 OF
16/12/2016 ALLOCATING STATE LAND IN
PRIVATE DOMAIN FOR INVESTMENT**

**ARRETE DU PREMIER MINISTRE N° 242/03
DU 16/12/2016 PORTANT ALLOCATION
D'UNE TERRE DU DOMAINE PRIVE DE
L'ETAT AUX FINS D'INVESTISSEMENT**

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ITEKA RYA MINISITIRI W'INTEBE N° 242/03 RYO KU WA 16/12/2016 RITANGA UBUTAKA BWA LETA BURI MU MUTUNGO BWITE WAYO MU RWEGO RW'ISHORAMARI

PRIME MINISTER'S ORDER N° 242/03 OF 16/12/2016 ALLOCATING STATE LAND IN PRIVATE DOMAIN FOR INVESTMENT

ARRETE DU PREMIER MINISTRE N° 242/03 DU 16/12/2016 PORTANT ALLOCATION D'UNE TERRE DU DOMAINE PRIVE DE L'ETAT AUX FINS D'INVESTISSEMENT

Minisitiri w'Intebe,

The Prime Minister,

Le Premier Ministre,

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo mu 2003, ryavuguruwe mu 2015, cyane cyane mu ngingo zaryo, iya 120, iya 121, iya 122 n'iya 176;

Pursuant to the Constitution of the Republic of Rwanda of 2003, revised in 2015, especially in Articles 120, 121, 122 and 176;

Vu la Constitution de la République du Rwanda de 2003 révisée en 2015, spécialement en ses articles 120, 121, 122 et 176;

Ashingiye ku Itegeko n° 43/2013 ryo ku wa 16/06/2013 rigenga ubutaka mu Rwanda, cyane cyane mu ngingo yaryo ya 17;

Pursuant to Law n° 43/2013 of 16/06/2013 governing land in Rwanda, especially in Article 17;

Vu la Loi n° 43/2013 du 16/06/2013 portant régime foncier au Rwanda, spécialement en son article 17;

Bisabwe na Minisitiri w'Umutungo Kamere;

On proposal by the Minister of Natural Resources;

Sur proposition du Ministre des Ressources Naturelles ;

Inama y'Abaminisitiri yateranye ku wa 12/10/2016, imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet, in its session of 12/10/2016;

Après examen et adoption par le Conseil des Ministres, en sa séance du 12/10/2016;

ATEGETSE:

HEREBY ORDERS:

ARRETE :

Ingingo ya mbere: Itangwa ry'ubutaka bwa Leta buri mu mutungo bwite wayo mu rwego rw'ishoramari

Article One: Allocation of State land in private domain for investment

Article premier: Allocation d'une terre du domaine privé de l'Etat aux fins d'investissement

Ubutaka bungana na hegitari 5,919 buherereye mu Kagari ka Mbyo, Umurenge wa Mayange no mu Tugari twa Kampeka na Biharagu, Umurenge wa Kamabuye, Akarere ka Bugesera, Intara

The land measuring 5,919 ha located in Cell Mbyo of Mayange Sector and the Cells of Kampeka and Biharagu of Kamabuye Sector, Bugesera District,

La terre mesurant 5,919 ha située dans la Cellule de Mbyo, Secteur de Mayange, dans les Cellules Kampeka et Biharagu du Secteur Kamabuye, District

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y'Iburasirazuba, bweguriwe abashoramari mu buryo bukurikira:

Ikibanza N°	Ubuso (ha)	Uwo bweguriwe
3238	1365	Agro-processing Trust Corporation Limited (APTC Ltd)
3245		
3241		
3242		
3257		
3261	200	
3253	603	Gako Friends Farmers
3252		
3255	301	KAZERWA Brasius
3259	389	NKUBIRI Alfred
2628	111	Gako Friends Farmers
2627	40	NIYONGABO Jean Damascene
2626	43	NKUBIRI Alfred
2625		
2624	39	KAZERWA Brasius
2623	200	Cattle Ville Ranchers
2616	319	NIYONGABO Jean Damascene
2621	519	Horaninka Bugesera Cooperative
2618		
2631	100	MUKEZANGABO Augustin
2617	318	MAKUZA Bertin
2619	342	RUSIRARE Jacques

Eastern Province, is allocated to the investors as follows:

Plot N°	Acreage (ha)	Investor
3238	1365	Agro-processing Trust Corporation Limited (APTC Ltd)
3245		
3241		
3242		
3257		
3261	200	
3253	603	Gako Friends Farmers
3252		
3255	301	KAZERWA Brasius
3259	389	NKUBIRI Alfred
2628	111	Gako Friends Farmers
2627	40	NIYONGABO Jean Damascene
2626	43	NKUBIRI Alfred
2625		
2624	39	KAZERWA Brasius
2623	200	Cattle Ville Ranchers
2616	319	NIYONGABO Jean Damascene
2621	519	Horaninka Bugesera Cooperative
2618		
2631	100	MUKEZANGABO Augustin
2617	318	MAKUZA Bertin
2619	342	RUSIRARE Jacques

de Bugesera, Province de l'Est, est allouée aux investisseurs comme suit :

Parcelle N°	Superficie (ha)	Investisseur
3238	1365	Agro-processing Trust Corporation Limited (APTC Ltd)
3245		
3241		
3242		
3257		
3261	200	
3253	603	Gako Friends Farmers
3252		
3255	301	KAZERWA Brasius
3259	389	NKUBIRI Alfred
2628	111	Gako Friends Farmers
2627	40	NIYONGABO Jean Damascene
2626	43	NKUBIRI Alfred
2625		
2624	39	KAZERWA Brasius
2623	200	Cattle Ville Ranchers
2616	319	NIYONGABO Jean Damascene
2621	519	Horaninka Bugesera Cooperative
2618		
2631	100	MUKEZANGABO Augustin
2617	318	MAKUZA Bertin
2619	342	RUSIRARE Jacques

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2620	337	RUSERA Emmanuel
3256	338	GATERA Egide
3254	355	MUGISHA Joseph

Ingingo ya 2: Abashinzwe gushyira mu bikorwa iri teka

Minisitiri w'Umutungo Kamere, Minisitiri w'Ingabo, Minisitiri w'Ubutegetsi bw'Igihugu na Minisitiri w'Ubuhinzi n'Ubworozi bashinzwe gushyira mu bikorwa iri teka.

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

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

Ingingo ya 4: Igihe iri teka ritangira gukurikizwa

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

2620	337	RUSERA Emmanuel
3256	338	GATERA Egide
3254	355	MUGISHA Joseph

Article 2: Authorities responsible for the implementation of this Order

The Minister of Natural Resources, the Minister of Defense, the Minister of Local Government and the Minister of Agriculture and Animal Resources are entrusted with the implementation of this Order.

Article 3: Repealing provision

All prior provisions contrary to this Order are repealed.

Article 4: Commencement

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

2620	337	RUSERA Emmanuel
3256	338	GATERA Egide
3254	355	MUGISHA Joseph

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

Le Ministre des Ressources Naturelles, le Ministre de la Défense, le Ministre de l'Administration Locale et le Ministre de l'Agriculture et des Ressources Animales sont chargés de l'exécution du présent arrêté.

Article 3: Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Article 54: Entrée en vigueur

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

Official Gazette n° 52 of 26/12/2016

Kigali, ku wa 16/12/2016

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
BIRUTA Vincent
Minisitiri w'Umutungo Kamere

**Bibonywe kandi bishyizweho Ikirango cya
Repubulika:**

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

Kigali, on 16/12/2016

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
BIRUTA Vincent
Minister of Natural Resources

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Kigali, le 16/12/2016

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
BIRUTA Vincent
Ministre des Ressources Naturelles

Vu et scellé du Sceau de la République:

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

ITEKA RYA MINISITIRI W'INTEBE N° 243/03 OF PRIME MINISTER'S ORDER N° 243/03 OF ARRETE DU PREMIER MINISTRE N° 243/03
243/03 RYO KU WA 16/12/2016 RISHYIRAHU 16/12/2016 APPOINTING A DIRECTOR OF DU 16/12/2016 PORTANT NOMINATION
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Article 2: Autorités chargées de l'exécution du présent arrêté

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

Article 3: Repealing provision

Article 3: Disposition abrogatoire

Ingingo ya 4: Igihe iri teka ritangira gukurikizwa

Article 4: Commencement

Article 4: Entrée en vigueur

ITEKA RYA MINISITIRI W'INTEBE N° 243/03 RYO KU WA 16/12/2016 RISHYIRAHU UMUYOBOZI W'ISHAMI	PRIME MINISTER'S ORDER N° 243/03 OF 16/12/2016 APPOINTING A DIRECTOR OF UNIT	ARRETE DU PREMIER MINISTRE N° 243/03 DU 16/12/2016 PORTANT NOMINATION D'UNE DIRECTRICE D'UNITE
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Minisitiri w'Intebe,

The Prime Minister,

Le Premier Ministre,

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo mu 2003 ryavuguruwe mu 2015, cyane cyane mu ngingo zaryo, iya 119, iya 120, iya 122 n'ya 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 6;

Pursuant to Law n° 86/2013 of 11/09/2013 establishing the general statutes for public service, especially in Article 6;

Vu la Loi n° 86/2013 du 11/09/2013 portant statut général de la fonction publique, spécialement en ses article 6;

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

Upon 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 12/10/2016 imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet, in its session of 12/10/2016;

Après examen et adoption par le Conseil des Ministres en sa séance du 12/10/2016;

ATEGETSE:

HEREBY ORDERS:

ARRETE :

Ingingo ya mbere: Ishyirwaho

Article One: Appointment

Article premier: Nomination

Madamu RWIGAMBA Jeannette agizwe *Director of Budget Management and Reporting Unit* muri Minisitiri y'Imari n'Igenamigambi (MINECOFIN).

Ms. RWIGAMBA Jeannette is appointed Director of Budget Management and Reporting Unit in the Ministry of Finance and Economic Planning (MINECOFIN).

Madame RWIGAMBA Jeannette est nommée *Director of Budget Management and Reporting Unit* au sein du Ministère des Finances et de la Planification Economique (MINECOFIN).

Ingingo ya 2: Abashinzwe gushyira mu bikorwa iri teka

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

Article 2: Authorities responsible for the implementation of this Order

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

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

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

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

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

Article 3: Repealing provision

All prior provisions contrary to this Order are repealed.

Article 3 : Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Ingingo ya 4: Igihe iri teka ritangira gukurikizwa

Iri teka ritangira gukurikizwa ku muni rishyiriweho umukono. Agaciro karyo gahera ku wa 12/10/2016.

Article 4: Commencement

This Order comes into force on the date of its signature. It takes effect as of 12/10/2016.

Article 4 : Entrée en vigueur

Le présent arrêté entre en vigueur le jour de sa signature. Il sort ses effets à partir du 12/10/2016.

Kigali, ku wa 28/11/2016

Kigali, on 28/11/2016

Kigali, le 28/11/2016

(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:

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

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Vu et scellé du Sceau de la République

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

ITEKA RYA MINISITIRI W'INTEBE N° 244/03 OF PRIME MINISTER'S ORDER N° 244/03 OF ARRETE DU PREMIER MINISTRE N° 244/03
244/03 RYO KUWA 16/12/2016 RISHYIRAHU 16/12/2016 APPOINTING A DIRECTOR OF DU 16/12/2016 PORTANT NOMINATION
UMUYOBOZI W'ISHAMI UNIT D'UN DIRECTEUR D'UNITE

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ITEKA RYA MINISITIRI W'INTEBE N°244/03 RYO KUWA 16/12/2016 RISHYIRAHU UMUYOBOZI W'ISHAMI	PRIME MINISTER'S ORDER N° 244/03 OF 16/12/2016 APPOINTING A DIRECTOR OF UNIT	ARRETE DU PREMIER MINISTRE N° 244/03 DU 16/12/2016 PORTANT NOMINATION D'UN DIRECTEUR D'UNITE
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Minisitiri w'Intebe,

The Prime Minister,

Le Premier Ministre,

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo mu 2003 ryavuguruwe mu 2015, cyane cyane mu ngingo zaryo, iya 119, iya 120, iya 122 n'ya 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 6;

Pursuant to Law n° 86/2013 of 11/09/2013 establishing the general statutes for public service, especially in Article 6;

Vu la Loi n° 86/2013 du 11/09/2013 portant statut général de la fonction publique, spécialement en ses article 6;

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

Upon 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 12/10/2016 imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet, in its session of 12/10/2016;

Après examen et adoption par le Conseil des Ministres, en sa séance du 12/10/2016;

ATEGETSE:

HEREBY ORDERS:

ARRETE :

Ingingo ya mbere: Ishyirwaho

Article One: Appointment

Article premier: Nomination

Bwana SIBOMANA Mathias agizwe *Director of Technical Support Unit* mu Kigo cy'Imari yo Gusana Imihanda (RMF).

Mr. SIBOMANA Mathias is appointed Director of Technical Support Unit in Road Maintenance Fund (RMF).

Mr. SIBOMANA Mathias est nommé *Director of Technical Support Unit* au sein Fonds d'Entretien Routier (RMF).

Ingingo ya 2: Abashinzwe gushyira mu bikorwa iri teka

Article 2: Authorities responsible for the implementation of this Order

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

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri w'Ibikorwa Remezo na Minisitiri w'Imari

The Minister of Public Service and Labour, the Minister of Infrastructure and the Minister of

Le Ministre de la Fonction Publique et du Travail, le Ministre des Infrastructures et le Ministre des

Official Gazette n° 52 of 26/12/2016

n'Igenamigambi bashinzwe gushyira mu bikorwa iri teka. Finance and Economic Planning are entrusted with the implementation of this Order. Finances et de la Planification Economique sont chargés de l'exécution du présent arrêté.

Ingingo ya 3: Ivanwaho ry'ingingo zinyuranyije n'iri teka **Article 3: Repealing provision**

Article 3 : Disposition abrogatoire

Ingingo zose z'amateka abanziriza iri kandi zinyuranyije na ryo zivanyweho. All prior provisions contrary to this Order are repealed. Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Ingingo ya 4: Igihe iri teka ritangira gukurikizwa **Article 4: Commencement**

Article 4: Entrée en vigueur

Iri teka ritangira gukurikizwa ku munsu rishyiriweho umukono. Agaciro karyo gahera ku wa 12/10/2016. This Order comes into force on the date of its signature. It takes effect as of 12/10/2016. Le présent arrêté entre en vigueur le jour de sa signature. Il sort ses effets à partir du 12/10/2016.

Kigali, ku wa 28/11/2016

Kigali, on 28/11/2016

Kigali, le 28/11/2016

(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

ITEKA RYA MINISITIRI W'INTEBE PRIME MINISTER'S ORDER N°245/03 OF ARRETE DU PREMIER MINISTRE N°245/03
N°245/03 RYO KUWA 16/12/2016 16/12/2016 APPOINTING A DIRECTOR OF DU 16/12/2016 PORTANT NOMINATION
RISHYIRAHU UMUYOBOZI W'ISHAMI UNIT D'UN DIRECTEUR D'UNITE

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

Article 3: Repealing provision

Article 3: Disposition abrogatoire

Ingingo ya 4: Igihe iri iteka ritangira gukurikizwa

Article 4: Commencement

Article 4: Entrée en vigueur

**ITEKA RYA MINISITIRI W'INTEBE PRIME MINISTER'S ORDER N°245/03 OF ARRETE DU PREMIER MINISTRE N°245/03
N°245/03 RYO KUWA 16/12/2016 16/12/2016 APPOINTING A DIRECTOR OF DU 16/12/2016 PORTANT NOMINATION
RISHYIRAHU UMUYOBOZI W'ISHAMI UNIT D'UN DIRECTEUR D'UNITE**

Minisitiri w'Intebe,

The Prime Minister,

Le Premier Ministre,

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo mu 2003 ryavuguruwe mu 2015, cyane cyane mu ngingo zaryo, iya 119, iya 120, iya 122 n'ya 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 6;

Pursuant to Law n° 86/2013 of 11/09/2013 establishing the general statutes for public service, especially in Article 6;

Vu la Loi n° 86/2013 du 11/09/2013 portant statut général de la fonction publique, spécialement en ses article 6;

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

Upon 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 12/10/2016 imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet, in its session of 12/10/2016;

Après examen et adoption par le Conseil des Ministres, en sa séance du 12/10/2016;

ATEGETSE:

HEREBY ORDERS:

ARRETE :

Ingingo ya mbere: Ishyirwaho

Article One: Appointment

Article premier: Nomination

Bwana KALINDA Charles agizwe *Director of National Investment Planning Unit* muri Minisitiri y'Imari n'Igenamigambi (MINECOFIN)

Mr. KALINDA Charles is appointed *Director of National Investment Planning Unit* in the Ministry of Finance and Economic Planning (MINECOFIN).

M. KALINDA Charles est nommé *Director of National Investment Planning Unit* au sein du Ministère des Finances et de la Planification Economique (MINECOFIN).

Ingingo ya 2: Abashinzwe gushyira mu bikorwa iri teka

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

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

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

Ingingo ya 4: Igihe iri teka ritangira gukurikizwa

Iri teka ritangira gukurikizwa ku munsu rishyiriweho umukono. Agaciro karyo gahera ku wa 12/10/2016.

Kigali, ku wa 28/11/2016

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

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

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

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

Article 2: Authorities responsible for the implementation of this Order

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

Article 3: Repealing provision

All prior provisions contrary to this Order are repealed.

Article 4: Commencement

This Order comes into force on the date of its signature. It takes effect as of 12/10/2016.

Kigali, on 28/11/2016

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

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

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

Article 3 : Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Article 4 : Entrée en vigueur

Le présent arrêté entre en vigueur le jour de sa signature. Il sort ses effets à partir du 12/10/2016.

Kigali, le 28/11/2016

(sé)
MUREKEZI Anastase
Premier Ministre

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

Vu et scellé du Sceau de la République:

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

ITEKA RYA MINISITIRI W'INTEBE PRIME MINISTER'S ORDER N°246/03 OF ARRETE DU PREMIER MINISTRE N°246/03
N°246/03 RYO KUWA 16/12/2016 RISHYIRA 16/12/2016 PLACING A STAFF AT ANOTHER DU 16/12/2016 PORTANT MISE A LA
UMUKOZI AHANDI ADMINISTRATION DISPOSAL DISPOSITION D'UN AGENT DE L'ETAT

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Article 3: Repealing provision

Article 3: Disposition abrogatoire

Ingingo ya 4: Igihe iri teka ritangira gukurikizwa

Article 4 : Commencement

Article 4 : Entrée en vigueur

ITEKA RYA MINISITIRI W'INTEBE N°246/03 RYO KUWA 16/12/2016 RISHYIRA UMUKOZI AHANDI	PRIME MINISTER'S ORDER N°246/03 OF 16/12/2016 PLACING A STAFF AT ANOTHER ADMINISTRATION DISPOSAL	ARRETE DU PREMIER MINISTRE N°246/03 DU 16/12/2016 PORTANT MISE A LA DISPOSITION D'UN AGENT DE L'ETAT
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Minisitiri w'Intebe,

The Prime Minister,

Le Premier Ministre,

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

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

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

Ashingiye ku Itegeko n° 86/2013 ryo ku wa 11/09/2013 rishyiraho Sitati Rusange igenga Abakozi ba Leta, cyane cyane mu ngingo yaryo ya 38;

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

Vu la Loi n° 86/2013 du 11/09/2013 portant Statut Général de la Fonction Publique, spécialement en son article 38;

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

Upon 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 12/10/2016 imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet, in its session of 12/10/2016;

Après examen et adoption par le Conseil des Ministres, en sa séance du 12/10/2016;

ATEGETSE:

HEREBY ORDERS:

ARRETE :

Ingingo ya mbere: Ishyirwa ahandi

Article One: Placement

Article premier: Mise à la disposition

Lt. Col (Rtd) Wilson UKWISHAKA, ashyizwe muri Komisiyo y'Igihugu y'ITORERO (NIC) mu mwanya wa *Director of National Service Unit*.

Lt. Col (Rtd) Wilson UKWISHAKA is placed at disposal of National ITORERO Commission (NIC) on the post of Director of National Service Unit.

Lt. Col (Rtd) Wilson UKWISHAKA est mis à la disposition de la Commission Nationale d'ITORERO (NIC) au poste de *Director of National Service Unit*.

Ingingo ya 2: Abashinzwe gushyira mu bikorwa iri teka

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

Article 2: Authorities responsible for the implementation of this Order

The Minister of Public Service and Labour, the Minister of Defence and the Minister of Finance and

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

Le Ministre de la Fonction Publique et du Travail, le Ministre de la Défense et le Ministre des Finances et

Economic Planning are entrusted with the de la Planification Economique sont chargés de l'exécution du présent arrêté.

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

Article 3: Disposition abrogatoire

Ingingo zose z'amateka abanziriza iri kandi All prior provisions contrary to this Order are Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Ingingo ya 4: Igihe iri teka ritangira gukurikizwa

Article 4: Entrée en vigueur

Iri teka ritangira gukurikizwa ku munsu rishyirirweho This Order comes into force on the date of its signature. It takes effect as of 12/10/2016. Le présent arrêté entre en vigueur le jour de sa signature. Il sort ses effets à partir du 12/10/2016.

Kigali, ku wa 28/11/2016

Kigali, on 28/11/2016

Kigali, le 28/11/2016

(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

ITEKA RYA MINISITIRI W'INTEBE PRIME MINISTER'S ORDER N°247/03 OF ARRETE DU PREMIER MINISTRE N°247/03
N°247/03 RYO KUWA 16/12/2016 16/12/2016 GRANTING A LEAVE OF DU 16/12/2016PORTANT MISE EN
RYEMERERA UMUYOBOZI W'ISHAMI ABSENCE FOR NON SPECIFIC PERIOD TO DISPONIBILITE D'UN DIRECTEUR
GUHAGARIKA AKAZI MU GIHE KITAZWI A DIRECTOR OF UNIT D'UNITE

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

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

Article 3: Repealing provision

Article 3: Disposition abrogatoire

Ingingo ya 4: Igihe iri teka ritangira gukurikizwa

Article 4: Commencement

Article 4: Entrée en vigueur

ITEKA RYA MINISITIRI W'INTEBE PRIME MINISTER'S ORDER N°247/03 OF ARRETE DU PREMIER MINISTRE N°247/03
N°247/03 RYO KUWA 16/12/2016 16/12/2016 GRANTING A LEAVE OF DU 16/12/2016 PORTANT MISE EN
RYEMERERA UMUYOBOZI W'ISHAMI ABSENCE FOR NON SPECIFIC PERIOD TO A DISPONIBILITE D'UN DIRECTEUR D'UNITE
GUHAGARIKA AKAZI MU GIHE KITAZWI DIRECTOR OF UNIT

Minisitiri w'Intebe,

The Prime Minister,

Le Premier Ministre,

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo mu 2003 ryavuguruwe mu 2015, cyane cyane mu ngingo zaryo, iya 119, iya 120, iya 122 n'ya 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 87;

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

Vu la Loi n° 86/2013 du 11/09/2013 portant statut général de la fonction publique, spécialement en son article 87;

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

Upon 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 12/10/2016 imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet, in its session of 12/10/2016;

Après examen et adoption par le Conseil des Ministres, en sa séance du 12/10/2016;

ATEGETSE:

HEREBY ORDERS:

ARRETE :

Ingingo ya mbere: Guhagarika akazi mu gihe kitazwi

Article One: Leave of Absence for nonspecific period

Article premier: Mise en disponibilité

Bwana TWAGIRIMANA Cyriaque, Umuyobozi w'ishami rishinzwe Imari n'Ubutegetsi muri Minisiteri y'Umutungo Kamere (MINIRENA) yemerewe guhagarika akazi mu gihe kitazwi.

Mr. TWAGIRIMANA Cyriaque, Director of Administration and Finance in the Ministry of Natural Resources (MINIRENA) is granted leave of absence for non - specific period.

Il est accordé une mise en disponibilité à M. TWAGIRIMANA Cyriaque, Directeur de Finance et Administration au sein du Ministère des Ressources Naturelles (MINIRENA).

Ingingo ya 2: Abashinzwe gushyira mu bikorwa iri teka

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

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

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

Ingingo ya 4: Igihe iri teka ritangira gukurikizwa

Iri teka ritangira gukurikizwa ku munsu rishyirwaho umukono. Agaciro karyo gahera ku wa 12/10/2016.

Article 2: Authorities responsible for the implementation of this Order

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

Article 3: Repealing provision

All prior provisions contrary to this Order are repealed.

Article 4: Commencement

This Order comes into force on the date of its signature. It takes effect as of 12/10/2016.

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

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

Article 3 : Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Article 4 : Entrée en vigueur

Le présent arrêté entre en vigueur le jour de sa signature. Il sort ses effets à partir du 12/10/2016.

Kigali, ku wa 28/11/2016

(sé)

MUREKEZI Anastase

Minisitiri w'Intebe

(sé)

UWIZEYE Judith

Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizwaho Ikirango cya Repubulika:

(sé)

BUSINGYE Johnston

Minisitiri w'Ubutabera / Intumwa Nkuru ya Leta

Kigali, on 28/11/2016

(sé)

MUREKEZI Anastase

Prime Minister

(sé)

UWIZEYE Judith

Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)

BUSINGYE Johnston

Minister of Justice /Attorney General

Kigali, le 28/11/2016

(sé)

MUREKEZI Anastase

Premier Ministre

(sé)

UWIZEYE Judith

Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République:

(sé)

BUSINGYE Johnston

Ministre de la Justice / Garde des Sceaux

ITEKA RYA MINISITIRI W'INTEBE
N°248/03 RYO KUWA 16/12/2016
RYIRUKANA BURUNDU UMUYOBOZI
W'ISHAMI

PRIME MINISTER'S ORDER N°248/03 OF
16/12/2016 DISMISSING A DIRECTOR OF
UNIT

ARRETE DU PREMIER MINISTRE N°248/03
DU 16/12/2016 PORTANT REVOCATION
D'UN DIRECTEUR D'UNITE

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implementation of this Order

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

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

Article 3: Repealing provision

Article 3: Disposition abrogatoire

Ingingo ya 4: Igihe iri teka ritangira
gukurikizwa

Article 4: Commencement

Article 4: Entrée en vigueur

**ITEKA RYA MINISITIRI W'INTEBE
N°248/03 RYO KUWA 16/12/2016
RYIRUKANA BURUNDU UMUYOBOZI
W'ISHAMI**

**PRIME MINISTER'S ORDER N°248/03 OF
16/12/2016 DISMISSING A DIRECTOR OF
UNIT**

**ARRETE DU PREMIER MINISTRE N°248/03
DU 16/12/2016 PORTANT REVOCATION
D'UN DIRECTEUR D'UNITE**

Minisitiri w'Intebe,

The Prime Minister,

Le Premier Ministre,

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo mu 2003 ryavuguruwe mu 2015, cyane cyane mu ngingo zaryo, iya 119, 120, 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 98;

Pursuant to Law n° 86/2013 of 11/09/2013 establishing the general statutes for public service, especially in Article 98;

Vu la Loi n° 86/2013 du 11/09/2013 portant statut général de la fonction publique, spécialement en son article 98;

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

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

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

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

On proposal by the Minister of Public Service and Labour;

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

Inama y'Abaminisitiri yateranye ku wa 12/10/2016 imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet, in its session of 12/10/2016;

Après examen et adoption par le Conseil des Ministres, en sa séance du 12/10/2016;

ATEGETSE:

HEREBY ORDERS:

ARRETE :

Ingingo ya mbere: Kwirukanwa burundu

Article One: Dismissal

Article premier: Révocation

Bwana NTAGANDA François, *Director of Land Administration Unit* mu Kigo gishinzwe

Mr NTAGANDA François, *Director of Land Administration Unit* in Rwanda Natural Resources

M. NTAGANDA François, *Director of Land Administration Unit* au sein de l'Office Rwandais

Umutungo Kamere mu Rwanda (RNRA) yirukanwe burundu mu bakozi ba Leta kubera ikosa ryo guta akazi.

Ingingo ya 2: Abashinzwe gushyira mu bikorwa iri teka

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

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

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

Ingingo ya 4: Igihe iri teka ritangira gukurikizwa

Iri teka ritangira gukurikizwa ku muni rishyiriweho umukono. Agaciro karyo gahera ku wa 23/12/2015.

Kigali, ku wa 28/11/2016

Authority (RNRA) is dismissed from Public Service due to his serious faults of deserting work.

Article 2: Authorities responsible for the implementation of this Order

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

Article 3: Repealing provision

All prior provisions contrary to this Order are repealed.

Article 4: Commencement

This Order comes into force on the date of its signature. It takes effect as of 23/12/2015.

Kigali, on 28/11/2016

des Ressources Naturelles (RNRA) est révoqué de la Fonction Publique pour sa faute lourde de désertier le travail.

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

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

Article 3: Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Article 4 : Entrée en vigueur

Le présent arrêté entre en vigueur le jour de sa signature. Il sort ses effets à partir du 23/12/2015.

Kigali, le 28/11/2016

(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

ITEKA RYA MINISITIRI W'INTEBE N°249/03 RYO KUWA 16/12/2016 RYIRUKANA BURUNDU DIVISION MANAGER	PRIME MINISTER'S ORDER N°249/03 OF 16/12/2016 DISMISSING A DIVISION MANAGER	ARRETE DU PREMIER MINISTRE N°249/03 DU 16/12/2016 PORTANT REVOCATION D'UN DIVISION MANAGER
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ITEKA RYA MINISITIRI W'INTEBE N°249/03 RYO KUWA 16/12/2016 RYIRUKANA BURUNDU DIVISION MANAGER	PRIME MINISTER'S ORDER N°249/03 OF 16/12/2016 DISMISSING A DIVISION MANAGER	ARRETE DU PREMIER MINISTRE N°249/03 DU 16/12/2016 PORTANT REVOCATION D'UN DIVISION MANAGER
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Minisitiri w'Intebe,

The Prime Minister,

Le Premier Ministre,

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo mu 2003 ryavugururwe mu 2015, cyane cyane mu ngingo zaryo iya, iya 119, 120, 122 n'ya 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 98;

Pursuant to the Law n° 86/2013 of 11/09/2013 establishing the general statutes for public service, especially in Article 98;

Vu la Loi n° 86/2013 du 11/09/2013 portant statut général de la fonction publique, spécialement en son article 98;

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

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

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

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

On proposal by the Minister of Public Service and Labour;

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

Inama y'Abaminisitiri yateranye ku wa 12/10/2016 imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet, in its session of 12/10/2016;

Après examen et adoption par le Conseil des Ministres, en sa séance du 12/10/2016;

ATEGETSE:

HEREBY ORDERS:

ARRETE :

Ingingo ya mbere: Kwirukanwa burundu

Article One: Dismissal

Article premier: Révocation

Bwana GATERA Jean d'Amour, *Planning Division Manager* muri Minisitiri

Mr. GATERA Jean d'Amour, *Planning Division Manager* in Ministry of Infrastructure is dismissed from Public Service.

M. GATERA Jean d'Amour, *Planning Division Manager* au sein du Ministère des Infrastructures est révoqué de la Fonction Publique.

y'Ibikorwaremezo yirukanwe burundu mu bakozi ba Leta.

Ingingo ya 2: Abashinzwe gushyira mu bikorwa iri teka

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

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

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

Ingingo ya 4: Igihe iri teka ritangira gukurikizwa

Iri teka ritangira gukurikizwa ku muni rishyiriweho umukono. Agaciro karyo gahera ku wa 04/04/2016.

Kigali, ku wa 28/11/2016

(sé)

MUREKEZI Anastase

Minisitiri w'Intebe

(sé)

UWIZEYE Judith

Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

(sé)

BUSINGYE Johnston

Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

Article 2: Authorities responsible for the implementation of this Order

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

Article 3: Repealing provision

All prior provisions contrary to this Order are repealed.

Article 4: Commencement

This Order comes into force on the date of its signature. It takes effect as of 04/04/2016.

Kigali, on 28/11/2016

(sé)

MUREKEZI Anastase

Prime Minister

(sé)

UWIZEYE Judith

Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)

BUSINGYE Johnston

Minister of Justice/Attorney General

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

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

Article 3: Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Article 4 : Entrée en vigueur

Le présent arrêté entre en vigueur le jour de sa signature. Il sort ses effets à partir du 04/04/2016.

Kigali, le 28/11/2016

(sé)

MUREKEZI Anastase

Premier Ministre

(sé)

UWIZEYE Judith

Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République :

(sé)

BUSINGYE Johnston

Ministre de la Justice/Garde des Sceaux

ITEKA RYA MINISITIRI W'INTEBE
N°250/03 RYO KUWA 16/12/2016
RYIRUKANA BURUNDU UMUKOZI WA
LETA

PRIME MINISTER'S ORDER N°250/03 OF
16/12/2016 DISMISSING A PUBLIC
SERVANT

ARRETE DU PREMIER MINISTRE N°250/03
DU 16/12/2016 PORTANT REVOCATION
D'UN AGENT PUBLICQUE

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Article 4: Entrée en vigueur

**ITEKA RYA MINISITIRI W'INTEBE
N°250/03 RYO KUWA 16/12/2016
RYIRUKANA BURUNDU UMUKOZI WA
LETA**

Minisitiri w'Intebe,

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

Ashingiye ku Itegeko n° 86/2013 ryo ku wa 11/09/2013 rishyiraho sitati rusange igenga abakozi ba Leta, cyane cyane mu ngingo yaryo ya 98;

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

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

Inama y'Abaminisitiri yateranye ku wa 12/10/2016 imaze kubisuzuma no kubyemeza;

ATEGETSE:

Ingingo ya mbere: Kwirukanwa burundu

Bwana KAMONYO Célestin, *Translator* mu Biro bya Minisitiri w'Intebe yirukanwe burundu mu bakozi ba Leta.

**PRIME MINISTER'S ORDER N°250/03 OF
16/12/2016 DISMISSING A PUBLIC SERVANT**

The Prime Minister,

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

Pursuant to the Law n° 86/2013 of 11/09/2013 establishing the general statutes for public service, especially in Article 98;

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

On proposal by the Minister of Public Service and Labour;

After consideration and approval by the Cabinet, in its session of 12/10/2016;

HEREBY ORDERS:

Article One: Dismissal

Mr. KAMONYO Célestin, *Translator* in the Office of the Prime Minister is dismissed from Public Service.

**ARRETE DU PREMIER MINISTRE N°250/03
DU 16/12/2016 PORTANT REVOCATION
D'UN AGENT PUBLIQUE**

Le Premier Ministre,

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

Vu la Loi n° 86/2013 du 11/09/2013 portant statut général de la fonction publique, spécialement en son article 98;

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

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

Après examen et adoption par le Conseil des Ministres, en sa séance du 12/10/2016;

ARRETE :

Article premier: Révocation

M. KAMONYO Célestin, *Translator* in the Office of the Prime Minister est révoqué de la Fonction Publique.

Ingingo ya 2: Abashinzwe gushyira mu bikorwa iri teka

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

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

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

Ingingo ya 4: Igihe iri teka ritangira gukurikizwa

Iri teka ritangira gukurikizwa ku munsu rishyiriweho umukono. Agaciro karyo gahera ku wa 04/04/2016.

Kigali, ku wa 28/11/2016

(sé)

MUREKEZI Anastase

Minisitiri w'Intebe

(sé)

UWIZEYE Judith

Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

(sé)

BUSINGYE Johnston

Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

Article 2: Authorities responsible for the implementation of this Order

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

Article 3: Repealing provision

All prior provisions contrary to this Order are repealed.

Article 4: Commencement

This Order comes into force on the date of its signature. It takes effect as of 04/04/2016.

Kigali, on 28/11/2016

(sé)

MUREKEZI Anastase

Prime Minister

(sé)

UWIZEYE Judith

Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)

BUSINGYE Johnston

Minister of Justice/Attorney General

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

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

Article 3 : Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Article 4 : Entrée en vigueur

Le présent arrêté entre en vigueur le jour de sa signature. Il sort ses effets à partir du 04/04/2016.

Kigali, le 28/11/2016

(sé)

MUREKEZI Anastase

Premier Ministre

(sé)

UWIZEYE Judith

Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République :

(sé)

BUSINGYE Johnston

Ministre de la Justice/Garde des Sceaux

ITEKA RYA MINISITIRI W'INTEBE
N°251/03 RYO KUWA 16/12/2016
RYIRUKANA BURUNDU HEAD OF
DEPARTMENT

PRIME MINISTER'S ORDER N°251/03 OF
16/12/2016 DISMISSING A HEAD OF
DEPARTMENT

ARRETE DU PREMIER MINISTRE N°251/03
DU 16/12/2016 PORTANT REVOCATION
D'UN HEAD OF DEPARTMENT

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Article 2: Authorities responsible for the
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Article 2: Autorités chargées de l'exécution du
présent arrêté

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

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Ingingo ya 4: Igihe iri teka ritangira
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Article 4: Commencement

Article 4: Entrée en vigueur

**ITEKA RYA MINISITIRI W'INTEBE
N°251/03 RYO KUWA 16/12/2016
RYIRUKANA BURUNDU HEAD OF
DEPARTMENT**

**PRIME MINISTER'S ORDER N°251/03 OF
16/12/2016 DISMISSING A HEAD OF
DEPARTMENT**

**ARRETE DU PREMIER MINISTRE N°251/03
DU 16/12/2016 PORTANT REVOCATION
D'UN HEAD OF DEPARTMENT**

Minisitiri w'Intebe,

The Prime Minister,

Le Premier Ministre,

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo mu 2003 ryavugururwe mu 2015, cyane cyane mu ngingo zaryo iya, iya 119, 120, 122 n'ya 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 98;

Pursuant to the Law n° 86/2013 of 11/09/2013 establishing the general statutes for public service, especially in Article 98;

Vu la Loi n° 86/2013 du 11/09/2013 portant statut général de la fonction publique, spécialement en son article 98;

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

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

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

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

On proposal by the Minister of Public Service and Labour;

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

Inama y'Abaminisitiri yateranye ku wa 12/10/2016 imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet, in its session of 12/10/2016;

Après examen et adoption par le Conseil des Ministres, en sa séance du 12/10/2016;

ATEGETSE:

HEREBY ORDERS:

ARRETE :

Ingingo ya mbere: Kwirukanwa burundu

Bwana NZARAMBA Stevenson, *Head of Policy and Planning Department* muri Minisitiri y'Ibikorwaremezo yirukanwe burundu mu bakozi ba Leta.

Ingingo ya 2: Abashinzwe gushyira mu bikorwa iri teka

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

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

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

Ingingo ya 4: Igihe iri teka ritangira gukurikizwa

Iri teka ritangira gukurikizwa ku munsu rishyirwaho umukono. Agaciro karyo gahera ku wa 20/04/2016.

Kigali, ku wa 28/11/2016

Article One: Dismissal

Mr. NZARAMBA Stevenson, Head of Policy and Planning Department in the Ministry of Infrastructure is dismissed from Public Service.

Article 2: Authorities responsible for the implementation of this Order

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

Article 3: Repealing provision

All prior provisions contrary to this Order are repealed.

Article 4: Commencement

This Order comes into force on the date of its signature. It takes effect as of 20/04/2016.

Kigali, on 28/11/2016

Article premier: Révocation

M. NZARAMBA Stevenson, *Head of Policy and Planning Department au sein du Ministère des Infrastructures* est révoqué de la Fonction Publique.

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

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

Article 3 : Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Article 4 : Entrée en vigueur

Le présent arrêté entre en vigueur le jour de sa signature. Il sort ses effets à partir du 20/04/2016.

Kigali, le 28/11/2016

(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:**

(sé)

BUSINGYE Johnston

Minisitiri w'Ubutabera / Intumwa Nkuru ya Leta

Seen and sealed with the Seal of the Republic:

(sé)

BUSINGYE Johnston

Minister of Justice / Attorney General

Vu et scellé du Sceau de la République :

(sé)

BUSINGYE Johnston

Ministre de la Justice / Garde des Sceaux