

Ibirimo/Summary/Sommaire

page/urup.

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

N°98/03 ryo ku wa 10/08/2017

Iteka rya Minisitiri w'Intebe rigena inshingano, imbonerahamwe y'imyanya y'imirimo bya Minisitiri y'Ibikorwaremezo, imishahara n'ibindi bigenerwa abakozi bayo.....2

N° 98/03 of 10/08/2017

Prime Minister's Order determining mission and functions, organisational structure of the Ministry of Infrastructure, salaries and fringe benefits for its employees.....2

N°98/03 du 10/08/2017

Arrêté du Premier Ministre portant mission et fonctions, structure organisationnelle du Ministère des Infrastructures, salaires et avantages accordés à son personnel.....2

N°99/03 ryo ku wa 10/08/2017

Iteka rya Minisitiri w'Intebe rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisitiri y'Ingabo.....62

N°99/03 of 10/08/2017

Prime Minister's Order determining mission, functions, organisational structure, salaries and fringe benefits for employees of the Ministry of Defence.....62

N° 99/03 du 10/08/2017

Arrêté du Premier Ministre portant mission, fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère de la Défense.....62

N°100/03 ryo ku wa 10/08/2017

Iteka rya Minisitiri w'Intebe rishyiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Urwego rw'Igihugu rw'Imiyoborere.....124

N°100/03 of 10/08/2017

Prime Minister's Order determining organisational structure, salaries and fringe benefits for employees of Rwanda Governance Board.....124

N° 100/03 du 10/08/2017

Arrêté du Premier Ministre déterminant la structure organisationnelle, salaires et avantages accordés au personnel de l'Office Rwandais de la Gouvernance.....124

N°101/03 ryo ku wa 10/08/2017

Iteka rya Minisitiri w'Intebe rishyiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Ikigo cy'Igihugu Gishinzwe Guteza imbere Imiturire.....192

N°101/03 of 10/08/2017

Prime Minister's Order determining organisational structure, salaries and fringe benefits for employees of Rwanda Housing Authority.....192

N°101/03 du 10/08/2017

Arrêté du Premier Ministre déterminant la structure organisationnelle, salaires et autres avantages accordés au personnel de l'Office Rwandais pour la Promotion de l'Habitat.....192

ITEKA RYA MINISITIRI W'INTEBE
N°98/03 RYO KU WA 10/08/2017 RIGENA
INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO BYA
MINISITERI Y'IBIKORWAREMEZO,
IMISHAHARA N'IBINDI BIGENERWA
ABAKOZI BAYO

PRIME MINISTER'S ORDER N° 98/03
OF 10/08/2017 DETERMINING MISSION
AND FUNCTIONS, ORGANISATIONAL
STRUCTURE OF THE MINISTRY OF
INFRASTRUCTURE, SALARIES AND
FRINGE BENEFITS FOR ITS
EMPLOYEES

ARRETE DU PREMIER MINISTRE
N°98/03 DU 10/08/2017 PORTANT
MISSION ET FONCTIONS, STRUCTURE
ORGANISATIONNELLE DU
MINISTRE DES INFRASTRUCTURES,
SALAIRES ET AVANTAGES
ACCORDES A SON PERSONNEL

ISHAKIRO

TABLE OF CONTENTS

TABLE DE MATIERES

Ingingo ya mbere: Icyo iri teka rigamije

Article One: Purpose of this Order

Article premier: Objet du présent arrêté

Ingingo ya 2: Inshingano

Article 2: Mission and functions

Article 2: Mission et fonctions

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

Article 3: Organizational structure and job
profiles

Article 3: Structure organisationnelle et
profils d'emplois

Ingingo 4: Igenwa ry'umushahara

Article 4: Determination of the salary

Article 4: Détermination du salaire

Ingingo 5: Ibigize umushahara mbumbe

Article 5: Composition of the gross salary

Article 5: Composition du salaire brut

Ingingo ya 6: Ibindi bigenerwa
Umunyamabanga Uhoraho

Article 6: Fringe benefits for Permanent
Secretary

Article 6: Avantages alloués au Secrétaire
Permanent

Ingingo ya 7: Ibindi bigenerwa *Head of
Department* uri ku rwego rwa "1.IV"

Article 7: Fringe benefits for Head of
Department on "1.IV" Job level

Article 7: Avantages alloués au chef du
département au poste de niveaux "1.IV"

Ingingo ya 8: Ibindi bigenerwa Abayobozi
Bakuru, Umujyanama wa Minisitiri
n'Umujyanama w'Umunyamabanga wa
Leta bari ku rwego rwa "2.III"

Article 8: Fringe benefits for Directors
General, Advisor to the Minister and
Advisor to the Minister of State on "2.III"
job level

Article 8: Avantages alloués aux Directeurs
Généraux, au Conseiller du Ministre et au
Conseiller celui du Secrétaire d'Etat aux
postes de niveau "2.III"

Ingingo ya 9: Ibindi bigenerwa Abayobozi b'Udushami n'abakozi bari ku rwego rw'imirimo rwa "3"

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

Article 9: Avantages alloués aux Directeurs d'Unités et cadres aux postes de niveau "3"

Ingingo ya 10: Indamunite z'urugendo rw'imodoka

Article 10: Mileage allowances

Article 10: Indemnités kilométriques

Ingingo ya 11: Abashinzwe gushyira mu bikorwa iri teka

Article 11: Authorities responsible for the implementation of this Order

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

Ingingo ya 12: Ivanwaho ry'ingingo zinyuranyije n'iri teka

Article 12: Repealing provision

Article 13: Disposition abrogatoire

Ingingo ya 13: Igihe iri teka ritangira gukurikizwa

Article 13: Commencement

Article 13: Entrée en vigueur

ITEKA RYA MINISITIRI W'INTEBE N°98/03 RYO KU WA 10/08/2017 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO BYA MINISITERI Y'IBIKORWAREMEZO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI BAYO

PRIME MINISTER'S ORDER N° 98/03 OF 10/08/2017 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE OF THE MINISTRY OF INFRASTRUCTURE, SALARIES AND FRINGE BENEFITS FOR ITS EMPLOYEES

ARRETE DU PREMIER MINISTRE N°98/03 DU 10/08/2017 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE DU MINISTERE DES INFRASTRUCTURES, SALAIRES ET AVANTAGES ACCORDES A SON PERSONNEL

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° 43/03 ryo ku wa 27/02/2015 rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimo bya Minisiteri y'Ibikorwaremezo nk'uko ryahinduwe kandi ryujujwe kugeza ubu;

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

Inama y'Abaminisitiri yateranye ku wa 30/06/2017, imaze kubisuzuma no kubyemeza;

The Prime Minister;

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

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

Reviewing Prime Minister's Order n° 43/03 of 27/02/2015 determining the mission, functions, organizational structure and summary of job positions of the Ministry of Infrastructure as modified and complemented to date;

On proposal by the Minister of Public Service and Labour;

After consideration and approval by the Cabinet, in session of 30/06/2017;

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° 43/03 du 27/02/2015 portant mission, fonctions, structure organisationnelle et synthèse des emplois du Ministère des Infrastructures telle modifié et complétée à ce jour;

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

Après examen et adoption par le Conseil des Ministres, en sa séance du 30/06/2017;

ATEGETSE:

HEREBY ORDERS:

ARRETE:

Ingingo ya mbere: icyo iri teka rigamije

Iri teka rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Ibikorwaremezo.

Ingingo ya 2: Inshingano

Minisiteri y'Ibikorwaremezo ifite inshingano rusange yo gutuma habaho amajyambere arambye y'ibikorwaremezo birimo gutwara abantu n'ibintu, ingufu, imiturire, imijyi, amazi n'isukura, no kugira uruhare mu iterambere mu by'ubukungu rigamije guteza imbere imibereho y'abaturage.

By'umwihariko, Minisiteri y'Ibikorwaremezo ifite inshingano zikurikira:

1 ° gushyiraho no kumenyekanisha politiki, ingamba na gahunda mu rwego rw'ibikorwaremezo ibinyujije mu:

- a. gushyiraho politiki z'Igihugu no gukora ingamba n'ibishushanyo mbonera bijyanye no gutwara abantu n'ibintu, ingufu, imiturire mu mijyi, iterambere ry'imijyi, gukwirakwiza amazi n'isukura hagamijwe korohereza ibikorwa by'ubukungu no kugeza ku baturage

Article One: Purpose of this Order

This Order determines mission and functions, organizational structure of the Ministry of Infrastructure, salaries and fringe benefits for its employees.

Article 2: Mission and functions

The Ministry of Infrastructure has the general mission of ensuring sustainable development of infrastructure covering transport, energy, housing, urbanization as well as water supply and sanitation, and participating in economic growth initiatives with a view of enhancing the social welfare of the population.

Specifically, the Ministry of Infrastructure is responsible for:

1 ° formulating and disseminating policies, strategies and programs in the field of infrastructure through:

- a. formulation of national policies and developing strategies and master plans relating to transport, energy, urban housing, urbanization, water supply and sanitation in order to ease economic activities and increase access to affordable infrastructure facilities;

Article premier: Objet du présent arrêté

Le présent arrêté porte mission et fonctions, structure organisationnelle du Ministère des Infrastructures, salaires et autres avantages accordés à son personnel.

Article 2: Mission et fonctions

Le Ministère des Infrastructures a pour mission d'assurer le développement durable des infrastructures notamment le transport, l'énergie, l'habitat, l'urbanisation ainsi que l'approvisionnement en eau et l'assainissement, ainsi que de participer à la croissance économique en vue d'améliorer le bien-être de la population.

Plus particulièrement, le Ministère des Infrastructures est chargé de:

1 ° formuler et disséminer les politiques, des stratégies et des programmes dans le domaine d'infrastructure à travers:

- a. la formulation des politiques et des stratégies nationales de développement et les schémas directeurs relatifs au transport, à l'énergie, à l'habitat en ville, à l'urbanisation, à l'approvisionnement en eau et à l'assainissement afin de faciliter

ibikorwaremezo mu buryo bworoshye;		les activités économiques et accroître l'accès aux infrastructures;
b. gutangiza gahunda zigamije guteza imbere, gusana no gushyiraho:	b. initiation of programs to develop, rehabilitate and put in place:	b. l'initiation des programmes pour développer, réhabiliter et mettre en place:
i. inzira zifatika zo gutwaramo ibintu n'abantu ku rwego rw'Igihugu;	i. an efficient national transport infrastructure network;	i. un système de réseau national efficace d'infrastructures de transport;
ii. uburyo burambye bwo gutanga ingufu;	ii. a sustainable power generation;	ii. une production d'énergie durable;
iii. imiturire idahenze mu mijyi n'iterambere rirambye ry'imijyi;	iii. an affordable urban housing and sustainable urban development;	iii. un système de logement abordable en milieu urbain et de développement urbain durable;
iv. uburyo bwiza bwo gukwirakwiza amazi n'isukura;	iv. water supply and sanitation;	iv. un système d'approvisionnement en eau et l'assainissement;
c. gukora politiki z'Igihugu n'ingamba z'iterambere biyanye n'ibikorwaremezo hubahirizwa imirongo ngenderwaho yo mu Muryango w'Ibihugu by'Afurika y'Iburasirazuba.	c. formulation of national policies and development strategies concerning infrastructure in line with guidelines of the East African Community;	c. la formulation des politiques et des stratégies nationales de développement en matière d'infrastructure en harmonie avec les lignes directrices de la Communauté des Pays de l'Afrique de l'Est;
2 ° gutegura amategeko no gushyiraho amabwiriza yo mu rwego rw'ibikorwaremezo ibinyujije mu:	2 ° drafting laws and issuing instructions in the infrastructure sector through:	2 ° préparer des lois et donner des instructions dans le secteur des infrastructures à travers:

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| <p>a. gushyiraho no kumenyekanisha amabwiriza ku bijyanye n'ibikorwaremezo;</p> <p>b. gushyiraho no gukurikirana ishyirwa mu bikorwa ry'ibipimo ngenderwaho bijyanye n'ibikorwaremezo.</p> | <p>a. elaboration and dissemination of regulations;</p> <p>b. development and implementation of applicable standards and norms.</p> | <p>a. l'élaboration et la dissémination des instructions;</p> <p>b. le développement et la mise en application des règles et normes standards applicables.</p> |
| <p>3 ° kubaka ubushobozi bw'inzego n'abakozi bakora mu bikorwaremezo binyujijwe mu gushyira mu bikorwa gahunda zigamije kubaka ubushobozi bw'inzego n'abakozi, gutegura amabwiriza akenewe, kubaka ubumenyi mu bya tekiniki n'imicungire mu bijyanye n'imirimo y'abenjeniyeri, gutwara ibintu n'abantu, ingufu, imiturire no gutwara mu mijyi, ndetse no gukwirakwiza amazi n'isukura.</p> | <p>3 ° developing institutional and human resource capacities in the infrastructure sector through the implementation of programs aiming at enhancing institutional and human resource capacities, adoption of organization and legal frameworks, building technical and managerial capacity in engineering, transportation, energy, habitat and urbanization as well as water supply and sanitation.</p> | <p>3 ° développer les capacités institutionnelles et humaines dans le secteur des infrastructures à travers la mise en œuvre des programmes en vue de renforcer les capacités institutionnelles et humaines, l'adoption de cadres juridiques, le renforcement des compétences techniques et de gestion en génie civil, dans le transport, le développement de l'énergie, l'habitat et l'urbanisation ainsi que l'approvisionnement en eau et l'assainissement.</p> |
| <p>4 ° gufasha iterambere rya gahunda z'ibikorwaremezo mu nzego zegerejwe abatuye ibinyujije mu:</p> <p>a. gufasha no gukurikirana ifatwa neza ry'imihanda y'Uture, iterambere ry'imijyi na gahunda z'iterambere ry'ibikorwaremezo bijyanye hashingiwe kuri gahunda y'iterambere ry'Akarere;</p> | <p>4 ° supporting infrastructure development programs under the decentralized entities through:</p> <p>a. support and monitoring of District road maintenance, urban development and related infrastructure development programs based on District Development Plans;</p> | <p>4 ° soutenir les programmes de développement des infrastructures au sein des entités décentralisées par le biais de:</p> <p>a. le soutien et le suivi de l'entretien des routes des Districts, le développement urbain et les programmes de développement des infrastructures selon les plans de développement du District;</p> |

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|---|--|---|
| b. gukurikirana ry'amafaranga yoherejwe inzego z'ibanze mu rwego rwo kureba ko yakoreshejwe ibyo yagenewe; | b. monitoring the utilization of funds to ensure that earmarked transfers to local administrative entities are used specifically for their intended purpose; | b. le contrôle de l'utilisation des fonds afin de s'assurer que les transferts effectués sont spécifiquement utilisés par les entités administratives de base pour les programmes prévus; |
| c. gukorana na za Komite zishinzwe ivugururwa ry'inzego za Leta zishinzwe ibikorwaremezo ku bijyanye n'imikorere y'inzego zegerejwe abatwaga; | c. liaising with Public Sector Reform Steering Committees on infrastructures matters concerning the functioning of decentralized entities; | c. assurer la liaison avec les comités sectoriels de pilotage de la réforme sur les infrastructures pour les questions concernant le fonctionnement des entités décentralisées; |
| d. gufasha, gukurikirana no guteza imbere serivisi zo gutwara ibintu n'abantu mu Turere n'ibijyanye na byo hagamijwe gukorera mu mucyo; | d. support, monitoring and promotion of transport services and related facilities in the District to ensure transparency and accountability; | d. le soutien, le suivi et la promotion des services de transport et des installations connexes dans le District afin d'assurer la transparence; |
| 5 ° gukurikirana no gusuzuma ishyirwa mu bikorwa rya za politiki, ingamba na gahunda zijyanye n'ibikorwaremezo ibinyujije mu: | 5 ° monitoring and evaluating the implementation of policies, strategies and programs of infrastructure through: | 5 ° faire le suivi et évaluer la mise en œuvre des politiques, des stratégies et des programmes relatifs aux infrastructures à travers: |
| a. guhuriza hamwe no gukurikirana ishyirwa mu bikorwa rya politiki, ingamba, gahunda n'imishinga by'Igihugu bijyanye n'ibikorwaremezo; | a. coordination and supervision of activities which contribute to implementation of national infrastructure policies, strategies, programs and projects; | a. la coordination et la supervision des activités qui contribuent à la mise en œuvre des politiques, des stratégies, des programmes et des projets nationaux relatifs aux infrastructures; |
| b. gukurikirana ibipimo bigenderwaho mu bijyanye n'ibikorwaremezo no guhuriza hamwe imibare ijyanye | b. monitoring indicators and consolidating infrastructure data handled by decentralized entities; | b. la supervision des indicateurs et la consolidation des données sur les infrastructures gérées par des entités décentralisées; |

n'ibikorwaremezo byakozwe
n'inzego zegerejwe abaturage;

c. gukora amasuzuma ahoraho ku ruhare politiki, ingamba, gahunda n'imishinga bijyanye n'ibikorwaremezo bigira ku iterambere ry'ibikorwaremezo mu Gihugu.

6 ° kugenzura inzego ziyishamikiyeho ibinyujije mu:

a. gukurikirana imicungire y'inzego n'ibigo bya Leta ireberera hagamijwe gukoresha neza umutungo, kurengera ibidukikije, na gahunda z'ibikorwaremezo bihuriweho n'inzego nyinshi;

b. gutanga umurongo ngenderwaho kuri gahunda zihariye zigomba gushyirwa mu bikorwa n'ibigo n'inzego zirebererwa na Minisiteri;

7 ° gukusanya ibikenewe mu bikorwa byo mu rwego rw'ibikorwaremezo ibinyujije mu:

a. gukusanya inkunga z'ibikenewe no gukurikirana ibikorwa zikoreshwamo hagamijwe kwirinda

c. regular assessments on the impact of policies, strategies, programs and projects in development of national infrastructure.

6 ° overseeing the institutions under its supervision through:

a. supervision of the management of public institutions and agencies under the Ministry with regards to cost effectiveness, environmental sustainability, safety and cross-cutting issues in infrastructure development;

b. providing orientation on specific programs to be realized by agencies and institutions under the Ministry;

7 ° mobilizing resources for the infrastructure sector activities through:

a. mobilization of resources and supervision of actions to ensure

c. les évaluations régulières sur l'impact des politiques, des stratégies, programmes et projets sur le développement des infrastructures au niveau national.

6 ° superviser les institutions sous sa tutelle par:

a. la supervision de la gestion des institutions publiques et établissements sous tutelle en ce qui concerne la rentabilité, la durabilité et la sécurité environnementale, et les programmes intersectoriels dans le développement des infrastructures;

b. donner une orientation sur les programmes spécifiques qui doivent être réalisés par les établissements et les institutions sous tutelle;

7 ° mobiliser les ressources pour les activités du secteur des infrastructures à travers:

a. la mobilisation des ressources et la surveillance des mesures visant à garantir leur utilisation

gusesagura mu bikorwa
by'iterambere ry'ibikorwaremezo;

their rational use in infrastructure
development;

rationnelle dans le
développement des
infrastructures;

b. guteza imbere gahunda
z'ubufatanyabikorwa n'ishoramari
ry'abikorera mu iterambere
ry'ibikorwaremezo.

b. promotion of partnership with
private investment in
infrastructure development.

b. la promotion du partenariat avec
l'investissement privé dans le
développement des
infrastructures.

**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'Ibikorwaremezo 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 Infrastructure 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 des
Infrastructures sont respectivement aux
annexes I et II du présent arrêté.

Ingingo 4: Igenwa ry'umushahara

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

Article 4: Determination of the salary

Salaries for employees of the Ministry of
Infrastructure are 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 des Infrastructures sont déterminés
suivant la classification des emplois et
conformément aux principes généraux de
fixation des salaires dans la fonction publique.

Urwego, umubare fatizo n'umushahara mbumbe
bigendana na buri mwanya w'umurimo muri
Minisiteri y'Ibikorwaremezo biri ku mugereka
wa III w'iri teka.

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

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

Ingingo 5: Ibigeze umushahara mbumbe

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

Article 5: Composition of the gross salary

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

Article 5: Composition du salaire brut

Le salaire brut mensuel pour chaque agent
comprend principalement:

Official Gazette n°33 of 14/08/2017

1 ° umushahara fatizo;	1° basic salary;	1 ° le salaire de base;
2 ° indamunite y'icumbi;	2° housing allowance;	2 ° l'indemnité de logement;
3 ° indamunite y'urugendo;	3° transport allowance;	3 ° l'indemnité de transport;
4 ° inkunga ya Leta mu bwiteganyirize bw'umukozi;	4° State contribution for social security;	4 ° la contribution de l'Etat à la sécurité sociale;
5 ° inkunga ya Leta yo kuvuza umukozi.	5° State contribution for medical care.	5 ° la contribution de l'Etat aux soins médicaux.

Indamunite y'urugendo ivugwa mu gika kibanziriza iki ntigenerwa abayobozi bari ku nzego z'imirimo za "F", "G/1" na "2.III" boroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze. Ntiyemererwa kandi abakozi bari ku rwego rwa "3" bagenerwa indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

The transport allowance specified in the previous Paragraph shall not be granted to officials positioned on levels "F", "G/1" 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 public service.

L'indemnité de transport visée à l'alinéa précédent n'est pas allouée aux dirigeants aux postes de niveau "F", "G/1" et "2.III" pour lesquels le transport est facilité selon les instructions du Ministre ayant le transport dans ses attributions. Elle n'est pas non plus allouée aux agents de l'Etat aux postes de niveau "3" qui bénéficient d'une indemnité spéciale de transport, conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Ingingo ya 6: Ibindi bigenerwa Umunyamabanga Uhoraho

Umunyamabanga Uhoraho muri Minisitiri y'Ibikorwaremezo agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

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

Article 6: Fringe benefits for Permanent Secretary

The Permanent Secretary in the Ministry of Infrastructure is entitled to the following fringe benefits:

- 1° one hundred thousand Rwandan francs (FRW 100,000) per month for office land line communication allowance and one hundred thousand Rwandan francs (FRW 100,000) per

Article 6: Avantages alloués au Secrétaire Permanent

Le Secrétaire Permanent au sein du Ministère des Infrastructures 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

angana n'ibihumbi ijana (100.000 FRW) buri kwezi;	month for mobile phone communication allowance;	portable équivalent à cent mille francs rwandais (100.000 FRW) par mois;
2° amafaranga y'u Rwanda ibihumbi magana abiri (200.000 FRW) yo kwakira abashyitsi mu kazi buri kwezi anyura kuri konti y'urwego bireba;	2° office entertainment allowance of two hundred thousand Rwandan francs (FRW 200,000) per month and transferred to the institution's account;	2° les frais de représentation au service équivalent à deux cent mille francs rwandais (200.000 FRW) chaque mois et domiciliés au compte de l'institution concernée;
3° koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.	3° transport facilitation in accordance with instructions of the Minister responsible for transport.	3° les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 7: Ibindi bigenerwa Head of Department uri ku rwego rwa "1.IV"

Head of Department uri ku rwego rwa "1.IV" agenerwa ibindi bimufasha gutunganya imirimo ku buryo bukurikira:

- 1° amafaranga y'u Rwanda ibihumbi ijana (100.000 FRW) y'itumanaho rya telefoni yo mu biro buri kwezi n'ay'itumanaho rya telefoni igendanwa angana n'ibihumbi ijana y'u Rwanda (100.000 FRW) buri kwezi;
- 2° koroherezwa kandi mu bijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

Article 7: Fringe benefits for Head of Department on "1.IV" Job level

A Head of Department on "1.IV" job level is entitled to the following fringe benefits:

- 1° one hundred thousand Rwandan francs (FRW 100,000) per month for office landline and fax communication allowance and one hundred thousand Rwandan francs (FRW 100,000) per month for mobile phone communication allowance;
- 2° transport facilitation in accordance with instructions of the Minister in charge of transport.

Article 7: Avantages alloués au chef du département au poste de niveaux "1.IV"

Le Chef du Département au poste de niveau "1.IV" bénéficie des avantages comme suit:

- 1° les frais de communication par téléphone de bureau équivalent à cent mille francs rwandais (100.000 FRW) par mois et ceux de communication par téléphone portable équivalent à cent mille francs rwandais (100.000 FRW) par mois;
- 2° les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 8: Ibindi bigenerwa Abayobozi Bakuru, Umujyanama wa Minisitiri n'Umujyanama w'Umunyamabanga wa Leta bari ku rwego rwa “2.III”

Abayobozi Bakuru, Umujyanama wa Minisitiri n'Umujyanama w'Umunyamabanga wa Leta bagenerwa buri wese ibindi bibafasha gutunganya imirimo mu buryo bukurikira:

- 1 ° buri Muyobozi Mukuru agenerwa amafaranga y'u Rwanda ibihumbi mirongo irindwi (70.000 FRW) y'itumanaho rya telefoni yo mu biro n'ay'itumanaho rya telefone igendanwa angana n'ibihumbi mirongo irindwi (70.000 FRW) buri kwezi;
- 2 ° Umujyanama wa Minisitiri n'Umujyanama w'Umunyamabanga wa Leta bagenerwa amafaranga y'u Rwanda ibihumbi mirongo irindwi (70.000 FRW) y'itumanaho rya telefoni igendanwa buri kwezi;
- 3 ° Leta yorohereza Abayobozi Bakuru, Umujyanama wa Minisitiri n'Umujyanama w'Umunyamabanga wa Leta ingendo hakurikijwe Amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

Article 8: Fringe benefits for Directors General, Advisor to the Minister and Advisor to the Minister of State on “2.III” job level

Directors General, the Advisor to the Minister, and the Advisor to the Minister of State are each entitled to fringe benefits as follows:

- 1 ° each Director General is entitled to seventy thousand Rwandan francs (FRW 70,000) per month for office land line communication allowance and seventy thousand Rwandan francs (FRW 70,000) per month for mobile phone communication allowance;
- 2 ° the Advisor to the Minister and the Advisor to the Minister of State are entitled to seventy thousand Rwandan francs (FRW 70,000) per month for mobile phone communication allowance;
- 3 ° the Government facilitates transport for Directors General, the Advisor to the Minister and the Advisor to the Minister of State in accordance with instructions of the Minister in charge of transport.

Article 8: Avantages alloués aux Directeurs Généraux, au Conseiller du Ministre et au Conseiller celui du Secrétaire d'Etat aux postes de niveau “2.III”

Les Directeurs Généraux, le Conseiller du Ministre et le Conseiller du Secrétaire d'Etat bénéficient chacun des avantages comme suit:

- 1 ° chaque Directeur Général bénéficie chacun des frais de communication par téléphone de bureau équivalant à soixante-dix mille francs rwandais (70.000 FRW) et ceux de communication par téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 FRW) par mois;
- 2 ° le Conseiller du Ministre et le Conseiller du Secrétaire d'Etat bénéficient des frais de communication par téléphone portable équivalant à soixante-dix mille francs Rwandais (FRW 70.000) par mois;
- 3 ° l'Etat facilite aux Directeurs Généraux, au Conseiller du Ministre et au Conseiller du Secrétaire d'Etat le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Abandi bayobozi bakuru bari ku rwego rw'imirimo rwa "2.III" ariko badafite itsinda ry'abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe y'urwego bakorera, bagenerwa buri wese kandi buri kwezi amafaranga y'u Rwanda ibihumbi mirongo irindwi (70.000 FRW) y'itumanaho rya telefoni igendanwa. Boroherezwa kandi ingendo mu buryo buteganyijwe mu gika kibanziriza iki.

Ingingo ya 9: Ibindi bigenerwa Abayobozi b'Udushami n'abakozi bari ku rwego rw'imirimo rwa "3"

Buri Muyobozi w'Agashami na buri mukozi uri ku rwego rw'imirimo rwa "3" agenerwa ibindi bimufasha gutunganya imirimo ku buryo bukurikira:

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

Buri Muyobozi w'Agashami uri ku rwego rw'imirimo rwa "3" ufite itsinda ry'abakozi ba Leta ayobora hashingiwe ku mbonerahamwe yemewe y'urwego akorera agenerwa kandi amafaranga y'u Rwanda ibihumbi ijana (100.000

Other senior officials positioned on level "2.III" without a pool of public servants 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. They also benefit transport facilitation as provided for under the previous Paragraph.

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

Each Director of Unit and official on "3" job classification level is 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.

Each Director of Unit on level "3" with a pool of public servants under his/her responsibilities in accordance with the approved organizational structure is also entitled to an office telephone communication allowance of one hundred

Les autres hauts cadres aux postes de niveau "2.III" qui n'ont pas d'agents de l'Etat placés sous leurs responsabilités suivant la structure organisationnelle approuvée, bénéficient chacun des frais de communication par téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 FRW) par mois; ils bénéficient aussi de la facilitation au transport conformément au paragraphe précédent.

Article 9: Avantages alloués aux Directeurs d'Unités et cadres aux postes de niveau "3"

Chaque Directeur d'Unité et chaque cadre au poste de niveau "3" bénéficie des avantages comme suit:

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

Chaque Directeur d'Unité au poste de niveau "3" ayant des agents de l'Etat placés sous ses responsabilités suivant la structure organisationnelle approuvée, aussi bénéficie des frais de communication par téléphone de

FRW) y'itumanaho rya telefoni yo mu biro buri kwezi.

thousand Rwandan francs (FRW 100,000) per month.

bureau équivalant à cent mille francs rwandais (100.000 FRW) par mois.

Ingingo ya 10: Indamunite z'urugendo rw'imodoka

Article 10: Mileage allowances

Article 10: Indemnités kilométriques

Iyo Umuyobozi Mukuru uri ku rwego rwa F, G/1 na 2.III agiye mu butumwa imbere mu Gihugu akoresheje imodoka ye, Leta imugenera indamunite y'urugendo hakurikijwe ibiteganywa n'amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

When a Senior Official on levels F, G/1 and 2.III goes on official mission inside the country by using his/her vehicle, the State pays him/her mileage allowances in accordance with instructions of the Minister in charge of transport.

Lorsqu'un haut cadre au poste de niveau F, G/1 et 2.III va en mission officielle à l'intérieur du pays en utilisant son véhicule, l'Etat lui octroie des indemnités kilométriques conformément aux instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 11: Abashinzwe gushyira mu bikorwa iri teka

Article 11: Authorities responsible for the implementation of this Order

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

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

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

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

Ingingo ya 12: Ivanwaho ry'ingingo zinyuranyije n'iri teka

Article 12: Repealing provision

Article 13: Disposition abrogatoire

Iteka rya Minisitiri w'Intebe n° 43/03 ryo ku wa 27/02/2015 rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimo bya Minisitiri y'Ibikorwaremezo nk'uko ryahinduwe kandi ryujujwe kugeza ubu n'izindi ingingo z'amateka abanziriza iri kandi zinyuranyije na ryo bivanyweho.

Prime Minister's Order n°43/03 of 27/02/2015 determining the mission, functions, organizational structure and summary of job positions of the Ministry of Infrastructure as modified and complemented to date and all other prior provisions contrary to this Order are repealed.

L'Arrêté du Premier Ministre n° 43/03 du 27/02/2015 portant mission, fonctions, structure organisationnelle et synthèse des emplois du Ministère des Infrastructures telle modifiée et complétée à ce jour ainsi que toutes les autres dispositions antérieures contraires au présent arrêté sont abrogées.

Ingingo ya 13: Igihe iri teka ritangira gukurikizwa

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

Kigali, ku wa **10/08/2017**

(sé)
MUREKEZI Anastase
Minisitiriw'Intebe

(sé)
UWIZEYE Judith
Minisitiriw'AbakozibaLeta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

(sé)
BUSINGYE Johnston
Minisitiriw'Ubutabera/IntumwaNkuru ya Leta

Article 13: Commencement

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

Kigali, on **10/08/2017**

(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 13: Entrée en vigueur

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

Kigali, le **10/08/2017**

(sé)
MUREKEZI Anastase
Premier Ministre

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

Vu et scellé du Sceau de la République:

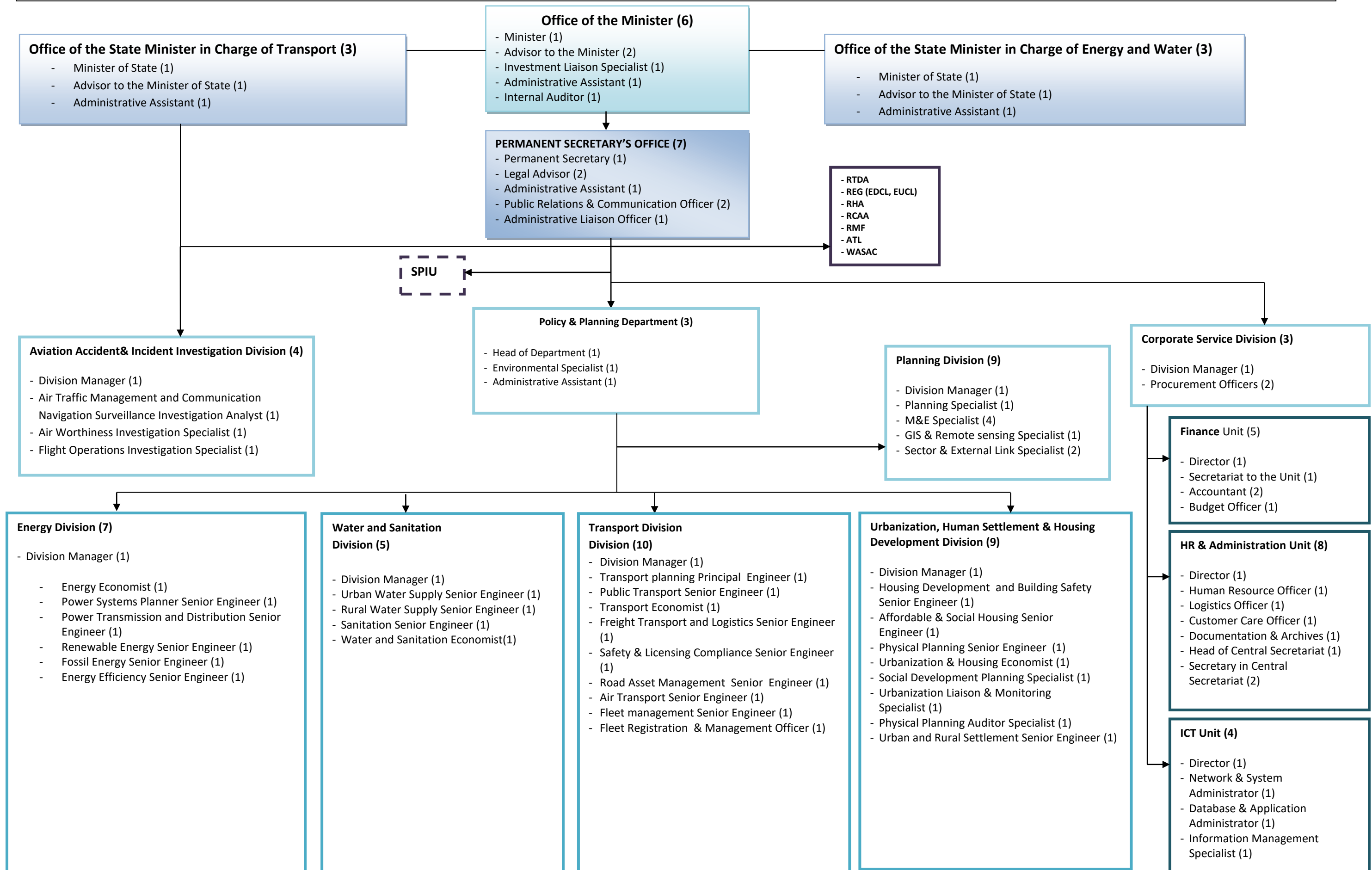
(sé)
BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N° 98/03 RYO
KU WA 10/08/2017 RIGENA
INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO BYA
MINISITERI Y'IBIKORWAREMEZO,
IMISHAHARA N'IBINDI BIGENERWA
ABAKOZI BAYO

ANNEX I TO PRIME MINISTER'S
ORDER N°98/03 OF 10/08/2017
DETERMINING MISSION AND
FUNCTIONS, ORGANISATIONAL
STRUCTURE OF THE MINISTRY OF
INFRASTRUCTURE, SALARIES AND
FRINGE BENEFITS FOR ITS
EMPLOYEES

ANNEXE I A L'ARRETE DU PREMIER
MINISTRE N° 98/03 DU 10/08/2017
PORTANT MISSION ET FONCTIONS,
STRUCTURE ORGANISATIONNELLE
DU MINISTERE DES
INFRASTRUCTURES, SALAIRES ET
AVANTAGES ACCORDES A SON
PERSONNEL

ORGANIZATIONAL STRUCTURE OF THE MINISTRY OF INFRASTRUCTURE



Bibonywe ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 98/03 ryo ku wa 10/08/2017 rigena inshingano, imbonerahamwe y'imyanya y'imirimo bya Minisiteri y'Ibikorwaremezo, imishahara n'ibindi bigenerwa abakozi bayo

Kigali, ku wa **10/08/2017**

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

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

Bibonywe kandi bishyizweho Ikirango cya Repubulika :

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

Seen to be annexed to Prime Minister's Order n° 98/03 of 10/08/2017 determining mission and functions, organisational structure of the Ministry of Infrastructure, salaries and fringe benefits for its employees

Kigali, on **10/08/2017**

(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° 98/03 du 10/08/2017 portant mission et fonctions, structure organisationnelle du Ministère des Infrastructures, salaires et avantages accordés à son personnel

Kigali, le **10/08/2017**

(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° 98/03 RYO
KU WA 10/08/2017 RIGENA
INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO BYA
MINISITERI Y'IBIKORWAREMEZO,
IMISHAHARA N'IBINDI BIGENERWA
ABAKOZI BAYO

ANNEX II TO PRIME MINISTER'S
ORDER N°98/03 OF 10/08/2017
DETERMINING MISSION AND
FUNCTIONS, ORGANISATIONAL
STRUCTURE OF THE MINISTRY OF
INFRASTRUCTURE, SALARIES AND
FRINGE BENEFITS FOR ITS
EMPLOYEES

ANNEXE II A L'ARRETE DU PREMIER
MINISTRE N°98/03 DU 10/08/2017
PORTANT MISSION ET FONCTIONS,
STRUCTURE ORGANISATIONNELLE
DU MINISTERE DES
INFRASTRUCTURES, SALAIRES ET
AVANTAGES ACCORDES A SON
PERSONNEL

MININFRA - JOB PROFILES 2017

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
Office of the Minister	Minister	Minister	Political Appointee	1
	Advisor	Advisor to the Minister	<p>A0 in Architecture, Civil Engineering, Structural Engineering,Transport Engineering, Urban-Public Transport, Urban Planning and Design, Urban Development & Management, Urban & Regional Planning, Housing Engineering, Land Use Planning and management, with 5 years of working experience or Master's Degree or Equivalent in Architecture, Civil Engineering, Structural Engineering,Transport Engineering, Transport Economics, Urban-Public Transport, Urban Planning, Urban Development & Management, Urban & Regional Planning, Housing Engineering, Land Use Planning and management, Urban Design, Civil Engineering, Rural Development with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan legal system - Good knowledge of government policy-making and legislative processes; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; -Coordination, planning and organisational skills; - Interpersonal skills; -Collaboration and team working skills; -Effective communication skills; -Administrative skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Advisor	Advisor to the Minister	<p>A0 in Public Administration, Administrative Sciences, Law, Management, Economics, Finance, Development Studies, Business Administration, Project Management, Political Sciences, Education Sciences with 5 years of working experience ; Or Master or Equivalent in Public Administration, Administrative Sciences, Law, Management, Economics, Finance, Development Studies, Business Administration, Project Management, Political Sciences, Education Sciences with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Public service and Labour; - Good knowledge of government policy-making and legislative processes; - Knowledge of the public service sector, employment policies and issues; - Analytical, problem-solving and critical thinking skills; - Strong Leadership 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; - Interpersonal skills; - Collaboration and team working skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Investment Liaison Specialist	Investment Liaison Specialist	<p>A0 in Finance, Business Studies, Marketing, Management, Economics, Project Management, Economic Policy and Planning, Economic Policy and Management, Development Economics with 3 years of working experience or Masters degree in Finance, Business Studies, Marketing, Management, Economics, Project Management, Economic Policy and Planning, Economic Policy and Management, Development Economics.</p> <p>Technical skills and knowledge required</p> <ul style="list-style-type: none"> - Knowledge of different financing options for infrastructure projects in the context of developing countries - Ability to develop coordination mechanisms and information sharing platforms - Strong written and verbal communication skills - Quantitative and analytic skills required - Working knowledge of Microsoft programs (Excel, Word, PowerPoint, Outlook) - Knowledge of project finance and different possible financing models 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
	Internal Auditor	Internal Auditor	<p>A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Detailed knowledge of financial and Audit Standards, HR & Financial regulations, Procedures and Financial software; - Planning Skill; - High Analytical skills; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	S/Total			6
Office of the Minister of State in charge of Energy and Water	Minister of State	Minister of State in charge of Energy, Water and Sanitation	Political Appointee	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Advisor	Advisor to the Minister of State in charge of Energy and Water	<p>A0 in Civil Engineering, Water Engineering, Sanitation Engineering, Environmental Chemistry, Water Management, Environmental engineering with 5 years of working experience or Master's degree in Civil Engineering, Water Engineering, Sanitation Engineering, Environmental Chemistry, Water Management, Environmental engineering with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan legal system - Good knowledge of government policy-making and legislative processes; - Knowledge of the justice 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 Assistant	Administrative Assistant	<p>A1 in Secretarial Studies,Office Management or A0 in Public Administration,Administrative Sciences, Management, Sociology, Social Work, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
	S/Total			3
Office of the Minister of State in charge of Transport	Minister of State	Minister of State in charge of Transports	Political Appointee	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Advisor	Advisor to the Minister of State in charge of Transports	<p>A0 in Civil Engineering, Transport & Geoinformation Technology, Transportation Engineering, Transportation & Urban System, Railway Engineering with 5 years of working experience or Master's Degree in Civil Engineering, Transport & Geoinformation Technology, Transportation Engineering, Transportation & Urban System, Railway Engineering, Transport Economics with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan legal system - Good knowledge of government policy-making and legislative processes; - Knowledge of the justice 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 Assistant	Administrative Assistant	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Word Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
	S/Total			3
Office of the Permanent Secretary	Permanent Secretary	Permanent Secretary	Political Appointee	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Administrative Assistant	Administrative Assistant to PS	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (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
	Legal Advisor	Legal Advisor	<p>A0 in Law with 3 years of working experience or Master's Degree in Law with 1 year of working experience</p> <p>Key Technical skills and Knowledge required :</p> <ul style="list-style-type: none"> - 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
	Public Relation & Communication	Public relations & Communication Officer	<p>A0 in Communication, International Relations, Journalism, Marketing, Linguistics and Literature.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Excellent communication skills both orally and in writing - Excellent interpersonal skills - Report writing and presentation skills - Computer skills - Creativity and initiative - 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

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Administrative Liaison Officer	Administrative Liaison Officer	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Word Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
	S/Total			7
Policy & Planning Department	Head of Department	Head of Department	<p>A0 in Economics, Project Management, Economic Policy and Planning, Economic Policy and Management, Development Economics, Public Policy, Management, Development Studies, Business Administration with 7 years of working experience or Master's degree in Economics, Project Management, Economic Policy and Planning, Economic Policy and Management, Development Economics, Public Policy, Management, Development Studies, Business Administration with 5 years of working experience with 2 years in a senior positions.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge in planning, Monitoring and Evaluation, project planning, project proposal writing, project management, policy formulation, research and data analysis, reporting, budgeting... - Excellent leadership skills; - 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; - 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 position linked to the Job	Job Profiles	Proposed Jobs
	Environmental Specialist	Environmental Specialist	<p>A0 in Environmental Sciences , Chemistry, Biology, Physics with 3 years of working experience or MSc in in Environmental Sciences , Chemistry, Biology, Physics</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Strong written and verbal communication skills - Quantitative and analytic skills - Working knowledge of Microsoft programs (Excel, Word, PowerPoint) - Ability to manage priorities and be detail-orientated within a dynamic, fast-paced environment - Work in a team environment to determine and or review ideas to find solutions to problems. - Ability to work independently with little or no supervision while maintaining a high- level of efficiency and still upholding a team mentality 	1
	Administrative Assistant	Administrative Assistant to Head of Department	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Word Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	S/Total			3
Planning Division	Division Manager	Planning Division Manager	<p>A0 in Economics, Management, Development Studies, Project Management, Business Administration with 5 years of working experience or Master's degree in Economics, Project Management, Economic Policy and Planning, Economic Policy and Management, Development Economics, Public Policy, Management, Development Studies, Project Management, Business Administration with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Strategic planning; - Knowledge of organizational structure, workflow & operation procedures; - 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

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Planning	Planning Specialist	<p>A0 in Economics,Management, Development Studies, Project Management, Business Administration with 3 years of working experience or Master's degree in Economics,Management, Development Studies, Project Management, Business Administration</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Strategic planning; - Knowledge of organizational structure, workflow & operation procedures; - Computer Skills; - Organizational Skills; - Communication Skills; - Analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Planning, Monitoring & Evaluation	Monitoring & Evaluation Specialist	<p>A0 in Economics,Management, Development Studies, Project Management, Business Administration with 3 years of working experience or Masters in Economics,Management, Development Studies, Project Management, Business Administration</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Knowledge to conduct monitoring exercises; Excellent Report writing skills -Skills in preparation of Projects Briefs - 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 	4

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Sector & External link Specialist	Sector & External link Specialist	<p>A0 in Architecture, Civil Engineering, Structural Engineering, Transport & Geoinformation Technology, Transportation Engineering, Transportation & Urban System, Urban Design, Urban Planning, Railway Engineering, Environmental Engineering and Sanitation, Hydrology with 3 years of working experience or Master's degree in Architecture, Civil Engineering, Structural Engineering, Transport & Geoinformation Technology, Transportation Engineering, Transportation & Urban System, Urban Design, Urban Planning, Railway Engineering, Environmental Engineering and Sanitation, Hydrology.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Proven computer skills in the application of professional software packages applied to the engineering design, housing, urban and development, construction sectors; - Analytical skills especially in Projects' feasibility studies, Construction Projects and Stakeholders information. - Stakeholders coordination skills. - Fluent in English or French, knowledge of both is an added advantage - Must have experience in a full construction cycle 	2
	GIS and Remote sensing Specialist	GIS and Remote sensing Specialist	<p>A0 in Geography, Agronomy, Surveying and Geomatic Engineering with 2 year experience in GIS data analysis, management, web applications and dynamic databases with working knowledge of GIS hardware and Software installation, configuration and use (Plotters, GPS devices, Digitizers,...). GIS specialized Certification. Certified in A+, N+, MCTs (.NET) can be an added advantage OR Master's Degree in GIS based application</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge of Spatial Data Infrastructure; - Working knowledge of GIS hardware (Plotters, GPS devices, Digitizers, - Strong GIS skills with two or more GIS packages and WEB GIS; - Solid knowledge of Computer - Databases and Management Information Systems; Experience in coordination exercises and data management 	1
	S/Total			9

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
Aviation Accident Investigation Division	Division Manager	Aviation Accident Investigation Division Manager	<p>An Aircraft Maintenance Engineers License rated for twin-engine aircraft of maximum take- off weight (MTOW) of 2,300 Kg and above on pressurized aircraft;</p> <p>Minimum of 8 years post qualification experience in the field of aircraft maintenance;</p> <p>Attended at least 2 accident investigation trainings with Certificates from ICAO recognized Institution;</p> <p>Certificates and Training for accident investigation on both rotorcraft and fixed- wing aircraft;</p> <p>A Professional Pilots License i.e. Airline Transport Pilots License (ATPL) or Commercial Pilots License (CPL) with Instrument and Twin Rating;</p> <p>Minimum of 5,000 Flying hours;</p> <p>Technical skills and knowledge required</p> <ul style="list-style-type: none"> -Conducted aircraft accident Investigation before; -Depth understanding of legislation, regulations, policies and procedures of the State for which they are conducting the investigation; -The ability to identify and analyze pertinent evidence in order to determine the causes and, if appropriate, make safety recommendations; -Able to review maintenance records and flight records to determine the probable cause of airplane accidents and aviation related engineering; -Must have excellent organizational and technical writing skills, and ability to effectively speak and write English -Has been Pilot in Command (PIC) for Wide body aircraft with more than 500 hours; -Knowledge of aviation accident investigation practices, procedures, and techniques with minimum of 2 accident investigation trainings from ICAO recognized Institution. 	1
	Air Traffic Mngement & Communication Navigation Surveillance Investigation Analyst	Air Traffic Mngement & Communication Navigation Surveillance Investigation Analyst	<p>Air Traffic Controller's License with Aerodrome, Approach, radar or Area- Airways Control Ratings A minimum of 8 years' experience as an air traffic controller</p> <p>Attended at least 2 accident investigation trainings with Certificates from ICAO recognized Institution.</p> <p>Technical skills and knowledge required</p> <ul style="list-style-type: none"> -Understanding of legislation, regulations and other requirements of the State for which they are conducting the investigation; -A knowledge of aircraft accident investigation techniques and had conducted investigation before; -The ability to identify and analyze pertinent evidence in order to determine the causes and, if appropriate, make safety recommendations; -Able to manage the relevant technical assistance and resources required to support the investigation; -Must have excellent organizational and technical writing skills, and ability to effectively speak and write English; - Knowledge of aviation accident investigation practices, procedures, and techniques; 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Air Worthiness Investigation Specialist	Air Worthiness Investigation Specialist	<p>A degree in Aeronautical engineering and type rated on aircraft with maximum take-off weight (MTOW) of 2,300 Kg or Airworthiness Inspector with experience of more than 5 years</p> <p>An Aircraft Maintenance Engineers License rated for twin-engine aircraft of maximum take-off weight (MTOW) of 2,300 Kg. and above on pressurized aircraft.</p> <p>Have attended a minimum of 2 accident investigation trainings from ICAO recognized Institution</p> <p>Technical skills and knowledge required</p> <ul style="list-style-type: none"> -Conducted Aircraft Accident Investigation before. -Understanding of legislation, regulations and Policies and procedures of the State for which they are conducting the investigation -The ability to write a final report that meets the requirements of the accident investigation authority of the State conducting the investigation -Identify and analyse pertinent evidence in order to determine the causes and, if appropriate, make safety recommendations - Knowledge of aviation accident investigation practices, procedures, and techniques. - Able to review maintenance and flight records to determine the probable cause of airplane accidents and aviation related engineering. - Must have excellent organizational and technical writing skills, and ability to effectively speak and write English 	1
	Flight Operations Investigation Specialist	Flight Operations Investigation Specialist	<p>A professional Pilots License with Airline Transport Pilots License (ATPL) or Commercial Pilots License (CPL) with instrument and twin rating.</p> <p>A minimum of 3000 hours flying experience.</p> <p>With at least 500 Hours as Pilot in Command (PIC)</p> <p>Have attended a minimum of 2 accident investigation trainings from ICAO recognized Institution.</p> <p>Technical skills and knowledge required</p> <ul style="list-style-type: none"> -Understanding of legislation, regulations and guidance material of the State relevant to the conduct of investigation; -The ability to identify and analyse pertinent evidence in order to determine the causes and, if appropriate, make safety recommendations; -Had conducted investigation before; -Ability to write a final report that meets the requirements of the accident investigation authority of the State conducting the investigation; -Must have excellent organizational and technical writing skills, and ability to effectively speak and write English -Able to interpret Flight Data Recorders (FDR) to determine the probable cause of airplane accidents. -Knowledge of aviation accident investigation practices, procedures, and techniques. 	1
	S/Total			4

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
Energy Division	Division Manager	Energy Division Manager	<p>AO in Civil Engineering, Mechanical Engineering, Electrical Engineering, Energy Management, Energy Engineering, Energy Economics with 5 years of working experience and 2 years of a senior position or Masters degree in Civil Engineering, Mechanical Engineering, Electrical Engineering, Energy Management, Energy Engineering, Sustainable Energy, Energy Economics with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Strong analytical skills and subject matter - Capacity to work in a multicultural environmental - Ability to work independently and make mature and proactive decisions informing management - Good working knowledge and experience in operations of power plants, oil and refineries and funding for the energy projects. - Knowledge to read interpret technical energy reports such as from geothermal drilling, hydrological data and technical feasibility reports - Strong interpersonal and negotiating ability 	1
	Power System Planner Senior Engineer	Power System Planner Senior Engineer	<p>A0 in Electricity Engineering, Energy Management, Electromechanical Engineering with 3 years of working experience or Master's Degree in Electricity Engineering, Electromechanical Engineering</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Analytical skills and subject matter - Capacity to work in a multicultural environmental - Ability to work independently and make mature and proactive decisions informing management - Knowledge and experience in operations of power plants, oil and refineries and funding for the energy projects. - Knowledge to read interpret technical energy reports such as from geothermal drilling, hydrological data and technical feasibility reports - Strong interpersonal and negotiating ability 	1
	Renewable Energy Senior Engineer	Renewable Energy Senior Engineer	<p>A0 in Electricity Engineering, Electromechanical Engineering with 3 years of working experience or Master's Degree in Electricity Engineering, Electromechanical Engineering</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Analytical skills and subject matter - Capacity to work in a multicultural environmental - Ability to work independently and make mature and proactive decisions informing management - Knowledge and experience in operations of power plants, oil and refineries and funding for the energy projects. - Knowledge to read interpret technical energy reports such as from geothermal drilling, hydrological data and technical feasibility reports - Strong interpersonal and negotiating ability 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Fossil Energy Senior Engineer	Fossil Energy Senior Engineer	<p>A0 in Electricity Engineering, Energy Management, Electromechanical Engineering with 3 years of working experience or Master's Degree in Electricity Engineering, Electromechanical Engineering</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Analytical skills and subject matter - Capacity to work in a multicultural environmental - Ability to work independently and make mature and proactive decisions informing management - Knowledge and experience in operations of power plants, oil and refineries and funding for the energy projects. - Knowledge to read interpret technical energy reports such as from geothermal drilling, hydrological data and technical feasibility reports - Strong interpersonal and negotiating ability 	1
	Power Transmission & Distribution Senior Engineer	Power Transmission & Distribution Senior Engineer	<p>A0 in Electricity Engineering, Energy Management, Electromechanical Engineering with 3 years of working experience or Master's Degree in Electricity Engineering, Energy Management, Electromechanical Engineering</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Analytical skills and subject matter - Capacity to work in a multicultural environmental - Ability to work independently and make mature and proactive decisions informing management - Knowledge and experience in operations of power plants, oil and refineries and funding for the energy projects. - Knowledge to read interpret technical energy reports such as from geothermal drilling, hydrological data and technical feasibility reports - Strong interpersonal and negotiating ability 	1
	Energy Efficiency Senior Engineer	Energy Efficiency Senior Engineer	<p>A0 in Electricity Engineering, Energy Management, Electromechanical Engineering with 3 years of working experience or Master's Degree in Electricity Engineering, Energy Management, Electromechanical Engineering</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Analytical skills and subject matter - Capacity to work in a multicultural environmental - Ability to work independently and make mature and proactive decisions informing management - Knowledge and experience in operations of power plants, oil and refineries and funding for the energy projects. - Knowledge to read interpret technical energy reports such as from geothermal drilling, hydrological data and technical feasibility reports - Strong interpersonal and negotiating ability 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Energy Economist	Energy Economist	<p>Bachelor's degree in Energy economics, Energy Management, energy Engineering, Sustainable Energy, preferably with a bias in infrastructure, and in particular energy with 3 years of working experience or Masters degree in the same field with 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Strong foundation and quantitative skills in economic analysis - Fluent in the use of Excel for modelling and analysis; practical knowledge of Stata or similar programs is a plus - Familiarity with policy formation - Strong report writing and presentations skills - Knowledge of financing of capitalintensive infrastructure projects. - Proven knowledge of energy analysis and relevant analysis to 	1
	S/Total			7
Water & Sanitation	Division Manager	Water & Sanitation Division Manager	<p>A0 in Management of Water, Sanitation, Hydraulology, Urban Development, Environmental Engineering, Water Engineering, Sanitation Engineering with 5 years of working experience with 2 of a senior position or Master's degree in Urban Development, Environmental Engineering, Water Engineering, Sanitation Engineering with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Strong analytical skills and subject matter - Capacity to work in a multicultural environment - Ability to work independently and make mature and proactive decisions informing management - Should have good working knowledge and experience in operations of water and sanitation systems and funding for the projects. -Leadership skills; - Judgment & Decision making skills; - Creative, proactive, customer focused, solutions led and outcome driven; - Interpersonal Skills; - Effective communication skills; - Time 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 position linked to the Job	Job Profiles	Proposed Jobs
	Urban Water Supply Senior Engineer	Urban Water Supply Senior Engineer	<p>A0 in Management of Water, Hydraulology, Urban Development, Water Engineering, with 3 years of working experience or Master's degree in Management of Water, Hydraulology, Urban Development, Water Engineering</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Capacity to work in a multicultural environment - Ability to work independently and make mature and proactive decisions informing management - Should have good working knowledge and experience in operations of water and sanitation systems and funding for the projects. -Leadership skills; - Judgment & Decision making skills; - Creative, proactive, customer focused, solutions led and outcome driven; - Interpersonal Skills; - 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

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Rural Water Supply Senior Engineer	Rural Water Supply Senior Engineer	<p>A0 in Management of Water, Hydraulurgy, Urban Development, Water Engineering, with 3 years of working experience or Master's degree in Management of Water, Hydraulurgy, Urban Development, Water Engineering</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Capacity to work in a multicultural environment - Ability to work independently and make mature and proactive decisions informing management - Should have good working knowledge and experience in operations of water and sanitation systems and funding for the projects. -Leadership skills; - Judgment & Decision making skills; - Creative, proactive, customer focused, solutions led and outcome driven; - Interpersonal Skills; - 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
	Water & Sanitation Economist	Water & Sanitation Economist	<p>A0 in Water Economics, Environmental Policy with Economics, Economics and Business Studies with 3 years' experience Or Master's degree in Urban Economics, Environmental policy with Economics, Economics and Business studies</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Strong foundation and quantitative skills in economic analysis - Fluent in the use of Excel for modelling and analysis; practical knowledge of Stata or similar programs is a plus - Familiarity with policy formation - Strong report writing and presentations skills - Knowledge of financing of capitalintensive infrastructure projects. - Proven knowledge of energy analysis and relevant analysis to 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Sanitation Senior Engineer	Sanitation Senior Engineer	<p>A0 in Sanitation, Environmental Engineering, Sanitation Engineering with 3 years of working experience or Master's degree in Sanitation, Environmental Engineering, Sanitation Engineering</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Capacity to work in a multicultural environment - Ability to work independently and make mature and proactive decisions informing management - Should have good working knowledge and experience in operations of water and sanitation systems and funding for the projects. -Leadership skills; - Judgment & Decision making skills; - Creative, proactive, customer focused, solutions led and outcome driven; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Computer Skills; - High analytical & Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage . 	1
	S/Total	sub- total		5
Transport Division	Transport Division	Transport Division Manager	<p>A0 in Construction, Civil Engineering, Urban Planning, Transport & Geoinformation Technology, Civil Infrastructure Engineering, Road Safety Management,Transport Engineering, Urban Planning, with 5 years of working experience with 2 in a senior position or Masters degree in Construction , Civil Engineering, Urban Planning , Transport & Geoinformation Technology, Civil Infrastructure Engineering, Road Safety Management,Transport Engineering, Urban Planning with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -knowledge of computer modeling software; -Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits; -Knowledge in urban planning; - Quality Control Analysis Skills -High Critical Thinking Skills -Complex Problem Solving Skills -Judgment and Decision Making Skills 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Transport Planning Principal Engineer	Transport Planning Principal Engineer	<p>A0 in Construction, Civil Engineering, Urban Planning, Transport & Geoinformation Technology, Civil Infrastructure Engineering, Road Safety Management, Transport Engineering, Transportation planning, Transportation Economics, Urban Planning, with 5 years of working experience with 2 in a senior position or Masters degree in Construction , Civil Engineering, Urban Planning , Transport & Geoinformation Technology, Civil Infrastructure Engineering, Road Safety Management, Transport Engineering, Transportation planning, Transportation Economics Urban Planning with 3 yeas of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -knowledge of computer modeling software; -Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits; -Knowledge in urban planning; - Quality Control Analysis Skills -High Critical Thinking Skills -Complex Problem Solving Skills -Judgment and Decision Making Skills 	1
	Public Transport Senior Engineer	Public Transport Senior Engineer	<p>A0 in Construction Management, Civil Engineering,Transport & Geoinformation Technology, Civil Infrastructure Engineering, Road Safety Management,Transportation Engineering, Law, Transportation & Urban System with 3 years of working experience or Master's Degree in Construction Management, Civil Engineering,Transport & Geoinformation Technology, Civil Infrastructure Engineering, Road Safety Management,Transportation Engineering, Transportation & Urban System, Urban Planning, Law, Transport Economics</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -knowledge of computer modeling software; -Knowledge of machines and tools, including their designs, uses, repair, and maintenance; -Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits; -Knowledge in urban planning; - Quality Control Analysis Skills -High Critical Thinking Skills -Complex Problem Solving Skills -Judgment and Decision Making Skills 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Transport Economist	Transport Economist	<p>A0 in Transport Economic, Urban Transport , Civil Engineering or Master's Degree in Transport Economic, Urban Transport, Civil Engineering with 3 years of working experience OR Master's Degree in Transport Economic, Urban Transport , Civil Engineering or Master's Degree in Transport Economic, Urban Transport, Civil Engineering</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -knowledge of computer modeling software; -Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits; -Knowledge in urban planning; - Quality Control Analysis Skills -High Critical Thinking Skills -Complex Problem Solving Skills -Judgment and Decision Making Skills 	1
	Freight Transport & Logistics Specialist	Freight Transport & Logistics Specialist	<p>A0 in Transportation Engineering, Transportation Planning, Transport Economics, International Business, Transport Logistics, Transport Economics, Freight Transport Management, Transport Management, International Trade with 3 Years of working experience or Master's Degree in Transportation Engineering, Transportation Planning, Transport Economics, International Business, Transport Logistics, Transport Economics, Freight Transport Management, Transport Management, International Trade</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Managing technical, economical, and institutional issues related to Freight transport planning, operation and appraisal; - Should be knowledgeable in customs operations, bonded ware houses operations, border operations and have knowledge of the regional institutional operations; - Should have good command of both written and oral English or French; a mastery of both will be an added advantage; - Knowledge of international customs and port clearing processes will be an asset. 	1
	Safety & Licensing Compliance Specialist	Safety & Licensing Compliance Specialist	<p>A0 in Road Safety Engineering, Traffic Management, and Transport Management and Infrastructure Management with 3 Years of working experience or Master's Degree in Road Safety Engineering, Traffic Management, and Transport Management and Infrastructure Management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Strong communications skills and experience in traffic related assignments; -Excellent project planning, management and organizational skills, with ability to perform multi-tasks under tight deadlines; - IT skills including a sound knowledge of road safety software's; - Should have good command both written and spoken English or French; mastery of both is an added advantage 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Air Transport Senior Engineer	Air Transport Senior Engineer	<p>A0 in Construction Management, Civil Engineering, Real Estate & Construction Management, Sustainable Urban Planning & Design, Transport & Geoinformation Technology, Civil Infrastructure Engineering, Road Safety Management,Transportation Engineering, Transportation & Urban System, Urban Design, Urban Planning, with 3 years of working experience or Masters degree in Construction Management, Civil Engineering, Real Estate & Construction Management, Sustainable Urban Planning & Design, Transport & Geoinformation Technology, Civil Infrastructure Engineering, Road Safety Management,Transportation Engineering, Transportation & Urban System, Urban Design, Urban Planning</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -knowledge of computer modeling software; -Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits; -Knowledge in urban planning; - Quality Control Analysis Skills -High Critical Thinking Skills -Complex Problem Solving Skills -Judgment and Decision Making Skills 	1
	Road Asset Management Senior Engineer	Road Asset Management Senior Engineer	<p>A0 in Construction Management, Civil Engineering, Real Estate & Construction Management, Road Engineering & Construction, Building & Construction, Civil Infrastructure Engineering, Road Safety Management with 3 years of working experience or Master's Degree in Construction Management, Civil Engineering, Real Estate & Construction Management, Road Engineering & Construction, Building & Construction, Civil Infrastructure Engineering, Road Safety Management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -knowledge of computer modeling software; -Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits; -Knowledge in urban planning; - Quality Control Analysis Skills -High Critical Thinking Skills -Complex Problem Solving Skills -Judgment and Decision Making Skills 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Fleet Management Senior Engineer	Fleet Mnagement Senior Engineer	<p>A0 in Mechanical engineering , Transport Economic, Urban Transport with 3 years of working experience or Master's Degree in Mechanical engineering , Transport Economic, Urban Transport</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -knowledge of computer modeling software; -Knowledge of machines and tools, including their designs, uses, repair, and maintenance; -Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits; -Knowledge in urban planning; - Quality Control Analysis Skills -High Critical Thinking Skills -Complex Problem Solving Skills -Judgment and Decision Making Skills 	1
	Fleet Registration & Management Officer	Fleet Registration & Management Officer	<p>A0 in Mechanical engineering , Transport Economic, Urban Transport ,Auto Mobile Engineering, Transport Economist, Business administration</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -knowledge of computer modeling software; -Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits; -Knowledge in urban planning; - Quality Control Analysis Skills -High Critical Thinking Skills -Complex Problem Solving Skills -Judgment and Decision Making Skills 	1
	S/Total			10

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
Urbanization, Human Settlement & Housing Development Division	Division Manager	Urbanization, Human Settlement & Housing Development Division Manager	<p>A0 in Construction Engineering, Architecture, Urban Design, Housing Development Studies, Housing or Urban Economics, Urban Planning with 5 years of working experience Or Masters degree in Construction Engineering, Architecture, Urban Design, Housing Development Studies, Housing or Urban Economics, Urban Planning with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - knowledge of the principles and practices of urban planning and policy making, - Understanding of civil engineering and physical designs. - Understanding of social and environmental concerns as well as strong knowledge of global and regional housing initiatives and programs - Analytical understanding in the urban development, housing and policy sector - Understanding of the legal framework relevant to urban planning and construction - Knowledge on interpret complex legislation and other rules and regulations - Knowledge to establish and maintain effective working relationships with subordinates, supervisors and others - Knowledge to present ideas and findings clearly and concisely in oral, written and graphic form. - Knowledge to plan, direct and supervise the work of professional and technical employees. - Quality Control Analysis Skills -High Critical Thinking Skills -Complex Problem Solving Skills -Judgment and Decision Making Skills 	1
	Housing Devpt & Building Safety Senior Engineer	Housing Devpt & Building Safety Senior Engineer	<p>A0 in Construction Engineering, Architecture, Urban Design, Housing Development Studies, Housing or Urban Economics, Urban Planning, Fire safety & risk management, Fire protection and safety, Emergency management, fire safety management, Civil Engineering, Architecture, Construction Engineering with 3 years of working experience Or Masters degree in Construction Engineering, Architecture, Urban Design, Housing Development Studies, Housing or Urban Economics, Urban Planning, Fire safety & risk management, Fire protection and safety, Emergency management, fire safety management, Civil Engineering, Architecture, Construction Engineering w</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - knowledge of the principles and practices of urban planning and policy making, - Understanding of civil engineering and physical designs. - Understanding of social and environmental concerns as well as strong knowledge of global and regional housing initiatives and programs - Analytical understanding in the urban development, housing and policy sector - Understanding of the legal framework relevant to urban planning and construction - Knowledge on interpret complex legislation and other rules and regulations - Knowledge to establish and maintain effective working relationships with subordinates, supervisors and others - Knowledge to present ideas and findings clearly and concisely in oral, written and graphic form. - Knowledge to plan, direct and supervise the work of professional and technical employees. - Quality Control Analysis Skills -High Critical Thinking Skills -Complex Problem Solving Skills 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Affordable & Socio Housing Senior Engineer	Affordable & Socio Housing Senior Engineer	<p>A0 in Construction Engineering, Architecture, Urban Design, Housing Development Studies, Housing or Urban Economics, Urban Planning with 3years of working experience Or Masters degree in Construction Engineering, Architecture, Urban Design, Housing Development Studies, Housing or Urban Economics, Urban Planning</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - knowledge of the principles and practices of urban planning and policy making, - Understanding of civil engineering and physical designs. - Understanding of social and environmental concerns as well as strong knowledge of global and regional housing initiatives and programs - Analytical understanding in the urban development, housing and policy sector - Understanding of the legal framework relevant to urban planning and construction - Knowledge on interpret complex legislation and other rules and regulations - Knowledge to establish and maintain effective working relationships with subordinates, supervisors and others - Knowledge to present ideas and findings clearly and concisely in oral, written and graphic form. - Knowledge to plan, direct and supervise the work of professional and technical employees. - Quality Control Analysis Skills -High Critical Thinking Skills -Complex Problem Solving Skills -Judgment and Decision Making Skills 	1
	Physic Planning Senior Engineer	Physic Planning Senior Engineer	<p>A0 in Housing Development Studies, Housing or Urban Economics, Urban Planning ,Economics, Business Administration with 3 years of working experience or Master's Degree in Housing Development Studies, Housing or Urban Economics, Urban Planning ,Economics, Business Administration</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Strong foundation and quantitative skills in economic analysis -Fluent in the use of Excel for modelling and analysis; -practical knowledge of Stata or similar programs -Familiarity with policy formation -Strong report writing and presentations skills -Knowledge of financing of capitalintensive infrastructure projects. -Proven knowledge of urbanisation and housing analysis and relevant analysis tools 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Urbanization & Housing Economist	Urbanizational & Housing Economist	<p>A0 in Housing Development Studies, Housing or Urban Economics, Urban Planning ,Economics, Business Administration with 3 years of working experience or Master's Degree in Housing Development Studies, Housing or Urban Economics, Urban Planning ,Economics, Business Administration</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Strong foundation and quantitative skills in economic analysis -Fluent in the use of Excel for modelling and analysis; -practical knowledge of Stata or similar programs -Familiarity with policy formation -Strong report writing and presentations skills -Knowledge of financing of capitalintensive infrastructure projects. -Proven knowledge of urbanisation and housing analysis and relevant analysis tools 	1
	Social Development Planning Specialist	Social Development Planning Specialist	<p>Bachelor's Degree in Urban Planning, Land Use Planning, Civil Engineering, Rural Development with 3 years of working experience, or Master's degree in Urban Planning, Land Use Planning, Urban Design, Civil Engineering, Rural Development.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Social Development Planning skills - experience in construction engineering and management and project design; - 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

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Urban & Rural Settlement Senior Engineer	Urban & Rural Settlement Senior Engineer	<p>A0 in Housing Development Studies, Housing or Urban Economics, Urban Planning ,Economics, Business Administration with 3 years of working experience or Master's Degree in Housing Development Studies, Housing or Urban Economics, Urban Planning ,Economics, Business Administration</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Strong foundation and quantitative skills in economic analysis -Fluent in the use of Excel for modelling and analysis; -practical knowledge of Stata or similar programs -Familiarity with policy formation -Strong report writing and presentations skills -Knowledge of financing of capitalintensive infrastructure projects. -Proven knowledge of urbanisation and housing analysis and relevant analysis tools 	1
	Urbanization Liaison & Monitoring Specialist	Urbanization Liaison & Monitoring Specialist	<p>Bachelor's Degree in Urban Planning, Land Use Planning, Civil Engineering, Urban Development with 3 years of working experience or Master's degree in Urban Planning, Land Use Planning, Urban Design, Civil Engineering and Urban Development.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge in Urbanization -Knowledge of Monitoring and Evaluation concepts, systems and tools; - Knowledge to conduct monitoring exercises; - experience in construction engineering and management and project design; - 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

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Physical Planning Auditor Specialist	Physical Planning Auditor Specialist	<p>A0 in Housing Development Studies, Housing or Urban Economics, Urban Planning ,Economics, Business Administration with 3 years of working experience or Master's Degree in Housing Development Studies, Housing or Urban Economics, Urban Planning ,Economics, Business Administration</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Strong foundation and quantitative skills in economic analysis -Fluent in the use of Excel for modelling and analysis; -practical knowledge of Stata or similar programs -Familiarity with policy formation -Strong report writing and presentations skills -Knowledge of financing of capitalintensive infrastructure projects. -Proven knowledge of urbanisation and housing analysis and relevant analysis tools 	1
	S/Total			9
Corporate Service Division	Division Manager	Corporate Services Division Manager	<p>A0 in Economics, Management, Business Administration, Public Administration,Administrative Sciences, Strategic Management, Public Finance, Accounting, Human Resource Management, Development Studies with 5 years of working experiencin or Master's Degree in Economics, Management, Business Administration, Public Administration, Strategic Management, Public Finance, Accounting, Human Resource Management,Administrative Sciences, Development Studies with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Human Resources Policy and procedures; - Knowledge of Accounting principles and practices and financial data reporting. - Knowledge of Rwanda Public Servant & Labour laws and Financial Law; - Knowledge of Electronic equipment and computer hardware and software; - Leadership skills; - Coordination, Planning & Organizational Skills; - Interpersonal Skills; - Effective Communication Skills; - Judgment and Decision Making Skills; - Complex Problem Solving; - Negotiation Skills; - Time Management Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Procurement	Procurement officers	<p>A0 in Procurement, Management, Accounting, Law, Public Finance, Economics, Civil Engineering</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - 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
	S/Total			3

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
ICT Unit	Director	Director of ICT	<p>Master's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 1 year of working experience in ICT or A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 3 years of working experience and Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET),LAMP/WAMP Framework or MCITP are an added advantage.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT Policies and Strategies as well as National ICT Policy; - Deep Understanding of information technology and telecommunications; - Capacity to research and analyze technology problems, issues, and program requirements. - Knowledge of computer hardware/software technologies. - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills a - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Information Management Specialist	Information Management Specialist	<p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System,Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System,Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET),LAMP/WAMP Framework or MCITP are an added advantage</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT Policies and Strategies; -Proficient in web application security and database security; - Knowledge of all database vendor versions; - Proficient in designing, writing, editing, and debugging programs and databases; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills a - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

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

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Database & Application Administrator	Database & Application Administrator	<p>A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage or A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (.NET), LAMP/WAMP Framework or MCITP</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT Policies and Strategies; - Proficient in web application security and database security; - Knowledge of all database vendor versions; - Proficient in designing, writing, editing, and debugging programs and databases; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills a - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	S/Total			4
Finance Unit	Director	Director of Finance	<p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) with 1 year of working experience or A0 in Finance, Accounting, Management specialized in Finance/Accounting with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting; - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Knowledge of Rwanda Public Financial Law; - Leadership and management skills; - Planning and organisational, Budgeting skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Problem solving; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Accountant	Accountant	<p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - 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 	2
	Budget Officer	Budget Officer	<p>A0 in Finance, Accounting, Management, Economics</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of cost analysis techniques; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Judgment & Decision Making Skills; - Deep understanding of financial accounts; - High Analytical Skills - Interpersonal skills; - Time management Skills - Complex Problem solving; -Flexibility Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Secretary	Secretary to the unit	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (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			5
Administration and Finance Unit	Director of Unit	Director of Human Resource & Administration	<p>A0 in Human Resources Management, Management with Specialization in Human Resource, Public Administration, Administrative Sciences with 3 years of working experience or Master's Degree in Human Resources Management, Management with Specialization in Human Resource, Public Administration, Administrative Sciences with 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of human resources concepts, practices, policies, and procedures; - Knowledge of organizational structure, workflow, and operating procedures; - Knowledge in Monitoring & System Evaluation; - Leadership and management skills; - Planning and organisational skills; - High Analytical Skills; - Communication skills; - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Problem Solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Human Resource Officer	Human Resource Officer	<p>A0 in Human Resource Management, Management , Public Administration, Administrative Sciences</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources; - Knowledge in the Development of Human Resources Policies and procedures - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Logistics Officer	Logistics Officer	<p>A0 in Store Management, Management, Economics, Finance, Accounting, Public Administration, Administrative Sciences</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Customer Care Officer	Customer Care Officer	<p>A0 in Communication, Public Relations, International Relations, Journalism, Marketing, Linguistics and Literature.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Excellent interpersonal skills; - Knowledge in Customer care satisfaction; - Knowledge in Hospitality management; - Public speaking skills; - Time management skills; - Organizational skills; - Excellent communication skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. knowledge of all is an advantage. 	1
	Documentation & Archives	Documentation & Archives	<p>A0 in Library & information Science or A1 in Library & information Science, Office Management, Biblioteconomy</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -proficiency in information technology; -Computer literacy; - Bokkeeping Skills; -Knowledge of integrated document management -Knowledge of archive management software -Knowledge of the documentation management system(DMS) would be an advantage. - Organizational Skills; - Interpersonal Skills; - Planning Skills; - Communication Skills; - Report writing & Presentation skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Central Secretariat	Head of Central Secretariat	<p>A1 in Secretariat Studies, Office Management, Library and Information Science or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law, Library and Information Science with 2 years of working experience</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Secretary in Central Secretariat	Secretary in Central Secretariat	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	2
	S/Total			8
Total				86

Bibonywe ngo boshyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 98/03 ryo ku wa 10/08/2017 rigena inshingano, imbonerahamwe y'imyanya y'imirimo bya Minisiteri y'Ibikorwaremezo, imishahara n'ibindi bigenerwa abakozi bayo

Kigali, ku wa **10/08/2017**

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

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

Bibonywe kandi bishyizweho Ikirango cya Repubulika :

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

Seen to be annexed to Prime Minister's Order n°98/03 of 10/08/2017 determining mission and functions, organisational structure of the Ministry of Infrastructure, salaries and fringe benefits for its employees

Kigali, on **10/08/2017**

(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°98/03 du 10/08/2017 portant mission et fonctions, structure organisationnelle du Ministère des Infrastructures, salaires et avantages accordés à son personnel

Kigali, le **10/08/2017**

(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° 98/03 RYO
KU WA 10/08/2017 RIGENA
INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO BYA
MINISITERI Y'IBIKORWAREMEZO,
IMISHAHARA N'IBINDI BIGENERWA
ABAKOZI BAYO

ANNEX III TO PRIME MINISTER'S
ORDER N°98/03 OF 10/08/2017
DETERMINING MISSION AND
FUNCTIONS, ORGANISATIONAL
STRUCTURE OF THE MINISTRY OF
INFRASTRUCTURE, SALARIES AND
FRINGE BENEFITS FOR ITS
EMPLOYEES

ANNEXE III A L'ARRETE DU PREMIER
MINISTRE N° 98/03 DU 10/08/2017
PORTANT MISSION ET FONCTIONS,
STRUCTURE ORGANISATIONNELLE
DU MINISTERE DES
INFRASTRUCTURES, SALAIRES ET
AVANTAGES ACCORDES A SON
PERSONNEL

MININFRA SALARY STRUCTURE 2017

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Permanent Secretary	441	F	2869	1,617,505
Head of Policy, Planning, Monitoring and Evaluation Department	400	1.IV	2608	1,333,657
Advisor to the Minister	400	2.III	1890	1,082,378
Advisor to the Minister of State	400	2.III	1890	1,082,378
Coporate Service Division Manager	400	2.III	1890	1,085,308
Energy Division Manager	400	2.III	1890	1,125,112
Water and Sanitation Division Manager	400	2.III	1890	1,085,308
Transport Division Manager	400	2.III	1890	1,085,308
Urbanization, Human Settlement & Housing Development Division Manager	400	2.III	1890	1,085,308
Planning Division Mnager	400	2.III	1890	1,085,308
Aviation Accident& Incedent Invistigation Division Manager	400	2.III	1890	1,125,112
Transport planningPrincipal Engineer	400	2.III	1890	1,085,308
Air Traffic Management and Communication Navigation Surveillance Investigation Analyst	400	2.III	1890	1,085,308
Director of Finance Unit	400	3.II	1369	786,131
Director of HR & Administration Unit	400	3.II	1369	786,131
Director of ICT Unit	400	3.II	1369	786,131
Air Worthiness Investigation Specialist	400	3.II	1369	786,131
Flight Operations Investigation Specialist	400	3.II	1369	786,131
Fossil Energy Senior Engineer	400	3.II	1369	786,131
Power Transmission and Distribution Senior Engineer	400	3.II	1369	786,131
Renewable Energy Senior Engineer	400	3.II	1369	786,131
Energy Efficiency Senior Engineer	400	3.II	1369	786,131
Energy Economist	400	3.II	1369	786,131
Power Systems Planner Senior Engineer	400	3.II	1369	786,131
Urban Water Supply Senior Engineer	400	3.II	1369	786,131
Rural Water Supply Senior Engineer	400	3.II	1369	786,131
Water and Sanitation Economist	400	3.II	1369	786,131
Public Transport Senior Engineer	400	3.II	1369	786,131
Air Transport Senior Engineer	400	3.II	1369	786,131
Road Asset Management Senior Engineer	400	3.II	1369	786,131
Transport Economist	400	3.II	1369	786,131
Fleet Management Senior Engineer	400	3.II	1369	786,131
Freight Transport and Logistics Senior Engineer	400	3.II	1369	786,131

Safety & Licensing Compliance Senior Engineer	400	3.II	1369	786,131
Legal Advisor	400	3.II	1369	786,131
Planning Specialist	400	3.II	1369	786,131
Housing Development and Building Safety Senior Engineer	400	3.II	1369	786,131
Affordable & Social Housing Senior Engineer	400	3.II	1369	786,131
Physical Planning Senior Engineer	400	3.II	1369	786,131
Urbanization & Housing Economist	400	3.II	1369	786,131
Social Development Planning Specialist	400	3.II	1369	786,131
Urbanization Liaison & Monitoring Specialist	400	3.II	1369	786,131
Physical Planning Auditor Specialist	400	3.II	1369	786,131
Urban and Rural Settlement Senior Engineer	400	3.II	1369	786,131
Information Management Specialist	400	3.II	1369	786,131
Geographical Information System and Remote sensing Specialist	400	3.II	1369	786,131
Sanitation Senior Engineer	400	3.II	1369	786,131
Environment Specialist	400	3.II	1369	786,131
Sector & External link Specialist	400	3.II	1369	786,131
Monitoring & Evaluation Specialist	400	3.II	1369	786,131
Investment Liaison Specialist	400	3.II	1369	786,131
Public Relations and Communication Officer	350	4.II	1141	567,590
Human Resources Officer	350	4.II	1141	567,590
Network & System Administrator	350	4.II	1141	567,590
Database & Application Administrator	350	4.II	1141	567,590
Fleet Registration & Management Officer	350	4.II	1141	567,590
Procurement Officer	350	5.II	951	473,075
Internal Auditor	350	5.II	951	473,075
Budget Officer	350	5.II	951	473,075
Accountant	350	5.II	951	473,075
Logistics Officer	350	5.II	951	473,075
Administrative Assistant to the Minister	350	5.II	951	473,075
Administrative Assistant to the Minister of State	350	5.II	951	473,075
Administrative Assistant to the Permanent Secretary	350	5.II	951	473,075
Administrative Liaison Officer	350	5.II	951	473,075
Documentalist & Archives	350	6.II	793	394,478
Customer Care Officer	350	6.II	793	394,478
Administrative Assistant to the Head of Department	350	7.II	660	328,317
Head of Central Secretariat	350	7.II	660	328,317
Secretary in Central Secretariat	350	8.II	508	252,705
Secretary to the DAF unit	350	8.II	508	252,705

Bibonywe ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 98/03 ryo ku wa 10/08/2017 rigena inshingano, imbonerahamwe y'imyanya y'imirimo bya Minisiteri y'Ibikorwaremezo, imishahara n'ibindi bigenerwa abakozi bayo

Kigali, ku wa **10/08/2017**

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

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

Bibonywe kandi bishyizweho Ikirango cya Repubulika :

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

Seen to be annexed to Prime Minister's Order n°98/03 of 10/08/2017 determining mission and functions, organisational structure of the Ministry of Infrastructure, salaries and fringe benefits for its employees

Kigali, on **10/08/2017**

(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° 98/03 du 10/08/2017 portant mission et fonctions, structure organisationnelle du Ministère des Infrastructures, salaires et avantages accordés à son personnel

Kigali, le **10/08/2017**

(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°99/03
RYO KU WA 10/08/2017 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI BIGENERWA ABAKOZI
MURI MINISITERI Y'INGABO

PRIME MINISTER'S ORDER N°99/03 OF
10/08/2017 DETERMINING MISSION,
FUNCTIONS, ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF THE
MINISTRY OF DEFENCE

ARRETE DU PREMIER MINISTRE N° 99/03
DU 10/08/2017 PORTANT MISSION,
FONCTIONS, STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AVANTAGES ACCORDES AU PERSONNEL
DU MINISTERE DE LA DEFENSE

ISHAKIRO

TABLE OF CONTENTS

TABLE DE MATIERES

Ingingo ya mbere: icyo iri teka rigamije

Article One: Purpose of this Order

Article premier: Objet du présent arrêté

Ingingo ya 2: Inshingano

Article 2: Mission and functions

Article 2: Mission et fonctions

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

Article 3: Organizational structure and job
profiles

Article 3: Structure organisationnelle et profils
d'emplois

Ingingo ya 4: Igenwa ry'umushahara

Article 4: Determination of the salary

Article 4: Détermination du salaire

Ingingo ya 5: Ibigize umushahara mbumbe

Article 5: Composition of the gross salary

Article 5: Composition du salaire brut

Ingingo ya 6: Ibindi bigenerwa Umunyamabanga
Uhoraho

Article 6: Fringe benefits for Permanent Secretary

Article 6: Avantages alloués au Secrétaire
Permanent

Ingingo ya 7: Ibindi bigenerwa Abayobozi Bakuru,
Umujyanama wa Minisitiri, Umujyanama
y'Umunyamabanga wa Leta n'abandi bayobozi
bakuru bari ku rwego rwa "2.III"

Article 7: Fringe benefits for Directors General,
Advisor to the Minister, Advisor to the Minister of
State and other senior official positioned on "2.III"
job level

Article 7: Avantages alloués aux Directeurs
Généraux, au Conseiller du Ministre, au
Conseiller du Secrétaire d'Etat et aux autres
haut cadres aux postes de niveau "2.III"

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

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

Article 8: Avantages alloués aux Directeurs
d'unités et Cadres aux postes de niveau "3"

Ingingo ya 9: Indamunite z'urugendo rw'imodoka

Article 9: Mileage allowances

Article 9 : Indemnités kilométriques

<u>Ingingo ya 10:</u> Abashinzwe gushyira mu bikorwa iri teka	<u>Article 10:</u> Authorities responsible for the implementation of this Order	<u>Article 10:</u> Autorités chargées de l'exécution du présent arrêté
<u>Ingingo ya 11:</u> Ivanwaho ry'ingingo zinyuranyije n'iri teka	<u>Article 11:</u> Repealing provision	<u>Article 11:</u> Disposition abrogatoire
<u>Ingingo ya 12:</u> Igihe iri teka ritangira gukurikizwa	<u>Article 12:</u> Commencement	<u>Article 12:</u> Entrée en vigueur

ITEKA RYA MINISITIRI W'INTEBE N°99/03 RYO KU WA 10/08/2017 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'INGABO

PRIME MINISTER'S ORDER N°99/03 OF 10/08/2017 DETERMINING MISSION, FUNCTIONS, ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE MINISTRY OF DEFENCE

ARRETE DU PREMIER MINISTRE N° 99/03 DU 10/08/2017 PORTANT MISSION, FONCTIONS, STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DE LA DEFENSE

Minisitiri w'Intebe;

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo mu 2003 ryavugururwe mu 2015, cyane cyane mu ngingo zaryo, iya 119, iya 120, iya 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 52;

Asubiye ku Iteka rya Minisitiri w'Intebe n° 38/03 ryo ku wa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisitiri y'Ingabo;

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

Inama y'Abaminisitiri yateranye ku wa 30/06/2017, imaze kubisuzuma no kubyemeza;

ATEGETSE:

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° 38/03 of 27/02/2015 determining mission and functions, organisational structure, salaries and fringe benefits for employees in the Ministry of Defence;

On proposal by the Minister of Public Service and Labour;

After consideration and approval by the Cabinet, in its session of 30/06/2017;

HEREBY ORDERS:

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° 38/03 du 27/02/2015 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère de la Défense ;

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

Après examen et adoption par le Conseil des Ministres, en sa séance du 30/06/2017 ;

ARRETE:

Ingingo ya mbere: Icyo iri teka rigamije

Iri teka rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Ingabo.

Ingingo ya 2: Inshingano

Minisiteri y'Ingabo ifite inshingano rusange yo kurinda ubusugire n'umutekano by'Igihugu binyuze mu kurengera inyungu z'u Rwanda, ubudahangarwa bw'imibizi zarwo no kurinda imitungo y'ibanze y'abaturage n'indangagaciro z'Igihugu hubahirizwa Itegeko Nshinga, amategeko mpuzamahanga n'amategeko.

By'umwihariko, Minisiteri y'Ingabo ishinze ibi bikurikira:

1° gushyiraho, kumenyekanisha no gushyira mu bikorwa politiki, ingamba na gahunda by'ubusugire bw'Igihugu binyuze mu:

- a. gutegura politiki ikwiye y'ubusugire bw'Igihugu mu gihe giciriritse n'igihe kirekire;
- b. gusesengura no gushyiraho politiki n'ingamba by'ubusugire bw'Igihugu;
- c. gushyiraho politiki n'ingamba byo kongera ubushobozi no kugaragaza ahari ubushobozi budahagije;
- d. gutegura no gushyira ku gihe gahunda y'ibikorwa byayo;

Article One: Purpose of this Order

This Order determines mission, functions, organizational structure, salaries and fringe benefits for employees in the Ministry of Defence.

Article 2: Mission and functions

The Ministry of Defence have the general mission of ensuring the sovereignty and defence of the country in terms of protecting Rwanda's interests, territorial integrity and protection of vital resources of the population and the national values under the ambit of the Constitution, international law and laws.

Specifically, the Ministry of Defence is responsible for:

1° elaborating, disseminating and implementing policies, strategies and programs for National Defence through:

- a. design of prospective strategic policy at medium and long term for the National Defence;
- b. analysis and formulation of Defence policies and strategies;
- c. formulation of capacity building policies and plans as well as identifying capacity gaps;
- d. formulation and updating its strategic plan;

Article premier: Objet du présent arrêté

Le présent arrêté porte mission, fonctions, structure organisationnelle, salaires et autres avantages accordés au personnel du Ministère de la Défense.

Article 2: Mission et fonctions

Le Ministère de la Défense a pour mission générale d'assurer la souveraineté et la défense du pays en vue de protéger les intérêts du Rwanda, l'intégrité territoriale et la protection des ressources essentielles de la population et des valeurs nationales dans les limites de la Constitution, du droit international et des lois.

Plus particulièrement, le Ministère de la Défense est chargé de:

1° élaborer, diffuser et mettre en exécution des politiques, des stratégies et des programmes pour la défense nationale à travers:

- a. la conception de la politique stratégique de la défense nationale à moyen et à long terme;
- b. l'analyse et la formulation des politiques et stratégies de la défense;
- c. la formulation des politiques et des plans de renforcement des capacités et l'identification des lacunes y relatives ;
- d. la formulation et la mise à jour de son plan stratégique;

e. gutegura gahunda y'ibikorwa by'umwaka byihariye bijyanye no kwirinda no gushyiraho gahunda zinyuranye zijyanye no kurinda Igihugu;	e. preparation of annual Defence Strategic issues and elaboration of various defence plans;	e. la préparation du plan stratégique annuel de défense et l'élaboration des divers plans de défense;
f. guhuriza hamwe gahunda z'ibikorwa byayo, iby'Ingabo z'Igihugu, n'iby'izindi nzego zibishamikiyeho;	f. consolidation and integration of plans of action and reports of the Ministry of Defense, Rwanda Defense Forces and other subordinate agencies;	f. la consolidation et l'intégration des plans d'actions et des rapports du Ministère de la Défense, des Forces Rwandaises de Défense et des autres agences subalternes;
g. gukorana n'izindi nzego z'Igihugu zishinzwe umutekano mu rwego rwo guhuriza hamwe ibibazo byose birebana n'umutekano;	g. collaboration with other national organs in charge of national security in order to align all security issues;	g. la collaboration avec les autres organes nationaux responsables de la sécurité nationale afin d'aligner toutes les questions en rapport avec la sécurité nationale;
h. kugaragaza ku buryo busobanutse no ku gihe gikwiye imirongo ngenderwaho mu bikorwa byo kwirinda intambara, gucunga imidugararo, ibikorwa byo gushyigikira amahoro no kurwanya iterabwoba;	h. providing clear and timely strategic guidance in conflict prevention, crisis management, peace support operations and combating terrorism;	h. des conseils stratégiques dans la prévention des conflits, la gestion des troubles, les opérations de maintien de la paix et de combattre le terrorisme;
i. gushyiraho uburyo inyungu z'Igihugu zigomba kurindwa, cyane cyane mu gihe bisaba kwifashisha ingufu za gisirikari no kugira Leta inama ku bijyanye na byo;	i. determination of the extent to which the nation's strategic interests may be defended especially when it involves possible employment of the Defense Forces and advising the Cabinet accordingly;	i. la détermination de l'étendue de la défense des intérêts stratégiques de la nation, surtout en cas de nécessité d'emploi des forces de la défense et des conseils au Gouvernement;
2° gushyiraho amategeko n'uburyo bw'imiyoborere binyuze mu:	2° putting in place necessary administrative and legal instruments through:	2° mettre en place des instruments administratifs et juridiques à travers:
a. gutegura amategeko n'amabwiriza harimo n'amateka n'amabwiriza ya Minisitiri, amasezerano y'ubufatanye n'andi masezerano no gukurikirana amateka n'amategeko areba Minisitiri aba yashyikirijwe Inama	a. drafting of legal instruments and regulations including Ministerial instructions, Memorandum of Understanding and other contracts and following up of ministerial legal texts submitted to the Cabinet or Parliament;	a. la rédaction des instruments juridiques et des règlements y compris les instructions ministérielles, les protocoles d'entente et d'autres contrats ainsi que le suivi des textes de lois soumis au Conseil des Ministres ou au Parlement ;

y'Abaminisitiri cyangwa Inteko ishingira Amategeko;

b. gushyiraho no kumenyekanisha amabwiriza n'imirongo ngenderwaho bijyanye no gucunga imirimo ikorerwa mu gisirikari n'izindi nzego ireberera;

c. gushyiraho ibipimo n'ibyangombwa bisabwa mu bijyanye n'iby'ingabo.

3° guteza imbere ubumenyi bw'urwego rwa gisirikari n'ubw'abakozi barwo ibinyujije mu:

a. gutezura gahunda y'amahugurwa y'abakozi no gukurikirana ishyirwa mu bikorwa ryayo;

b. kugenzura ko amategeko n'amabwiriza agenga urwego rw'Ingabo z'Igihugu ajyanye n'igihe;

c. guteza imbere imicungire y'ubushobozi n'ubunyamwuga by'abakozi.

4° guhuza no kugenzura ishyirwa mu bikorwa rya politiki, ingamba na gahunda zijyanye n'ubusugire bw'Igihugu ibinyujije mu:

a. gukurikirana ishyirwa mu bikorwa ry'amategeko n'amabwiriza;

b. guhuza imibare na raporo bishyikirizwa Minisitiri;

b. development and dissemination of instructions and guidelines regarding management of activities and the working process into the army and other organs under supervision;

c. establishment of standards and quality norms applicable to the military sector.

3° developing institutional and human resources capabilities in the sector through:

a. ensuring enrolment and training of the staff;

b. ensuring that legal and regulatory texts governing the National Defence are updated;

c. developing management capacity and personnel career.

4° coordinating and assessing the implementation of defence policies, strategies, plans and programs through:

a. follow up of the implementation of laws and regulations;

b. consolidation of all data and reports handed to the Ministry;

b. le développement et la dissémination des instructions et des directives concernant la gestion des activités et le processus de fonctionnement dans l'armée et autres organes sous sa tutelle;

c. la mise en place des règles et des normes de qualité applicables dans le secteur militaire;

3° développer les capacités des ressources institutionnelles et humaines dans le secteur militaire à travers:

a. la préparation du plan de formation et la formation proprement dite du personnel;

b. veiller à ce que les textes légaux et réglementaires régissant la Défense Nationale soient mis à jour;

c. le développement de la capacité de la gestion et la carrière du personnel.

4° coordonner et évaluer l'exécution des politiques, des stratégies, des plans et des programmes de la défense à travers:

a. faire le suivi de la mise en application des lois et des règlements;

b. la consolidation de toutes les données et rapports soumis au Ministère;

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| <p>c. gusesengura no gusobanura imibare no kumenyekanisha amakuru ajyanye n'ibaturishamibare ku bayobozi bashinzwe gufata imyanzuro;</p> | <p>c. analysis and interpretation of data, and dissemination of statistical information to various decision making authorities;</p> | <p>c. l'analyse et l'interprétation des données, et la transmission de l'information statistique aux autorités de prise de décision;</p> |
| <p>d. gushyira ku gihe no kunoza imibare ya Minisiteri y'Ingabo;</p> | <p>d. update and upgrade of the database for Ministry of Defense;</p> | <p>d. la mise à jour de la base des données pour le Ministère de la Défense;</p> |
| <p>e. gushyiraho uburyo bwo gukurikirana no kugenzura ishyirwa mu bikorwa ry'imishinga, gahunda n'ibikorwa bya gisirikari;</p> | <p>e. establishment of an effective monitoring and evaluation system of the implementation of Defence projects, plans and programs;</p> | <p>e. l'établissement d'un système efficace de suivi et d'évaluation de l'exécution des projets, des plans et des programmes en rapport avec la défense;</p> |
| <p>f. gushyiraho no kugenzura ubwiza bw'ibikorwa remezo bikorwa n'Ingabo z'Igihugu na/cyangwa abafatanyabikorwa;</p> | <p>f. organization and supervision of the quality of the infrastructures realized by the army and/or its stakeholders;</p> | <p>f. l'organisation et la supervision de la qualité des infrastructures réalisées par l'armée et/ou ses partenaires;</p> |
| <p>g. gushyikiriza Guverinoma raporo kungaruka ya politiki, gahunda y'ibikorwa na gahunda hashingiwe kuri Gahunda y'imaturabukungu n'imyanzuro y'Inamay'Abaminisitiri.</p> | <p>g. regular report to the Cabinet on the impact of the policies, actions plans and programs according to the Economic Development Poverty Reduction Strategies and decisions of the Cabinet.</p> | <p>g. le rapport régulier au Gouvernement sur l'impact des politiques, des plans d'action et des programmes selon les Stratégies de Réduction de la Pauvreté et de Développement Economique et des décisions du Conseil des Ministres.</p> |
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| <p>5° kugenzura inzego ireberera ibinyujije mu:</p> | <p>5° overseeing the organs under its supervision through:</p> | <p>5° surveiller les organes sous sa tutelle à travers:</p> |
| <p>a. gutanga icyerekezo kuri gahunda zihariye ziba zatanze n'inzego ireberera;</p> | <p>a. giving orientations on specific programs realized by the organs under its supervision;</p> | <p>a. donner les orientations sur des programmes spécifiques réalisés par les organes sous sa supervision;</p> |
| <p>b. kugenzura imikorere no gushimangira imikoranire myiza hagati y'Inzego za Minisiteri mu rwego rwo kugira ngo zitange umusaruro mwiza no gukemura ibibazo bishobora kuvuka hagati yazo.</p> | <p>b. overseeing the functioning and managing constructive relationships with the organs under the Ministry ensuring cost effectiveness and addressing cross-cutting issues;</p> | <p>b. la surveillance du fonctionnement et le contrôle des rapports constructifs entre les organes sous la supervision du Ministère en assurant la rentabilité et en abordant des questions transversales.</p> |

6° gushaka ibikenewe mu iterambere ry'uru rwego na gahunda zarwo ibinyujije mu:	6° mobilizing resources for the development of the defence sector and related programs through:	6° mobiliser les ressources essentiels pour le développement du secteur de la défense et des programmes y relatifs à travers:
a. gushakisha no gukusanya ibikenewe no kugenzura ibikorwa hagamijwe kureba ko bikoreshwa neza mu gisirikare;	a. search and mobilization of resources and supervising actions to ensure their rational utilization in the military sector;	a. la recherche et la mobilisation des ressources et la supervision des actions pour assurer leur utilisation rationnelle dans le secteur militaire;
b. kugena no gutanga ibikenewe kugira ngo imirimo ya gisirikare n'ibikorwa by'ubutabazi mu Gihugu bikorwe;	b. making available the necessary resources to fulfil defence activities, and emergency operations in the country;	b. la disponibilité des ressources nécessaires pour accomplir des activités relatives à la défense, et les opérations de secours dans le pays ;
c. guha Ingabo z'Igihugu ibikoresho bikwiye.	c. providing the army with relevant equipment and materials.	c. la fourniture à l'armée des équipements et des matériaux appropriés.
7° guteza imbere ubutwererane mu bya gisirikare n'ibindi bihugu cyangwa imiryango ifite ibikorwa bya gisirikare mu nshingano zayo hagamijwe ubufatanye mu kuzana amahoro n'umutekano ibinyujije mu:	7° promoting military partnership with other countries or defence organizations to work for peace and security through:	7° favoriser la coopération militaire avec d'autres organismes étrangers de défense en ce qui concerne le maintien de la paix et la sécurité, à travers:
a. gushaka, gutangiza no gukurikirana imishinga y'ubufatanye mu bya gisirikare;	a. research, initiation and follow up of projects of bilateral and multilateral defence cooperation;	a. la recherche et le suivi des projets de coopération bilatérale ou multilatérale de défense;
b. gusesengura no gukurikirana ibikorwa byo kurinda amahoro harimo n'ibyo u Rwanda rudafitemo uruhare;	b. analysis and follow up of peacekeeping operations including those that Rwanda is not involved in;	b. l'analyse et le suivi des opérations de maintien de la paix y compris ceux dans lesquels le Rwanda n'est pas impliqué;
c. guhuza ibikorwa by'abahagarariye inyungu za gisirikare mu bihugu by'amahanga;	c. coordination of the activities of Defence Attachés;	c. la coordination des activités des attachés militaires;
d. gukurikirana isinywa, iyemezwa n'ishyirwa mu bikorwa ry'amasezerano mpuzamahanga afite aho ahuriye n'ibya gisirikari;	d. follow up of the signing, ratification and implementation of treaties, conventions, protocols, agreements and memorandum of	d. le suivi de la signature, de la ratification et de l'exécution des traités, des conventions, des protocoles, des accords et des

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| e. guhuza no kumenyesha Minisiteri ifite ububanyi n'amahanga mu nshingano zayo ibijyanye n'ubutwererane mu bya gisirikare. | e. coordinating and liaising with the Ministry in charge of foreign affairs on matters of Defence Cooperation. | protocoles d'accord en rapport avec la défense; |
| | | e. la coordination et la collaboration avec le Ministère ayant les affaires étrangères dans ses attributions sur la coopération de défense. |

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'Ingabo biri ku mugereka wa I n'uwa II y'iri teka.

Ingingo ya 4: Igenwa ry'umushahara

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

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

Ingingo ya 5: Ibimize umushahara mbumbe

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

- 1° umushahara fatizo;
- 2° indamunite y'icumbi;

Article 3: Organizational structure and job profiles

The organizational structure and job profiles for the Ministry of Defence are respectively in Annex I and II of this Order.

Article 4: Determination of the salary

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

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

Article 5: Composition of the gross salary

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

- 1° basic salary;
- 2° housing allowance;

Article 3: Structure organisationnelle et profils d'emplois

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

Article 4: Détermination du salaire

Les salaires accordés au personnel du Ministère de la Défense sont déterminés suivant la classification des emplois et conformément aux principes généraux de fixation des salaires dans la fonction publique.

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

Article 5: Composition du salaire brut

Le salaire brut mensuel pour chaque agent comprend principalement:

- 1° le salaire de base;
- 2° l'indemnité de logement ;

3° indamunite y'urugendo;

4° inkunga ya Leta mu bwiteganyirize bw'umukozi;

5° inkunga ya Leta yo kuvuza umukozi.

3° transport allowance;

4° State contribution for social security;

5° State contribution for medical care.

3° l'indemnité de transport ;

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

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

Indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo ntigenerwa abakozi bari ku nzego z'imirimo za "F" na "2.III" boroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze. Ntigenerwa kandi 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 shall be entitled to special transport allowance in accordance with instructions of the Minister responsible for 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. Elle n'est pas non plus allouée aux agents de l'Etat 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'Ingabo agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

1° amafaranga y'u Rwanda ibihumbi ijana (100.000 FRW) buri kwezi y'itumanaho rya telefoni yo mu biro n'amafaranga y'u Rwanda ibihumbi ijana (100.000 FRW) buri kwezi y'itumanaho rya telefoni igendanwa;

2° amafaranga y'u Rwanda ibihumbi magana abiri (200.000 FRW) yo kwakira abashyitsi mu kazi buri kwezi anyura kuri konti ya Minisitiri;

Article 6: Fringe benefits for Permanent Secretary

The Permanent Secretary in the Ministry of Defense is entitled to the following fringe benefits:

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

2° office entertainment allowance of two hundred thousand Rwandan francs (FRW

Article 6: Avantages alloués au Secrétaire Permanent

Le Secrétaire Permanent au sein du Ministère de la Défense bénéficie des avantages suivants:

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

2° les frais de représentation au service équivalant à deux cent mille francs rwandais

	200,000) per month transferred to the institution's account;	(200.000 FRW) chaque mois domiciliés au compte bancaire du Ministère;
3° koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.	3° transport facilitation in accordance with instructions of the Minister in charge of transport.	3° les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.
<u>Ingingo ya 7: Ibindi bigenerwa Abayobozi Bakuru, Umujyanama wa Minisitiri, Umujyanama y'Umunyamabanga wa Leta n'abandi bayobozi bakuru bari ku rwego rwa "2.III"</u>	<u>Article 7: Fringe benefits for Directors General, Advisor to the Minister, Advisor to the Minister of State and other senior official positioned on "2.III" job level</u>	<u>Article 7: Avantages alloués aux Directeurs Généraux, au Conseiller du Ministre, au Conseiller du Secrétaire d'Etat et aux autres haut cadres aux postes de niveau "2.III"</u>
Abayobozi Bakuru, Umujyanama wa Minisitiri, n'Umujyanama w'Umunyamabanga wa Leta bagenerwa ibindi bibamufasha gutunganya imirimo mu buryo bukurikira:	Directors General, the Advisor to the Minister, and the Advisor to the Minister of State is entitled to fringe benefits as follows:	Le Directeur Généraux, le Conseiller du Ministre et le Conseiller du Secrétaire d'Etat bénéficient des avantages comme suit:
1. buri Muyobozi Mukuru agenerwa amafaranga y'u Rwanda ibihumbi mirongo irindwi (70.000 FRW) y'itumanaho rya telefoni yo mu biro n'ay'itumanaho rya telefone igendanwa angana n'ibihumbi 70.000 FRW) buri kwezi;	1. each Director General is entitled to seventy thousand Rwandan francs (FRW 70,000) per month for office landline communication allowance and seventy thousand Rwandan francs (FRW 70,000) per month for mobile phone communication allowance;	1. chaque Directeur Général bénéficie chacun des frais de communication par téléphone de bureau équivalant à soixante-dix mille francs rwandais (70.000 FRW) et ceux de communication par téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 FRW) par mois;
2. Umujyanama wa Minisitiri n'Umujyanama w'Umunyamabanga wa Leta bagenerwa buri wese amafaranga y'u Rwanda ibihumbi mirongo irindwi (70.000 FRW) y'itumanaho rya telefoni igendanwa buri kwezi;	2. the Advisor to the Minister and the Advisor to the Minister of State are each entitled to seventy thousand Rwandan francs (70,000 FRW) per month for mobile phone communication allowance;	2. le Conseiller du Ministre et le Conseiller du Secrétaire d'Etat bénéficient chacun des frais de communication par téléphone portable équivalant à soixante-dix mille francs Rwandais (70.000 FRW) par mois;
3. Leta yorohereza Umuyobozi Mukuru, Umujyanama wa Minisitiri, Umujyanama w'Umunyamabanga wa Leta, n'abandi bayobozi bakuru bari ku rwego rw'imirimo rwa 2.III	3. the Government facilitates transport for Director General, Advisor to the Minister, Advisor to the Minister of State and other senior officials positioned on level 2.III in	3. l'Etat facilite au Directeur Général, au Conseiller du Ministre, au Conseiller du Secrétaire d'Etat et aux autres hauts cadres aux postes de niveau 2.III le transport

ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

accordance with instructions of the Minister in charge of transport.

conformément aux instructions du Ministre ayant le transport dans ses attributions.

Undi muyobozi mukuru uri ku rwego rw'imirimo rwa "2.III" ariko adafite itsinda ry'abakozi ba Leta ayobora hashingiwe ku mbonerahamwe yemewe y'urwego akorera, agenerwa kandi buri kwezi amafaranga y'u Rwanda ibihumbi mirongo irindwi (70.000 FRW) y'itumanaho rya telefoni igendanwa.

Another senior official positioned on level "2.III" without a pool of public servants under his/her responsibilities in accordance with the approved organizational structure, is entitled to a mobile phone communication allowance of seventy thousand Rwandan francs (FRW 70,000) per month.

Un autre haut cadre au poste de niveau "2.III" qui n'a pas d'agents de l'Etat placés sous ses responsabilités suivant la structure organisationnelle approuvée, bénéficie des frais de communication par téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 FRW) par mois.

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

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

Article 8: Avantages alloués aux Directeurs d'unités et Cadres aux postes de niveau "3"

Buri Muyobozi w'Agashami na buri mukozi uri ku rwego rw'imirimo rwa "3" agenerwa ibindi bimufasha gutunganya imirimo bikurikira:

Each Director of Unit and Official on "3" job level is entitled to fringe benefits as follows:

Chaque Directeur d'unité et chaque cadre au poste de niveau "3" bénéficie des avantages comme suit:

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

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

- 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.

Buri Muyobozi w'Agashami uri ku rwego rw'imirimo rwa "3" ufite itsinda ry'abakozi ba Leta ayobora hashingiwe ku mbonerahamwe yemewe ya Minisitiri, agenerwa kandi amafaranga y'u Rwanda ibihumbi ijana (100.000 FRW) buri kwezi ya telefoni yo mu biro.

Each Director of Unit on level "3" with a pool of public servants under his/her responsibilities in accordance with the approved organizational structure is also entitled to an office telephone communication allowance of one hundred thousand Rwandan francs (FRW 100.000) per month.

Chaque Directeur d'Unité au poste de niveau "3" ayant des agents de l'Etat placés sous ses responsabilités suivant la structure organisationnelle approuvée, bénéficie aussi des frais de communication par téléphone de bureau équivalant à cent mille francs Rwandais (100.000 FRW) par mois.

Ingingo ya 9: Indamunite z'urugendo rw'imodoka

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

Ingingo ya 10: Abashinzwe gushyira mu bikorwa iri teka

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

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

Iteka rya Minisitiri w'Intebe n° 38/03 ryo ku wa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisitiri y'Ingabo n'ingingo zose z'amateka abanziriza iri kandi binyuranyije 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.

Kigali, ku wa 10/08/2017

Article 9: Mileage allowances

When a Senior Official on levels F and 2.III goes on official mission inside the country by using his/her vehicle, the State pays him/her mileage allowances in accordance with instructions of Minister in charge of transport.

Article 10: Authorities responsible for the implementation of this Order

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

Article 11: Repealing provision

Prime Minister's Order n° 38/03 of 27/02/2015 determining mission and functions, organisational structure, salaries and fringe benefits for employees in the Ministry of Defence 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.

Kigali, on 10/08/2017

Article 9 : Indemnités kilométriques

Lorsqu'un haut cadre au poste de niveaux F et 2.III va en mission officielle à l'intérieur du pays en utilisant son véhicule, l'Etat lui octroie des indemnités kilométriques conformément aux instructions du Ministre ayant le transport dans ses attributions.

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

Le Ministre de la Fonction Publique et du Travail, le Ministre de la Défense, 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° 38/03 du 27/02/2015 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du ministère de la Défense et toutes les 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.

Kigali, le 10/08/2017

(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

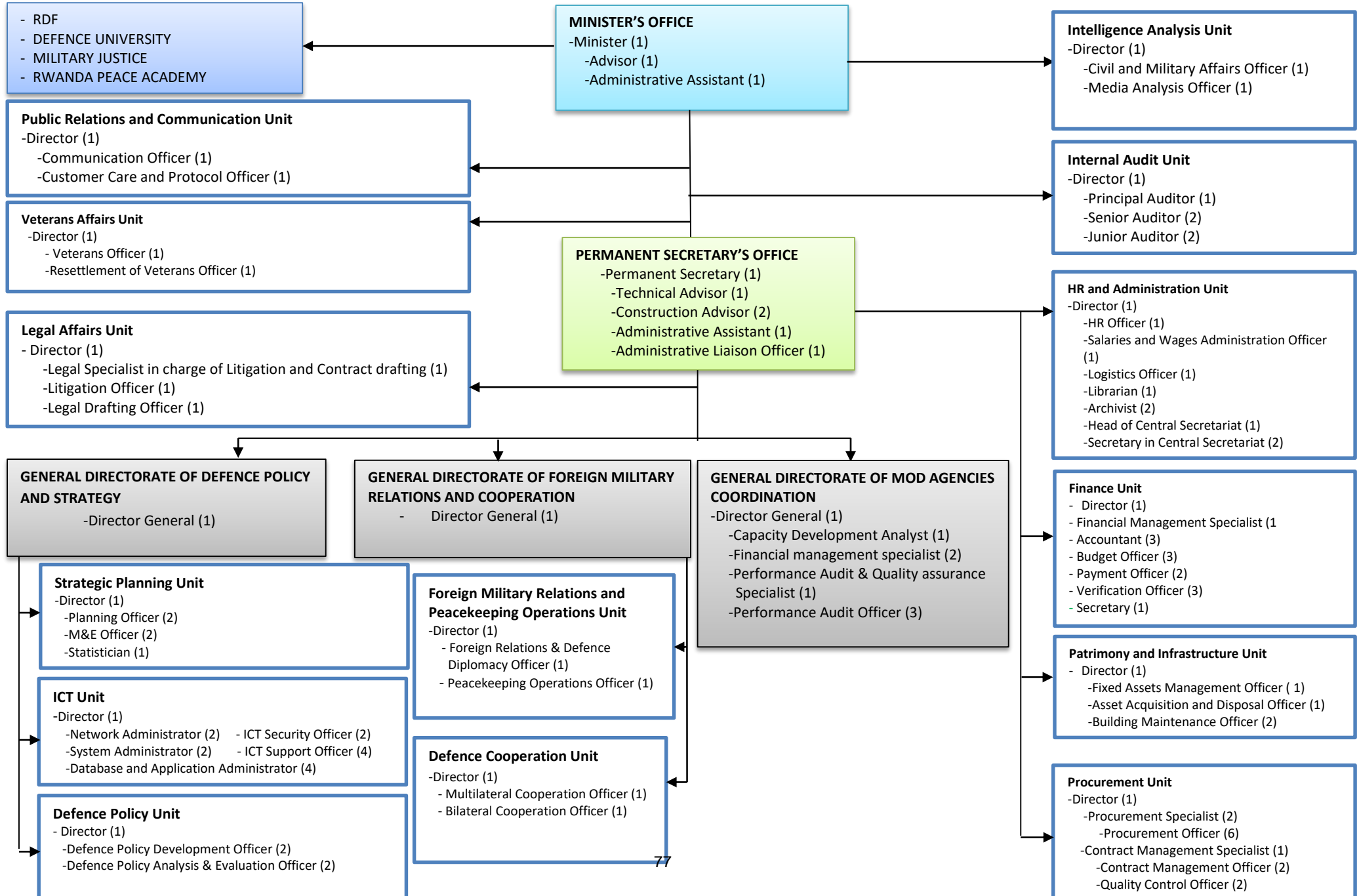
(sé)
BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

**UMUGEREKA WA I W'ITEKA RYA MINISITIRI
W'INTEBE N°99/03 RYO KU WA 10/08/2017
RIGENA INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI MINISITERI
Y'INGABO**

**ANNEX I TO PRIME MINISTER'S ORDER
N°99/03 OF 10/08/2017 DETERMINING
MISSION AND FUNCTIONS,
ORGANISATIONAL STRUCTURE, SALARIES
AND FRINGE BENEFITS FOR EMPLOYEES
OF THE MINISTRY OF DEFENCE**

**ANNEXE I A L'ARRETE DU PREMIER
MINISTRE N°99/03 DU 10/08/2017 PORTANT
MISSION ET FONCTIONS, STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AVANTAGES ACCORDES AU PERSONNEL
DU MINISTERE DE LA DEFENSE**

MINISTRY OF DEFENSE STRUCTURE



Bibonywe kugira ngo bishyirwe ku mugereka w' Iteka rya Minisitiri w'Intebe n° 99/03 ryo ku wa 10/08/2017 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Ingabo

Seen to be annexed to Prime Minister's Order n° 99/03 of 10/08/2017 determining mission and functions, organizational structure, salaries and fringe benefits for employees in the Ministry of Defence

Vu pour être annexé à l'Arrêté du Premier Ministre n°99/03 du 10/08/2017 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère de la Défense

Kigali ku wa **10/08/2017**

(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 **10/08/2017**

(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 **10/08/2017**

(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°99/03 RYO KU WA 10/08/2017
RIGENA INSHINGANO, IMBONERAHAMWE
Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI MINISITERI
Y'INGABO**

**ANNEX II TO PRIME MINISTER'S ORDER
N°99/03 OF 10/08/2017 DETERMINING
MISSION AND FUNCTIONS,
ORGANISATIONAL STRUCTURE, SALARIES
AND FRINGE BENEFITS FOR EMPLOYEES
OF THE MINISTRY OF DEFENCE**

**ANNEXE II A L'ARRETE DU
PREMIERMINISTRE N° 99/03 DU 10/08/2017
PORTANT MISSION ET FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DE LA
DEFENSE**

MINADEF - JOB PROFILES

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Office of the Minister	Minister	Minister	Political appointee	1
	Advisor	Advisor to the Minister	<p>A0 in International Relations, Communication, Public Administration, Administrative Sciences, Political Sciences, Military Sciences or Law with 5 years of working experience with 2 years in a senior position or Master's Degree in International Relations, Communication, Public Administration, Administrative Sciences, Political Sciences, Military Sciences or Law with 3 years of working experience</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Military Policy; - Good knowledge of government policy-making processes; - Knowledge of the defense sector policies and issues; -Analytical, problem-solving and critical thinking skills. -Strong Leadership 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. -Coordination, planning and organisational skills; - Interpersonal skills; -Collaboration and team working skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Word Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
S/Total				3
Intelligence Analysis Unit	Director of Unit	Director of Intelligence Analysis Unit	<p>A0 in Military Sciences, International Relations, Marketing, Communication, Management, Political Sciences, Administrative Sciences, and Public Administration with 3 years of working experience; or Master's Degree in Military Sciences, International Relations, Marketing, Communication, Management, Political Sciences, Administrative Sciences, and Public Administration with 1 year of working experience</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge of military policy processes and defense strategies - Ability to assess & investigate threats to national security - Ability to analyse and disseminates intelligence - Creativity and initiative - Good organisational and time-management skills - Teamworking skills - Effective public relations and ability to work with national and international counterparts - organizational Skills - Strong Interpersonal skills - Knowledge of Different Culture Aspects - Discretionary Skills - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Civil and Military Affairs Officer	Civil and Military Affairs Officer	<p>A0 in Military Sciences, International Relations, Marketing, Communication, Management, Political Sciences, Administrative Sciences, and Public Administration</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge of military policy processes - Excellent communication skills both orally and in writing - Excellent interpersonal skills - Report writing and presentation skills - Strong Leadership skills - Computer skills - Creativity and initiative - Good organisational and time-management skills - Teamworking skills - Effective public relations and public speaking skills - Interviewing skills - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Media Analysis Officer	Media Analysis Officer	<p>A0 in Communication, Public Relations, Journalism, International Relations, Political Sciences; or Master's Degree Communication, Public Relations, Journalism, International Relations, Political Sciences</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge of military policy processes and defense strategies - Excellent communication skills both orally and in writing - Excellent interpersonal skills - Report writing and presentation skills - Strong Leadership skills - Computer skills - Creativity and initiative - Good organisational and time-management skills - Teamworking skills - Effective public relations and public speaking skills - Interviewing skills - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage 	1
S/Total				3
Internal Audit Unit	Director of Unit	Director of Internal Audit Unit	<p>A0 in Accounting, Public Finance, Management specializing in Finance/Accounting with 3 years of working experience or Master's Degree in Accounting, Public Finance, Management specializing in Finance/Accounting with 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting - Knowledge of Rwanda Public Financial Law; - Leadership and management skills; - Planning and organisational, Budgeting skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Problem solving; - 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	Proposed Jobs
	Principal Auditor	Principal Auditor	<p>A0 in Accounting, Public Finance, Management specializing in Finance/Accounting with 2 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting - Knowledge of 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 Proble solving; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Senior Auditor	Senior Auditor	<p>A0 in Accounting, Public Finance, Management specializing in Finance/Accounting</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting - Knowledge of 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 Proble solving; - 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	Proposed Jobs
	Junior Auditor	Junior Auditor	<p>A0 in Accounting, Public Finance, Management specializing in Finance/Accounting with 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting - Knowledge of 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 Proble solving; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	2
S/Total				6
Public Relations and Communication Unit	Director of Unit	Public Relations and Communication Unit	<p>A0 in Communication, Public Relations, Journalism, Marketing with 3 years of working experience; Or Master's Degree in Communication, Public Relations, Journalism, Marketing with 1 year of working experience</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Excellent communication skills both orally and in writing - Excellent interpersonal skills - Report writting and presentation skills - Strong Leadership skills - Computer skills - Creativity and initiative - Good organisational and time-management skills - Teamworking skills - Effective public relations and public speaking skills - Interviewing skills - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Communication Officer	Communication Officer	<p>A0 in Communication, Public Relations, Journalism, Marketing</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Excellent communication skills both orally and in writing - Excellent interpersonal skills - Report writing and presentation skills - Computer skills - Creativity and initiative - Good organisational and time-management skills - Teamworking skills - Effective public relations and public speaking skills - Interviewing skills - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage 	1
	Customer Care and Protocol Officer	Customer Care and Protocol Officer	<p>A0 in Communication, Public Relations, Journalism, Marketing</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Excellent communication skills both orally and in writing - Excellent interpersonal skills - Report writing and presentation skills - Computer skills - Creativity and initiative - Effective public relations and public speaking skills - Interviewing skills - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage 	1
S/Total				3

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Veterans Affairs Unit	Director of Unit	Director of Veterans Affairs Unit	<p>A0 in Management, Public administration, Administrative Sciences, Social Sciences, Socio-Economics with 3 years of working experience; or Master's Degree in Management, Public Administration, Administrative Sciences, Social Sciences, Socio-Economics with 1 year of working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Leadership and management skills - Good organization skills and time management skills; - Ability to be flexible and solve problems; - High analytical & Complex Problem solving Skills; - Collaboration skills (Influence, build relationships, manage conflicts, negotiate); - Excellent communication, organisation and interpersonal skills; - Computer skills. - Communication skills - Analytical skills; - Judgment and decision making skills; - Complex Problem Solving; - Time management skills; - Team working skills - Fluent in Kinyarwanda, English and/ or French 	1
	Veterans Officer	Veterans Officer	<p>A0 in Management, Public administration, Administrative Sciences, Social Sciences, Socio-Economics</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Good organization skills and time management skills; - Ability to be flexible and solve problems; - High analytical & Complex Problem solving Skills; - Collaboration skills (Influence, build relationships, manage conflicts, negotiate); - Excellent communication, organisation and interpersonal skills; - Computer skills. - Communication skills - Analytical skills; - Judgment and decision making skills; - Complex Problem Solving; - Time management skills; - Team working skills - Fluent in Kinyarwanda, English and/ or French; 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Resettlement of Veterans Officer	Resettlement of Veterans Officer	<p>A0 in Management, Public administration, Administrative Sciences, Social Sciences, Socio-Economics</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Good organization skills and time management skills; - Ability to be flexible and solve problems; - High analytical & Complex Problem solving Skills; - Collaboration skills (Influence, build relationships, manage conflicts, negotiate); - Excellent communication, organisation and interpersonal skills; - Computer skills. - Communication skills - Analytical skills; - Judgment and decision making skills; - Complex Problem Solving; - Time management skills; - Team working skills - Fluent in Kinyarwanda, English and/ or French; 	1
S/Total				3

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Office of the Permanent Secretary	Permanent Secretary	Permanent Secretary	Political Appointee	1
	Technical Advisor	Technical Advisor	<p>A0 in Accounting, Public Finance, Management specializing in Finance/Accounting with 1 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting - Knowledge of 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
	Construction Advisor	Construction Advisor	<p>A0 Civil Engineering, Urban planning, Building Construction with 3 years of working experience ; or Master's Degree in Civil Engineering, Urban planning, Building Construction</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of Rwanda Defense Sector and National Policy on infrastructure; - 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- Time Management Skills; - Computer 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	Proposed Jobs
	Administrative Liaison Officer	Administrative Liaison Officer	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	S/Total			6
Legal Affairs Unit	Director of Unit	Director of Legal Affairs Unit	<p>A0 in Law with 3 years of working experience or Master's Degree in Law with 1 year of working experience</p> <p>Key Technical skills and Knowledge required :</p> <ul style="list-style-type: none"> - Deep knowledge of Rwandan public service and labor law; - High analytical and problem solving skills; - Legal research and analysis in complex areas of law; - Knowledge of Substantive Law and Legal Procedures; - Decision making skills; - Experience in contract drafting and negotiation; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Legal Affairs Unit	Legal Specialist in charge of Litigation and Contract Drafting	Legal Specialist in charge of Litigation and Contract Drafting	<p>A0 in Law with 3 years of working experience or Master's Degree in Law with 1 year of working experience</p> <p>Key Technical skills and Knowledge required :</p> <ul style="list-style-type: none"> - Deep knowledge of Rwandan public service and labor law; - High analytical and problem solving skills; - Legal research and analysis in complex areas of law; - Knowledge of Substantive Law and Legal Procedures; - Decision making skills; - Experience in contract drafting and negotiation; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. 	1
	Litigation Officer	Litigation Officer	<p>A0 in Law</p> <p><u>Key Technical skills and Knowledge required :</u></p> <ul style="list-style-type: none"> - Deep knowledge of Rwandan public service and labor law; - High analytical and problem solving skills; - Legal research and analysis in complex areas of law; - Knowledge of Substantive Law and Legal Procedures; - Decision making skills; - Experience in contract drafting and negotiation; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Legal Drafting Officer	Legal Drafting Officer	<p>A0 in Law or Master's Degree in Law</p> <p>Key Technical skills and Knowledge required :</p> <ul style="list-style-type: none"> - Deep knowledge of Rwandan public service and labor law; - High analytical and problem solving skills; - Legal research and analysis in complex areas of law; -Extensive knowledge in Legal drafting and translation - Knowledge of Substantive Law and Legal Procedures; - Decision making skills; - Experience in contract drafting and negotiation; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French 	1
S/Total				4
GENERAL DIRECTORATE OF DEFENCE POLICY AND STRATEGY	Director General	Director General of Defence Policy and Strategy	<p>A0 in Military Sciences, Public Administration, Administrative Sciences, Management, Economics with 5 years of working experience or 2 years in a senior position; or Master's Degree in Military Sciences, Public Administration, Administrative Sciences, Management, Economics, Public Policy with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge in Military processes and defense strategies; - Creative, proactive, customer focussed, solutions led and outcome driven; - High Analytical & Complex Problem Solving Skills; - Strong Leadership 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- 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	Proposed Jobs
Strategic Planning Unit	Director of Unit	Director of Strategic Planning Unit	<p>A0 Economics, Development Studies, Management with 3 years of working experience; or Master's Degree in Economics, Development Studies, Management, Planning with 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - 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; - 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
	Planning Officer	Planning Officer	<p>A0 Economics, Development Studies, Management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - 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 	2

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	M&E Officer	M&E Officer	<p>A0 Economics, Development Studies, Management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's Cooperatives 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 	2
	Statistician	Statistician	<p>A0 in Statistics, Applied Mathematics, Economics</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Deep understanding of Research Methodologies and Statistics Concepts; - 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
S/Total				7

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
ICT Unit	Director of Unit	Director of ICT Unit	<p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 3 years of working experience and Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage or Master's degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 1 year of working experience in ICT</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda ICT Policies and Strategies; - Proficient in web application security and database security; - Knowledge of all database vendor versions; - Proficient in designing, writing, editing, and debugging programs and databases; - 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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Network Administrator	Network Administrator	<p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information Management System, Information and Communication Technology, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET),LAMP/WAMP Framework or MCITP are an added advantage</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's Defence Policies and Strategies in ICT; - Proficient in web application security and database security; - Knowledge of all database vendor versions; - Proficient in designing, writing, editing, and debugging programs and databases; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills a - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	2
	System Administrator	System Administrator	<p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET),LAMP/WAMP Framework or MCITP are an added advantage</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's Defence Policies and Strategies in ICT; - Proficient in web application security and database security; - Knowledge of all database vendor versions; - Proficient in designing, writing, editing, and debugging programs and databases; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills a - 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	Proposed Jobs
	Database and Application Administrator	Database and Application Administrator	<p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's Defence Policies and Strategies in ICT; - Proficient in web application security and database security; - Knowledge of all database vendor versions; - Proficient in designing, writing, editing, and debugging programs and databases; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills a - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	4
	ICT Security Officer	ICT Security Officer	<p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information Management System, Information and Communication Technology, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's Defence Policies and Strategies in ICT; - Proficient in web application security and database security; - Knowledge of all database vendor versions; - Proficient in designing, writing, editing, and debugging programs and databases; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills a - 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	Proposed Jobs
	ICT Support Officer	ICT Support Officer	<p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's Defence Policies and Strategies in ICT; - Proficient in web application security and database security; - Knowledge of all database vendor versions; - Proficient in designing, writing, editing, and debugging programs and databases; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills a - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	4
S/Total				15
Defence Policy Unit	Director of Unit	Director of Defence Policy Unit	<p>A0 in Military Sciences, Public Administration, Administrative Sciences, Management, Economics with 3 years of working experience; or Master's Degree in Military Sciences, Public Administration, Administrative Sciences, Management, Economics with 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge in Military processes and defense strategies; - Creative, proactive, customer focussed, solutions led and outcome driven; - High Analytical & Complex Problem Solving Skills; - Strong Leadership 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- 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	Proposed Jobs
	Defence Policy Development Officer	Defence Policy Development Officer	<p>A0 in Military Sciences, Public Administration, Administrative Sciences, Management, Economics</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge in Military processes and defense strategies; - 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- Time Management Skills; - Computer Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	2
	Defence Policy Analysis and Evaluation Officer	Defence Policy Analysis and Evaluation Officer	<p>A0 in Military Sciences, Public Administration, Administrative Sciences, Management, Economics</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge in Military processes and defense strategies; - 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- Time Management Skills; - Computer Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	2
S/Total				5

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Foreign Military Relations & Cooperation General Directorate	Director General	Director General of Foreign Military Relations & Cooperation	<p>A0 in International Relations, Communication, Political Science or Law with 5 years of working experience or Master's Degree in International Relations, Communication, Political Sciences, Law, Administrative Sciences or Public Administration with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge in Military processes and defense strategies; - Extensive Knowledge in Foreign Affairs, Diplomacy and and Cooperation; - Excellent Communication skills; - Knowledge of managing a team and staff; - Knoledge of working in a pressurised environment; - 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 - Time 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	Proposed Jobs
Defence Cooperation Unit	Director of Unit	Director of Defence Cooperation Unit	<p>A0 in International Relations, Communication, Political Science or Law with 3 years of working experience or Master's Degree in International Relations, Communication, Political Sciences, Law or Public Administration with 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge in Military processes and defense strategies; - Extensive Knowledge of Bilateral Affairs; - Conflict Management Skills; - Extensive Knowledge in Foreign Affairs; - Knowledge of administrative management; - Strong Leadership skills; - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Computer skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage 	1
	Multilateral Cooperation Officer	Multilateral Cooperation Officer	<p>A0 in International Relations, Communication, Political Science or Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge in Military processes and defense strategies; - Extensive Knowledge of Multilateral Cooperations; - Conflict Management Skills; - Knowledge of administrative management; - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - High analytical thinking; - 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	Proposed Jobs
	Bilateral Cooperation Officer	Bilateral Cooperation Officer	<p>A0 in International Relations, Communication, Political Science or Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge in Military processes and defense strategies; - Extensive Knowledge of Multilateral Cooperations; - Conflict Management Skills; - Knowledge of administrative management; - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - High analytical thinking; - Fluent in Kinyarwanda, English and/or French;knowledge of all is an advantage 	1
S/Total				4
Foreign Military Relations and Peacekeeping Operations Unit	Director of Unit	Director of Foreign Military Relations and Peacekeeping Operations Unit	<p>A0 International Relations, Political Sciences, Law, Administrative Sciences,Public Administration with 3 years of working Experience or Master's Degree in A0 International Relations, Political Sciences, Law, Administrative Sciences,Public Administration with 1 year of working Experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive Knowledge of Bilateral Affairs; - Conflict Management Skills; - Extensive Knowledge in Foreign Affairs; - Knowledge of administrative management; - Strong Leadership skills; - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - 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	Proposed Jobs
	Foreign Relations and Defence Diplomacy	Foreign Relations and Defence Diplomacy Officer	<p>A0 International Relations, Political Sciences, Law, Administrative Sciences, Public Administration</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive Knowledge of Bilateral Affairs; - Conflict Management Skills; - Extensive Knowledge in Foreign Affairs; - Knowledge of administrative management; - Strong Leadership skills; - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Computer skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage 	1
	Peace Keeping Operations	Peace Keeping Operations Officer	<p>A0 International Relations, Political Sciences, Law, Administrative Sciences, Public Administration or Master's Degree in Law, International Humanitarian Law, International Human Rights Law, International law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive Knowledge of Peace Keeping Operations; - Conflict Management Skills; - Extensive Knowledge in Foreign Affairs and International Organisations; - Knowledge of administrative management; - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Computer skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage 	1
S/Total				3

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Director General of MoD Agencies Coordination	Director General	Director General of MoD Agencies Coordination	<p>A0 in Economics, Development Studies, Management, Project Management, Administrative Sciences, Public Administration with 3 years of working experience; or Master's Degree in Economics, Development Studies, Public Policy, Management, Project Management, Administrative Sciences, Public Administration with 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Deep understanding of National development Vision, Policies and Strategies; - Extensive knowledge and understanding of the Rwanda's Defence Sector, Policies and Strategies; - Knowledge of Strategic planning and Monitoring functions; - Creative, proactive, customer focused, solutions led and outcome driven; - Leadership skills; - High analytical & Complex 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
	Capacity Development Analyst	Capacity Development Analyst	<p>A0 in Economics, Development Studies, Management, Project Management, Administrative Sciences, Public Administration with 3 years of working experience; or Master's Degree in Economics, Development Studies, Public Policy, Management, Project Management, Administrative Sciences, Public Administration with 1 year of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Deep understanding of National development Vision, Policies and Strategies; - Extensive knowledge and understanding of the Rwanda's Defence Sector, Policies and Strategies; - Knowledge of Strategic planning and Monitoring functions; - Creative, proactive, customer focused, solutions led and outcome driven; - Leadership skills; - High analytical & Complex 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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Financial Management Specialist	Financial Management Specialist	<p>A0 in Economics, Development Studies, Management, Project Management, Administrative Sciences, Public Administration with 3 years of working experience; or Master's Degree in Economics, Development Studies, Public Policy, Management, Project Management, Administrative Sciences, Public Administration with 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Deep understanding of National development Vision, Policies and Strategies; - Extensive knowledge and understanding of the Rwanda's Defence Sector, Policies and Strategies; - Knowledge of Strategic planning and Monitoring functions; - Creative, proactive, customer focused, solutions led and outcome driven; - Leadership skills; - High analytical & Complex 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 	2
	Performance Audit & Quality Assurance Specialist	Performance Audit & Quality Assurance Specialist	<p>A0 in Economics, Development Studies, Management, Project Management, Administrative Sciences, Public Administration with 3 years of working experience; or Master's Degree in Economics, Development Studies, Public Policy, Management, Project Management, Administrative Sciences, Public Administration with 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Deep understanding of National development Vision, Policies and Strategies; - Extensive knowledge and understanding of the Rwanda's Defence Sector, Policies and Strategies; - Knowledge of Strategic planning and Monitoring functions; - Creative, proactive, customer focused, solutions led and outcome driven; - Leadership skills; - High analytical & Complex 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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Performance Audit Officer	Performance Audit Officer	<p>A0 Public Finance, Accounting, Management specialized in Accounting with 5 year working experience, or 2 years in senior position.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting - Knowledge of 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 	3
S/Total				8
HR and Administration Unit	Director of Unit	HR and Administration Unit	<p>A0 in HR Management, Management with specialization on Human Resource Management Public Administration, Administrative Sciences, with 3 years of working experience or Master's Degree in HR Management, Management with specialization on Human Resource Management, Administrative Sciences, Public Administration with 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Deep knowledge of Rwandan public service and labor laws; - Knowledge in Conflict Management; - knowledge of the regulations applying to payroll procedures; - Knowledge of human resources concepts, practices, policies, and procedures; - Problem Solving Skills; - Computer Skills; - Judgment & Decision Making Skills; - Time management Skills; - Interview Skills; - High analytical Skills; - 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	Proposed Jobs
	Human Resources Officer	Human Resources Officer	<p>A0 in Human Resource Management, Management, Public Administration, Administrative Sciences</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources; - Knowledge in the Development of Human Resources Policies and procedures - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Salaries and Way Administration Officer	Salaries and Way Administration Officer	<p>A0 in Human Resource Management, Management , Public Administration, Administrative Sciences</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources; - Knowledge in the Development of Human Resources Policies and procedures - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Logistics Officer	Logistics Officer	<p>A0 in Store Management, Management, Economics, Finance, Accounting, Administrative Sciences, Public Administration</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills; 	1
	Archivist	Archivist	<p>A0 in Library & Information Science or A1 in Library & information Science, Biblioteconomy</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - proficiency in information technology; - Computer literacy; - Bookkeeping Skills; - Knowledge of integrated document management - Knowledge of archive management software - Knowledge of the documentation management system (DMS) would be an advantage. - Organizational Skills; - Interpersonal Skills; - Planning Skills; - Communication Skills; - Report writing & Presentation skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	2

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Librarian	Librarian	<p>A0 in Library & Information Science or A1 in Library & information Science, Bibliotheconomy</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -proficiency in information technology; -Computer literacy; - Bokkeeping 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
	Head of Central Secretariat	Head of Central Secretariat	<p>A1 in Secretarial Studies, Office Management, Library and Information Science or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social work, Law, Library and Information Science with 2 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Secretary in Central Secretariat	Secretary in Central Secretariat	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social work, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - 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
	Receptionist	Receptionist	<p>A2 in Communication, Public Relations, Journalism, Marketing, Languages</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Excellent communication skills both orally and in writing - Excellent interpersonal skills - Report writing and presentation skills - Computer skills - Creativity and initiative - 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				12

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Finance Unit	Director of Unit	Director of Finance Unit	<p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA); or A0 in Finance, Accounting, Management specialized in Finance/Accounting with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting - Knowledge of 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 Proble solving; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Financial Management Specialist	Financial Management Specialist	<p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA); or A0 in Finance, Accounting, Management specialized in Finance/Accounting with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting - Knowledge of 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 Proble 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	Proposed Jobs
	Accountant	Accountant	<p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 Finance, Accounting, Management specialized in Finance/Accounting</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - 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 Kinvarwanda. English and/ or French: knowledge of all is an advantage 	3
	Budget Officer	Budget Officer	<p>A0 in Finance, Accounting, Management, Economics</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of cost analysis techniques; - 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 Kinvarwanda. 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	Proposed Jobs
	Payment Officer	Payment Officer	<p>A0 in Finance, Accounting, Management, Economics</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Deep knowledge of Rwandan public service and labor law; - 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; - High analytical Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	2
	Verification Officer	Verification Officer	<p>A0 in Finance, Accounting, Management, Economics</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Deep knowledge of Rwandan public service and labor law; - 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; - High analytical Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	3
	Secretary to Finance Unit	Secretary to Finance Unit	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
S/Total				14

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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Procurement Officer	Procurement Officer	<p>A0 in Procurement, Management, Accounting, Public Finance, Law, Economy, Business Administration, Civil Engineering</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - High analytical skills - Knowledge of basic business and purchasing practices - Knowledge of procurement law and procedures - Knowledge of state contracting law, regulations and procedures - Knowledge of grade, qualities, suppliers and prices tenders of commodities - Knowledge in contract drafting and negotiation - Category management skills - Time management skills - Decision making skills - Excellent communication skills. - Computer skills. - Fluent in Kinyarwanda, English and/or French, Knowledge of all is an advantage. 	6
	Contract Management Specialist	Contract Management Specialist	<p>A0 in Procurement, Management, Accounting, Public Finance, Law, Economy, Civil Engineering with 3 years of working experience; or Master's Degree in Procurement, Management, Accounting, Public Finance, Law, Economics, Civil Engineering</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - High analytical skills - Knowledge of basic business and purchasing practices - Knowledge of procurement law and procedures - Knowledge of state contracting law, regulations and procedures - Knowledge of grade, qualities, suppliers and prices tenders of commodities - Knowledge in contract drafting and negotiation - Category management skills - Time management skills - Decision making skills - Excellent communication skills. - Computer skills. - Fluent in Kinyarwanda, English and/or French, Knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Contract Management Officer	Contract Management Officer	<p>A0 in Procurement, Management, Accounting, Public Finance, Law, Economy, Civil Engineering</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - High analytical skills - Knowledge of basic business and purchasing practices - Knowledge of procurement law and procedures - Knowledge of state contracting law, regulations and procedures - Knowledge of grade, qualities, suppliers and prices trenders of commodities - Knowledge in contract drafting and negotiation - Category management skills - Time management skills - Decision making skills - Excellent communication skills. - Computer skills. - Fluent in Kinyarwanda, English and/or French, Knowledge of all is an advantage. 	2
	Quality Control Officer	Quality Control Officer	<p>A0 in Procurement, Management, Accounting, Public Finance, Law, Economy, Business Administration, Civil Engineering with 3 years of working experience; or Master's Degree in Procurement, Management, Accounting, Public Finance, Law, Economics, Business Administration, Civil Engineering</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - High analytical skills - Knowledge of basic business and purchasing practices - Knowledge of procurement law and procedures - Knowledge of state contracting law, regulations and procedures - Knowledge of grade, qualities, suppliers and prices trenders of commodities - Knowledge in contract drafting and negotiation - Category management skills - Time management skills - Decision making skills - Excellent communication skills. - Computer skills. - Fluent in Kinyarwanda, English and/or French, Knowledge of all is an advantage. 	2
S/Total				14

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Patrimony and Infrastructure Unit	Director of Unit	Patrimony and Infrastructure Unit	<p>A0 in Civil Engineering, Store Management or Management with 3 years of working experience; or Master's Degree in Civil Engineering, Store Management or Management with 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Asset Acquisition and Disposal Officer	Asset Acquisition and Disposal Officer	<p>A0 in Civil Engineering, Store Management or Management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Fixed Assets Management Officer	Fixed Assets Management Officer	<p>A0 in Civil Engineering, Store Management or Management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Building Maintenance Officer	Building Maintenance Officer		2
S/Total				5
Grand / Total				115

Bibonywe kugira ngo bishyirwe ku mugereka w' Iteka rya Minisitiri w'Intebe n° 99/03 ryo ku wa 10/08/2017 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Ingabo

Kigali ku wa 10/08/2017

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

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

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

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

Seen to be annexed to Prime Minister's Order n°99/03 of 10/08/2017 determining mission and functions, organizational structure, salaries and fringe benefits for employees in the Ministry of Defence

Kigali on 10/08/2017

(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° 99/03 du 10/08/2017 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère de la Défense

Kigali le 10/08/2017

(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° 99/03 RYO KU WA
10/08/2017 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI MINISITERI
Y'INGABO**

**ANNEX III TO PRIME MINISTER'S ORDER
N°99/03 OF 10/08/2017 DETERMINING
MISSION AND FUNCTIONS,
ORGANISATIONAL STRUCTURE, SALARIES
AND FRINGE BENEFITS FOR EMPLOYEES
OF THE MINISTRY OF DEFENCE**

**ANNEXE III A L'ARRETE DU PREMIER
MINISTRE N°99/03 DU 10/08/2017 PORTANT
MISSION ET FONCTIONS, STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AVANTAGES ACCORDES AU PERSONNEL
DU MINISTERE DE LA DEFENSE**

MINADEF SALARY STRUCTURE

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Permanent Secretary	441	F	2869	1,617,505
Director General of Defence Policy and Strategy	400	2.III	1890	1,085,308
Director General of Foreign Military Relations & Cooperation	400	2.III	1890	1,085,308
Director General of MOD Agencies Coordination	400	2.III	1890	1,125,112
Capacity Development Analyst	400	2.III	1890	1,085,308
Advisor to the Minister	400	2.III	1890	1,085,308
Director of Defence Policy Unit	400	3.II	1369	786,131
Director of Strategic Planning Unit	400	3.II	1369	786,131
Director of Veterans Affairs Unit	400	3.II	1369	786,131
Director of Foreign Military Relations and Peacekeeping Operations	400	3.II	1369	786,131
Director of Intelligence Analysis Unit	400	3.II	1369	786,131
Director of Internal Audit Unit	400	3.II	1369	786,131
Director of Defense Cooperation Unit	400	3.II	1369	786,131
Director of Finance Unit	400	3.II	1369	786,131
Director of HR and Administration Unit	400	3.II	1369	786,131
Director of Patrimony and Infrastructure Unit	400	3.II	1369	786,131
Director of Procurement Unit	400	3.II	1369	814,962
Director of Legal Affairs Unit	400	3.II	1369	814,962
Director of Public Relations and Communication Unit	400	3.II	1369	786,131
Director of ICT	400	3.II	1369	786,131
Technical Advisor	400	3.II	1369	786,131
Construction Advisor	400	3.II	1369	786,131
Contract Management Specialist	400	3.II	1369	786,131
Financial Management Specialist in MOD Agencies Coordination Directorate General	400	3.II	1369	786,131
Performance Audit and Quality Assurance Specialist	400	3.II	1369	786,131
Financial Management Specialist in Finance Unit	400	3.II	1369	786,131
Procurement Specialist	400	3.II	1369	786,131
Legal Specialist	400	3.II	1369	786,131
Litigation Officer	350	4.III	1313	653,152
Legal Drafting	350	4.III	1313	653,152
Principal Auditor	350	4.III	1313	653,152

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Performance Audit Officer	350	4.II	1141	567,590
Contract Management Officer	350	4.II	1141	567,590
Communication Officer	350	4.II	1141	567,590
System Administrator Officer	350	4.II	1141	567,590
Database and Application Administration Officer	350	4.II	1141	567,590
Network Administration Officer	350	4.II	1141	567,590
ICT Support Officer	350	4.II	1141	567,590
ICT Security Officer	350	4.II	1141	567,590
Veterans Office	350	4.II	1141	567,590
Resettlement of Veterans	350	4.II	1141	567,590
Defence Policy Development Officer	350	4.II	1141	567,590
Defence Policy Analysis & Evaluation Officer	350	4.II	1141	567,590
Planning Officer	350	4.II	1141	567,590
Foreign Relations & Defence Diplomacy Officer	350	4.II	1141	567,590
Monitoring and Evaluation Officer	350	4.II	1141	567,590
Multilateral Cooperation Officer	350	4.II	1141	567,590
Bilateral Cooperation Officer	350	4.II	1141	567,590
Peacekeeping Operation Officer	350	4.II	1141	567,590
Civil and Military Affairs Officer	350	4.II	1141	567,590
Media Analysis Officer	350	4.II	1141	567,590
Statistician	350	4.II	1141	567,590
Human Resources Officer	350	4.II	1141	567,590
Salaries and Ways Administraion Officer	350	4.II	1141	567,590
Senior Auditor	350	4.II	1141	567,590
Procurement Officer	350	5.II	951	473,075
Quality Control Officer	350	5.II	951	473,075
Junior Auditor	350	5.II	951	473,075
Budget Officer	350	5.II	951	473,075
Accountant	350	5.II	951	473,075
Assets Acquisition and Disposal Officer	350	5.II	951	473,075
Fixed Assets Management Officer	350	5.II	951	473,075
Building Maintenance Officer	350	5.II	951	473,075

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Logistics Officer	350	5.II	951	473,075
Payment Officer	350	5.II	951	473,075
Verification Officer	350	5.II	951	473,075
Administrative Liaison Officer	350	5.II	951	473,075
Administrative Assistant to the Minister	350	5.II	951	473,075
Administrative Assistant to the PS	350	5.II	951	473,075
Librarian	350	6.II	793	394,478
Customer Care and Potocol Officer	350	6.II	793	394,478
Archivist	350	6.II	793	394,478
Head of Central Secretariat	350	7.II	660	328,317
Secretary in Central Secretariat	350	8.II	508	252,705
Secretary to Finance Unit	350	8.II	508	252,705
Receptionist	350	8.II	508	252,705

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 99/03 ryo ku wa 10/08/2017 rigena inshingano, imbonerahamwe y'imyanya y'imirimu, imishahara n'ibindi bigenerwa abakozi muri Minisitiri y'Ingabo

Kigali ku wa **10/08/2017**

(sé)

MUREKEZI Anastase
Minisitiri w'Intebe

(sé)

UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

(sé)

BUSINGYE Johnston
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

Seen to be annexed to Prime Minister's Order n°99/03 of 10/08/2017 determining mission and functions, organizational structure, salaries and fringe benefits for employees in the Ministry of Defence

Kigali on **10/08/2017**

(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° 99/03 du 10/08/2017 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère de la Défense

Kigali le **10/08/2017**

(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°100/03
RYO KU WA 10/08/2017 RISHYIRAHU
IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI BIGENERWA ABAKOZI
B'URWEGO RW'IGIHUGU RW'IMIYOBORERE

PRIME MINISTER'S ORDER N° 100/03 OF
10/08/2017 DETERMINING
ORGANISATIONAL STRUCTURE, SALARIES
AND FRINGE BENEFITS FOR EMPLOYEES
OF RWANDA GOVERNANCE BOARD

ARRETE DU PREMIER MINISTRE N° 100/03
DU 10/08/2017 DETERMINANT LA
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AVANTAGES ACCORDES AU
PERSONNEL DE L'OFFICE RWANDAIS DE
LA GOUVERNANCE

ISHAKIRO

TABLE OF CONTENTS

TABLE DES MATIERES

Ingingo ya mbere: icyo iri teka rigamije

Article One: Purpose of this Order

Article premier: Objet du présent arrêté

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

Article 2: Organisational structure and job profiles

Article 2: Structure organisationnelle et profils
d'emploi

Ingingo 3: Igenwa ry'umushahara

Article 3: Determination of the salary

Article 3: Détermination du salaire

Ingingo 4: Ibigize umushahara mbumbe

Article 4: Composition of the gross salary

Article 4: Composition du salaire brut

Ingingo ya 5: Ibindi bigenerwa Umunyamabanga
Mukuru uri ku rwego rwa "F"

Article 5: Fringe benefits for the Secretary General
on "F" job classification level

Article 5: Avantages alloués au Secrétaire
Général au poste de niveau "F"

Ingingo ya 6: Ibindi bigenerwa *Heads of Departments*
bari ku rwego rwa "1.IV"

Article 6: Fringe benefits for Heads of
Departments on "1.IV" job classification level

Article 6: Avantages alloués aux Chefs de
Départements au poste de niveaux "1.IV"

Ingingo ya 7: Ibindi bigenerwa Abayobozi
b'Amashami bari ku rwego rwa "2.III"

Article 7: Fringe benefits for Division Managers on
"2.III" job classification level

Article 7: Avantages alloués aux Chefs des
Divisions aux postes de niveau "2.III"

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

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

Article 8: Avantages alloués aux Directeurs
d'Unités et aux cadres aux postes de niveau "3"

Ingingo ya 9: Indamunite z'urugendo rw'imodoka

Article 9: Mileage allowances

Article 9: Indemnités kilométriques

Ingingo ya 10: Abashinzwe gushyira mu bikorwa iri teka

Article 10: Authorities responsible for the implementation of this Order

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

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

Article 11: Repealing provision

Article 11: Disposition abrogatoire

Ingingo ya 12: Igihe iri teka ritangira gukurikizwa

Article 12: Commencement

Article 12: Entrée en vigueur

ITEKA RYA MINISITIRI W'INTEBE N°100/03 RYO KU WA 10/08/2017 RISHYIRAHU IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'URWEGO RW'IGIHUGU RW'IMIYOBORERE

PRIME MINISTER'S ORDER N°100/03 OF 10/08/2017 DETERMINING ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF RWANDA GOVERNANCE BOARD

ARRETE DU PREMIER MINISTRE N° 100/03 DU 10/08/2017 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DE L'OFFICE RWANDAIS DE LA GOUVERNANCE

Minisitiri w'Intebe;

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

Ashingiye ku Itegeko n° 56/2016 ryo ku wa 16/12/2016 rishyiraho Urwego rw'Igihugu rw'Imiyoborere rikanagena inshingano, imitunganyirize n'imikorere byarwo, cyane cyane mu ngingo yaryo ya 23;

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° 66/03 ryo ku wa 27/02/2015 rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Ikigo cy'Igihugu gishinzwe Imiyoborere;

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

Inama y'Abaminisitiri yateranye ku wa 30/06/2017, imaze kubisuzuma no kubyemeza;

ATEGETSE:

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° 56/2016 of 16/12/2016 establishing the Rwanda Governance Board and determining its mission, organisation and functioning, especially in Article 23;

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

Having reviewed the Prime Minister's Order n° 66/03 of 27/02/2015 determining organizational structure, salaries and fringe benefits for employees of the Rwanda Governance Board;

On proposal by the Minister Public Service and Labour;

After consideration and approval by the Cabinet, in its session of 30/06/2017;

HEREBY ORDERS:

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° 56/2016 du 16/12/2016 portant création de l'Office Rwandais de la Gouvernance et déterminant sa mission, son organisation et son fonctionnement, spécialement en son article 23;

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

Revu l'arrête du Premier Ministre n° 66/03 du 27/02/2015 portant structure organisationnelle et avantages accordés au personnel de l'Office Rwandais de la Gouvernance;

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

Après examen et adoption par le Conseil des Ministres, en sa séance du 30/06/2017;

ARRETE:

Ingingo ya mbere: icyo iri teka rigamije

Iri teka rishyiraho imishahara n'ibindi bigenerwa abakozi b'Urwego rw'Igihugu rw'Imiyoborere (RGB).

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

Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo muri RGB biri ku mugereka wa I n'uwa II y'iri teka.

Ingingo 3: Igenwa ry'umushahara

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

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

Ingingo 4: Ibigeze umushahara mbumbe

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

1. umushahara fatizo;
2. indamunite y'icumbi;
3. indamunite y'urugendo;

Article One: Purpose of this Order

This Order determines salaries and fringe benefits for employees of Rwanda Governance Board (RGB).

Article 2: Organisational structure and job profiles

The organisational structure and job profiles in RGB are respectively on Annexes I and II of this Order.

Article 3: Determination of the salary

Salaries for employees of RGB are determined basing on the job classification and in accordance with general principles on salary calculation in Public Service.

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

Article 4: Composition of the gross salary

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

- 1 ° basic salary;
- 2 ° housing allowance;
- 3 ° transport allowance;

Article premier: Objet du présent arrêté

Le présent arrêté détermine les salaires et avantages accordés au personnel de l'Office Rwandais de la Gouvernance (RGB).

Article 2: Structure organisationnelle et profils d'emploi

La structure organisationnelle et profils d'emplois au sein de RGB sont respectivement en annexes I et II du présent arrêté.

Article 3: Détermination du salaire

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

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

Article 4: Composition du salaire brut

Le salaire brut mensuel pour chaque agent comprend principalement:

1. le salaire de base;
2. l'indemnité de logement;
3. l'indemnité de transport;

4. inkunga ya Leta mu bwiteganyirize bw'umukozi;

4 ° State contribution for social security;

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

5. inkunga ya Leta yo kuvuza umukozi.

5 ° State contribution for medical care.

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

Indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo ntigenerwa abayobozi bari ku nzego z'imirimo za "F", "G/1.IV" na "2III" boroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze. Ntigenerwa kandi abakozi ba Leta 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 is not granted to officials positioned on levels "F", "G/1.IV" and "2III" whose transport is facilitated in accordance with instructions of the Minister in charge of transport. It is not also granted to public servants positioned on level "3" who are entitled to special transport allowance in accordance with instructions of the Minister in charge public service.

L'indemnité de transport visée à l'alinéa premier du présent article n'est pas allouée aux dirigeants aux postes de niveau "F", "G/1.IV" et "2III" pour lesquels le transport est facilité selon les instructions du Ministre ayant le transport dans ses attributions. Elle n'est pas non plus allouée aux agents de l'Etat 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 5: Ibindi bigenerwa Umunyamabanga Mukuru uri ku rwego rwa "F"

Article 5: Fringe benefits for the Secretary General on "F" job classification level

Article 5: Avantages alloués au Secrétaire Général au poste de niveau "F"

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

The Secretary General on "F" job level is entitled to the following fringe benefits:

Le Secrétaire Général au poste de niveaux "F" bénéficie des avantages comme suit:

1 ° amafaranga y'u Rwanda ibihumbi ijana (100.000 FRW) y'itumanaho rya telefoni yo mu biro n'amafaranga y'u Rwanda ibihumbi ijana (100.000 FRW) y'itumanaho rya telefoni igendanwa buri kwezi;

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

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

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

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

2 ° les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 6: Ibindi bigenerwa Heads of Departments bari ku rwego rwa “1.IV”

Buri Head of Department uri ku rwego rwa “1.IV” agenerwa ibindi bimufasha gutunganya imirimo ku buryo bukurikira:

- 1 ° amafaranga y’u Rwanda ibihumbi ijana (100.000 FRW) y’itumanaho rya telefoni yo mu biro n’amafaranga y’u Rwanda ibihumbi ijana (100.000 FRW) y’itumanaho rya telefoni igendanwa buri kwezi;
- 2 ° koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n’ibintu mu nshingano ze.

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

Buri Muyobozi w’Ishami uri ku rwego rwa “2.III” agenerwa ibindi bimufasha gutunganya imirimo ku buryo bukurikira:

- 1 ° amafaranga y’u Rwanda ibihumbi mirongo irindwi (70.000 FRW) y’itumanaho rya telefoni yo mu biro n’amafaranga y’u Rwanda ibihumbi mirongo irindwi (70.000 FRW) y’itumanaho rya telefone igendanwa buri kwezi;
- 2 ° koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n’ibintu mu nshingano ze.

Article 6: Fringe benefits for Heads of Departments on “1.IV” job classification level

Each Head of Department on “1.IV” job level is entitled to the following fringe benefits:

1. an office landline communication allowance of one hundred thousand Rwandan francs (FRW 100,000) and a mobile phone communication allowance of one hundred thousand Rwandan francs (FRW 100,000) per month;
2. transport facilitation in accordance with instructions of the Minister in charge of transport.

Article 7: Fringe benefits for Division Managers on “2.III” job classification level

Each Division Manager on “2.III” job classification level is entitled to fringe benefits as follows:

- 1 ° an office landline communication allowance of seventy thousand Rwandan francs (FRW 70,000) and a mobile phone communication allowance of seventy thousand Rwandan francs (FRW 70,000) per month;
- 2 ° transport facilitation in accordance with instructions of the Minister in charge of transport.

Article 6: Autres avantages alloués aux Chefs de Départements au poste de niveaux “1.IV”

Chaque Chef de Département au poste de niveaux “1.IV” bénéficie des avantages comme suit :

1. les frais de communication par téléphone de bureau équivalent à cent mille francs rwandais (100.000 FRW) et des frais de communication par téléphone portable équivalent à cent mille francs rwandais (100.000 FRW) par mois;
2. les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Article 7: Avantages alloués aux Chefs des Divisions aux postes de niveau “2.III”

Chaque Chef de Division aux postes de niveau “2.III” bénéficie des avantages comme suit:

- 1 ° les frais de communication par téléphone de bureau équivalent à soixante-dix mille francs Rwandais (70.000 FRW) et des frais de communication par téléphone portable équivalent à soixante-dix mille francs rwandais (70.000 FRW) par mois;
- 2 ° les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 8: Ibindi bigenerwa Abayobozi b'Udushami n'abakozi ba Leta bari ku rwego rw'imirimo rwa "3"

Buri muyobozi na buri mukozi wa Leta uri ku rwego rw'imirimo rwa "3" agenerwa ibindi bimufasha gutunganya imirimo ku buryo bukurikira:

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

Buri Muyobozi w'Agashami uri ku rwego rw'imirimo rwa "3" ufite itsinda ry'abakozi ba Leta ayobora hashingiwe ku mbonerahamwe yemewe y'Urwego akorera, agenerwa kandi amafaranga y'u Rwanda ibihumbi ijana (100.000 FRW) buri kwezi y'itumanaho rya telefoni yo mu biro.

Ingingo ya 9: Indamunite z'urugendo rw'imodoka

Iyo Umuyobozi Mukuru uri ku rwego rwa "D", "E", "F", "G/1.IV" na "2III" agiye mu butumwa imbere mu Gihugu akoresheje imodoka ye, Leta imugenera indamunite y'urugendo hakurikijwe ibiteganywa n'amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

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

Each Director and official on "3" job classification level is entitled to fringe benefits as follows:

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

Each Director of Unit on level "3" with a pool of public servants under his responsibilities in accordance with the approved organisational structure is also entitled to an office landline communication allowance of one hundred thousand Rwandan francs (FRW 100,000) per month.

Article 9: Mileage allowances

When a senior official on levels "D", "E", "F", "G/1.IV" and "2III" goes on official mission inside the country by using his/her vehicle, the State pays him/her mileage allowances in accordance with instructions of the Minister in charge of transport.

Article 8: Avantages alloués aux Directeurs d'Unités et aux cadres aux postes de niveau "3"

Chaque Directeur et chaque cadre aux postes de niveau "3" bénéficie des avantages comme suit:

1. des 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.

Chaque Directeur d'Unité au poste de niveau "3" ayant des agents de l'Etat placés sous sa responsabilité suivant la structure organisationnelle approuvée, bénéficie aussi des frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 FRW) par mois.

Article 9: Indemnités kilométriques

Lorsqu'un haut cadre aux postes de niveaux "D", "E", "F", "G/1.IV" et "2III" va en mission officielle à l'intérieur du pays en utilisant son véhicule, l'Etat lui octroie une indemnité kilométrique conformément aux instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 10: Abashinzwe gushyira mu bikorwa iri teka

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

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

Iteka rya Minisitiri w'Intebe n° 66/03 ryo ku wa 27/02/2015 rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Ikigo cy'Igihugu gishinzwe Imiyoborere 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.

Kigali, ku wa 10/08/2017

Article 10: 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 11: Repealing provision

Prime Minister's Order n° 66/03 of 27/02/2015 determining organizational structure, salaries and fringe benefits for employees of the Rwanda Governance Board 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.

Kigali, on 10/08/2017

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

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

Article 11: Disposition abrogatoire

L'arrêté du Premier Ministre n° 66/03 du 27/02/2015 portant structure organisationnelle et avantages accordés au personnel de l'Office Rwandais de la Gouvernance et toutes les 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.

Kigali, le 10/08/2017

(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°100/03 RYO KU WA 10/08/2017
RIGENA IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI B'URWEGO
RW'IGIHUGU RW'IMIYOBORERE**

**ANNEXE I TO PRIME MINISTER'S ORDER
N°100/03 OF 10/08/2017 DETERMINING
ORGANISATIONAL STRUCTURE, SALARIES
AND FRINGE BENEFITS FOR EMPLOYEES
OF RWANDA GOVERNANCE BOARD**

**ANNEXE I DE L'ARRETE DU PREMIER
MINISTRE N°100/03 DU 10/08/2017
DETERMINANT LA STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AVANTAGES ACCORDES AU PERSONNEL
DE L'OFFICE RWANDAIS DE LA
GOUVERNANCE**

RWANDA GOVERNANCE BOARD (RGB) - ORGANIZATIONAL STRUCTURE

OFFICE OF THE PRESIDENT

OFFICE OF THE CEO (6)

- CEO (1)
- Advisor to CEO (1)
- Strategic Engagement Specialist (1)
- Information and Communication Specialist (1)
- Internal Auditor (1)
- Administrative Assistant (1)

Planning, M&E Unit (5)

- Director (1)
- Planning Officer (1)
- M&E Officer (1)
- Network and System Administrator (1)
- ICT Officer (1)

OFFICE OF THE DEPUTY CEO (2)

- Deputy CEO (1)
- Administrative Assistant (1)

Fin & Adm. Unit (8)

- Director (1)
- Accountant (2)
- HR Officer (1)
- Logistics Officer (1)
- Customer Care Officer (1)
- Head of Central Secretariat (1)
- Secretary to DAF Unit (1)

SECRETARY GENERAL (7)

- Secretary General (1)
- Administrative Assistant (1)
- Procurement Officer (2)
- HRM Specialist (1)
- Legal affairs officer (1)
- Administrative Liaison Officer (1)

SPIU

Home Grown Solutions Division (1)

- Division Manager (1)

Research Department (2)

- Head of Department (1)
- Administrative Assistant (1)

Service Delivery, Good Governance, and JADF Department (2)

- Head of Department (1)
- Administrative Assistant (1)

Political Parties and Civil Society Department (2)

- Head of Department (1)
- Administrative Assistant (1)

Media Sector Development Department (2)

- Head of Department (1)
- Administrative Assistant (1)

Home Grown Solutions and Knowledge Management Unit (4)

- Director (1)
- HGS Education Specialist (1)
- HGS Accreditation Specialist (1)
- Cost Recovery Officer (1)

Applied Governance Research Pool (4)

- Principal Researcher (1)
- Pool of Researchers (3)

Innovation and Governance Pool (4)

- Principal Researcher (1)
- Pool of Researchers (3)

Global Governance research and E-Governance Pool (4)

- Principal Researcher (1)
- Global Governance & Indexes Researcher (1)
- Data Management Officer (1)
- Publication Officer (1)

Service Delivery Division (5)

- Division Manager (1)
- Public Sector Service Delivery Monitoring Officer (2)
- Private Sector and Civil Society Service Delivery Monitoring and Evaluation Specialist (1)
- Private Sector and Civil Society Service Delivery Monitoring & Evaluation Officer (1)

Good Governance and JADF Division (6)

- Division Manager (1)
- LG and JADF Capacity Building Monitoring Specialist (1)
- Governance Practices Monitor Officer (1)
- Citizen Participation Advocacy Specialist (1)
- JADF Coordination Specialist (1)
- Governance Promotion Specialist (1)

Registration Division (4)

- Division Manager (1)
- NGOs Registration Officer (1)
- FBOs and PPs Registration Officer (1)
- CSOs and PPs Verification and Authentication Specialist (1)

Monitoring and Evaluation Division (6)

- Division Manager (1)
- NGOs M&E Specialist (1)
- NGOs M&E Officer (1)
- FBOs/PP M&E Specialist (1)
- FBOs/PP M&E Officer (1)
- International NGOs M&E Specialist (1)

Media Houses and Associations Unit (3)

- Director (1)
- Media House & Association Specialist (2)

Media Coordination and Monitoring Unit (4)

- Director (1)
- Media Monitoring Specialist (2)
- Media Advocacy Officer (1)

HGS Promotion and Documentation Unit (4)

- Director (1)
- HGS Promotion and preservation Specialist (1)
- HGS Promotion and Preservation Officer (1)
- HGS Documentation and Digitalization Officer (1)

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 100/03 ryo ku wa 10/08/2017 rishyiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Urwego rw'Igihugu rw'Imiyoborere

Kigali, ku wa **10/08/2017**

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

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

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

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

Seen to be annexed to Prime Minister's Order n°100/03 of 10/08/2017 establishing the organizational structure, salaries and fringe benefits for employees of Rwanda Governance Board

Kigali, on **10/08/2017**

(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° 100/03 du 10/08/2017 déterminant la structure organisationnelle, salaires et avantages accordés au personnel de l'Office Rwandais de la Gouvernance

Kigali, le **10/08/2017**

(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°100/03 RYO KU WA 10/08/2017
RIGENA IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI B'URWEGO
RW'IGIHUGU RW'IMIYOBORERE**

**ANNEXE II TO PRIME MINISTER'S ORDER
N°100/03 OF 10/08/2017 DETERMINING
ORGANISATIONAL STRUCTURE, SALARIES
AND FRINGE BENEFITS FOR EMPLOYEES
OF RWANDA GOVERNANCE BOARD**

**ANNEXE II DE L'ARRETE DU PREMIER
MINISTRE N°100/03 DU 10/08/2017
DETERMINANT LA STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AVANTAGES ACCORDES AU PERSONNEL
DE L'OFFICE RWANDAIS DE LA
GOUVERNANCE**

RGB - JOB PROFILES 2017

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Office of the Chief Executive Officer	Chief Executive Officer/ CEO	Chief Executive Officer	Appointee	1
	Advisor	Advisor to the CEO	<p>A0 in International Relations, Public Administration, Administrative Sciences, Communication, Socials work, Political Science, Law, Public Policy, International Development, Management with 3 years of working experience Or Master or Equivalent in International Relations, Public Administration, Administrative Sciences, Communication, Socials work, Political Science, Law, Public Policy, International Development, Management with 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Strong knowledge in Good Governance principles and strategies;-Analytical and problem-solving. -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 -Hardworking and demonstrate capacity to work under pressure with minimum supervision, -High sense of responsibility and integrity; -Maturity and confidence in dealing with the staff of government institutions and private sector; Ability to seek and apply knowledge, information and best practices from multiple sectors; -Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; - Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports; -Advanced computer literacy and proficiency, especially related to professional office software packages (Microsoft Office and graphics); -Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Strategic Engagement Specialist	Strategic Engagement Specialist	<p>AO in International Relations, Political Sciences, Business Administration, Management, Public Administrative, Administrative Sciences, Social work, Development Studies, Law with 3 years of working experience; Or Master or Equivalent in International Relations, Political Sciences, Business Administration, Management, Public Administrative, Administrative Sciences, Social work, Development Studies, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - He or she must demonstrate high level of team work and team building skills, - Demonstrated leadership, facilitation and coordination skills, ability to manage technical team and long term strategic partnership; - Mastering and highly knowledgeable with E-Governance skills; - Good knowledge of Rwanda's Policies and Programs; - Capacity to work with multiple stakeholders across a wide range of disciplines; - Demonstrated networking, team-building and organizational skills; - Excellent communication (both oral and written) and partnership building skills with multi-dimension partners, people skill for conflict resolution and negotiation; - Hardworking and demonstrate capacity to work under pressure with minimum supervision, - High sense of responsibility and integrity; - Maturity and confidence in dealing with the staff of government institutions and private sector; - Ability to seek and apply knowledge, information and best practices from multiple sectors; - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; - Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports; - Advanced computer literacy and proficiency, especially related to professional office software packages (Microsoft Office and graphics); - Fluent in English both written and spoken. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Information, Education and Communication Specialist	Information, Education and Communication Specialist	<p>AO in Journalism, Communication, International Relations, Mass Media, Linguistics and Literature with 1 year of working experience or Master's Degree in Journalism, Communication, International Relations, Mass Media, Linguistics and Literature</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> -Excellent communication skills both orally and in writing -Excellent social media knowledge -Excellent skills in Report writing, press release writing and presentation skill -Excellent Interviewing skills -Excellent interpersonal skills -Good organisational and time-management skills -Teamworking skills - Effective public relations and public speaking skills -Hardworking and demonstrate capacity to work under pressure with minimum supervision, -High sense of responsibility and integrity; -Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; -Advanced computer literacy and proficiency, especially related to professional office software packages (Microsoft Office and graphics); -Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Internal Audit	Internal Auditor	<p>A0 in Accounting, Public Finance or Management with specialization in Finance/Accounting or Accounting Professional Qualification recognized by IFAC (ACCA, CPA).</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Detailed knowledge of financial and Audit Standards, HR & Financial Regulations, Procedures ; - Financial software; - Planning Skill; - 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	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management , Law, Social work and Sociology</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Word Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
S/Total				6
Office of the Secretary General	Secretary General	Secretary General	Appointee	1
	Procurement Officer	Procurement Officer	<p>A0 in Procurement, Management, Business administration, Public Finance, Economics, Law, Accounting</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive Knowledge of state procuring and contracting laws and regulations - 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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Human Resources Management Specialist	Human Resources Management Specialist	<p>A0 in HR Management, Management with specialisation in Human Resource Management, Business Administration with specialisation in Human Resource Management, with 3 years of working experience or Master's Degree in HR Management, Management with specialisation in Human Resource Management, Business Administration with specialisation in Human Resource Management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -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
	Legal Affairs	Legal Affairs Officer	<p>A0 in Law</p> <p>Key Technical skills and Knowledge required :</p> <ul style="list-style-type: none"> - Deep knowledge of Rwanda governance policies and strategies - High analytical and problem solving skills; - Legal research and analysis in complex areas of law; - Knowledge of Substantive Law and Legal Procedures; - Decision making skills; - Experience in contract drafting and negotiation; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management , Law, Social work and Sociology</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
	Administrative Liaison Officer	Administrative Liaison Officer	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management , Law, Social work and Sociology</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
S/Total				7
Office of the Deputy Chief Executive Officer	Deputy CEO	Deputy CEO	Appointee	1
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management, Administrative Sciences, Law, Social work and Sociology</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Excellent Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
S/Total				2

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Home Grown Solutions Division	Division Manager	Home Grown Solutions Division Manager	<p>AO in in Public Policy Analysis, Governance Studies, Political Sciences, Economics, Public Administration, Administrative Sciences, Sociology, Social Work, Development Studies, History and Heritage studies, Management with 5 years of working experience or Master in the same fields with 2 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - High level of sense of responsibility - High level of integrity - Excellent interpersonal skills - Possess coordination, Planning and Organizational skills - Strong Leadership Skills; -Exposure to global governance systems Demonstrate thought leadership through producing and overseeing research content on high profile governance issues and trends; - Direct research team in the preparation of and writing of governance analyses across sectors; - Promoting and facilitating leading-edge research, including collaborative and interdisciplinary research; - Developing networks between RGB and other research institutions and Think tanks both local as well as international; - Extensive knowledge and understanding of the Rwanda Governance sector; - Extensive knowledge in social sciences Research Methodologies; - Extensive knowledge in Good Governance principles and practices - Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports; - Advanced computer literacy and proficiency, especially related to professional office software packages, social sciences software - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage 	1
S/Total				1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Home Grown Solutions and Knowledge Management Unit	Director of Unit	Director of Home Grown Solutions and Knowledge Management Unit	<p>Master or Equivalent in Public Policy, Economics, Education sciences, History and Heritage studies, International Relations, Public Administration, Administrative Sciences, Management, Political Sciences, Sociology, Management, Economics, Business Administration with 1 year of working experience or A0 in the same fields with at least 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Extensive knowledge and understanding of the Rwanda Governance sector; -Extensive knowledge in social sciences Research Methodologies; - Strong knowledge in Good Governance principles and practices ; - Clearly presenting results orally and in writing; - Numerical and Computational skills; - Analytical techniques; - 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; - Maturity and confidence in dealing with the staff of government institutions and private sector; - Ability to seek and apply knowledge, information and best practices from multiple sectors; - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; - Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports; - Advanced computer literacy and proficiency, especially related to professional office software packages, social sciences software - 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	Proposed Jobs
	HGS Education Specialist	HGS Education Specialist	<p>Master or Equivalent in Public Policy, Social work, Economics, education sciences, History and Heritage studies, International Relations, Public Administration, Administrative Sciences, Management, Political Sciences, Sociology, Management, Economics, Business Administration with 1 year of experience or A0 in the fields with 2 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Extensive knowledge and understanding of the Rwanda Governance sector; -Extensive knowledge in social sciences Research Methodologies; - Strong knowledge in Good Governance principles and practices ; - Clearly presenting results orally and in writing; - Numerical and Computational skills; - Analytical techniques; - 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; - Maturity and confidence in dealing with the staff of government institutions and private sector; - Ability to seek and apply knowledge, information and best practices from multiple sectors; - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; - Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports; - Advanced computer literacy and proficiency, especially related to professional office software packages, social sciences software - 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	Proposed Jobs
	HGS Accreditation Specialist	HGS Accreditation Specialist	<p>Master or Equivalent in Public Policy, social work, Education Sciences, Law, Economics, International Relations, Public Administration, Administrative Sciences, Management, Political Sciences, Sociology, Management, Economics, Business Administration or A0 in the same fields with 2 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Extensive knowledge and understanding of the Rwanda Governance sector; -Extensive knowledge in social sciences Research Methodologies; - Strong knowledge in Good Governance principles and practices ; - Clearly presenting results orally and in writing; - Numerical and Computational skills; - Analytical techniques; - 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; - Maturity and confidence in dealing with the staff of government institutions and private sector; - Ability to seek and apply knowledge, information and best practices from multiple sectors; - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; - Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports; - Advanced computer literacy and proficiency, especially related to professional office software packages, social sciences software - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage 	1
	Cost Recovery Officer	Cost Recovery Officer	<p>A0 Accounting, Business administrative, Finance, Management, Accounting.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Excellent communication skills both oral and in writing - Excellent interpersonal skills - Good IT skills - Presentation skills - Creativity & Initiative - Ability to prioritize and plan effectively - Team work; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
S/Total				4

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Home Grown Solutions Promotion and Documentation	Director of Unit	Director of Home Grown Solutions Promotion and Documentation Unit	<p>Master or Equivalent in Public Policy, Communication, Marketing, Public Administration, Administrative Sciences, Management, Political Sciences, Sociology, Social Work, History and Heritage studies, Economics, Business Administration with 1years of working experience OR A0 in Public Policy, Communication, Marketing, Public Administration, Administrative Sciences, Management, Political Sciences, Sociology, Social Work, History and Heritage studies, Economics, Business Administration</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Governance sector; - Extensive knowledge in social sciences Research Methodologies; - Strong knowledge in Good Governance principles and practices; - Clearly presenting results orally and in writing; - Numerical and Computational skills; - Analytical techniques; - 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; - Maturity and confidence in dealing with the staff of government institutions and private sector; - Ability to seek and apply knowledge, information and best practices from multiple sectors; - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; - Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports; - Advanced computer literacy and proficiency, especially related to professional office software packages, social sciences software - 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	Proposed Jobs
	HGS Promotion and Preservation Specialist	HGS Promotion and Preservation Specialist	<p>Master or Equivalent in Public Policy, Communication, Marketing, Public Administration, Administrative Sciences, Management, Political Sciences, Sociology, Social Work, Management, Economics, Business Administration OR A0 in Public Policy, Communication, Marketing, Public Administration, Administrative Sciences, Management, Political Sciences, Sociology, Social Work, Management, Economics, Business Administration</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - knowledge and understanding of the Rwanda Governance sector; - knowledge in social sciences Research Methodologies; - Strong knowledge in Good Governance principles and practices; - Clearly presenting results orally and in writing; - Numerical and Computational skills; - Analytical techniques; - 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; - Maturity and confidence in dealing with the staff of government institutions and private sector; - Ability to seek and apply knowledge, information and best practices from multiple sectors; - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; - Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports; - Advanced computer literacy and proficiency, especially related to professional office software packages, social sciences software - 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	Proposed Jobs
	HGS Promotion and Preservation Officer	HGS Promotion and Preservation Officer	<p>A0 in Public Policy, Communication, Marketing, Public Administration, Administrative Sciences, Management, Political Sciences, Sociology, Social Work, Management, Economics, Business Administration</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - knowledge and understanding of the Rwanda Governance sector; - knowledge in social sciences Research Methodologies; - Strong knowledge in Good Governance principles and practices; - Clearly presenting results orally and in writing; - Numerical and Computational skills; - Analytical techniques; - 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; - Maturity and confidence in dealing with the staff of government institutions and private sector; - Ability to seek and apply knowledge, information and best practices from multiple sectors; - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; - Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports; - Advanced computer literacy and proficiency, especially related to professional office software packages, social sciences software - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage 	1
	HGS Documentation and Digitalization Officer	HGS Documentation and Digitalization Officer	<p>A0 in Library Sciences, management information Sciences, Communications and Biblioteconomy</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Proficiency in information technology; - Computer literacy; - 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
S/Total				4

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Research Department	Head of Department	Head of Research Department	<p>Master or Equivalent in Public Policy, Governance Studies, International Relations, Law, Public Administration, Administrative Sciences, Economics, Political Sciences, Sociology, Social Work with 5 years of working experience with 2 years in a senior position and 4 Scientific Papers or one book published.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Extensive knowledge and understanding of the Rwanda Governance sector; - Extensive knowledge in social sciences Research Methodologies; - Strong knowledge in Good Governance principles and practices; - Extensive policy and international indexes analysis; - Strong Leadership Skills; - 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; - Coordination, planning and organizational skills;- - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies,Office Management or A0 in Public Administration, Management,Administrative Sciences, Law, Social work and Sociology</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Excellent Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
S/Total				2

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Applied Governance Researcher	Applied Governance Principal Researcher	<p>Master or Equivalent in Public Policy, Governance Studies, Population Studies, Statistics, Economics, Political Sciences, Public Administration, Administrative Sciences, Sociology, Social Work Work with 3 years of working experience and 4 Scientific Papers published.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Governance sector; - Extensive knowledge in social sciences Research Methodologies; - Strong knowledge in Good Governance principles and strategies; - Clearly presenting results orally and in writing; - Numerical and Computational skills; - Extensive knowledge of conducting surveys and studies; - 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; - Coordination, planning and organizational skills; - Time Management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Applied Governance Researchers	Applied Governance Researchers	<p>Master or Equivalent in Public Policy, Governance Studies, Population Studies, Statistics, Economics, Political Sciences, Public Administration, Administrative Sciences, Development Studies, Law, Sociology, Social Work with 2 years of working experience and 2 Scientific Papers published.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Governance sector; - Extensive knowledge in social sciences Research Methodologies; - Strong knowledge in Good Governance principles and strategies; - Clearly presenting results orally and in writing; - Numerical and Computational skills; - Extensive knowledge of conducting surveys and studies; - 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; - Coordination, planning and organizational skills; - Time Management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	3
S/Total				4

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Innovation and Governance Researcher	Innovation and Governance Principal Researcher	<p>Master or Equivalent in Public Policy Analysis, Governance Studies, Population Studies, Statistics, Economics, Political Sciences, Public Administration, Administrative Sciences, Sociology, Social Work with 3 years of working experience and 4 Scientific Papers published.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Governance sector; - Extensive knowledge in social sciences Research Methodologies; - Strong knowledge in Good Governance principles and strategies; - Clearly presenting results orally and in writing; - Numerical and Computational skills; - Extensive knowledge of conducting surveys and studies; - 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; - Coordination, planning and organizational skills; - Time Management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Innovation and Governance Researchers	Innovation and Governance Researchers	<p>Master or Equivalent in Public Policy, Governance Studies, Population Studies, Statistics, Economics, Political Sciences, Public Administration, Administrative Sciences, Development Studies, History and Heritage, Law, Sociology, Social Work with exposure in research.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Governance sector; - Extensive knowledge in social sciences Research Methodologies; - Strong knowledge in Good Governance principles and strategies; - Clearly presenting results orally and in writing; - Numerical and Computational skills; - Extensive knowledge of conducting surveys and studies; - 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; - Coordination, planning and organizational skills; - Time Management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	3
S/Total				4

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Global Governance Research & E-Governance	Global Governance Research & E-Governance Principal Researcher	<p>Master or Equivalent in International Relations, Communication, Public Policy, Governance Studies, Economics, Law, E-governance, Political Sciences, Public Administration, Administrative Sciences, Sociology, Social Work with 3 years of working experience in research.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Extensive knowledge and understanding of the Rwanda Governance sector; - Extensive knowledge of International governance indexes and global governance ; - Extensive knowledge in social sciences Research Methodologies; - Strong knowledge in Good Governance principles and practices; - Clearly presenting results orally and in writing; - 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; - Coordination, planning and organizational skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Global Governance Research & Index Research	Global Governance Research & Index Researcher	<p>Master or Equivalent in International Relations, Public Policy Analysis, Governance Studies, Economics Law, Political Sciences, E-governance, ICT, Public Administration, Administrative Sciences, Sociology, Social Work with exposure in research.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Extensive knowledge and understanding of the Rwanda Governance sector; - Extensive knowledge of International governance indexes and global governance ; - Extensive knowledge in social sciences Research Methodologies; - Strong knowledge in Good Governance principles and practices; - Clearly presenting results orally and in writing; - 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; - Coordination, planning and organizational 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	Proposed Jobs
	Data Management Officer	Data Management Officer	<p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (NET), LAMP/WAMP Framework or MCITP are an added advantage</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT Policies and Strategies; - Proficient in web application security and database security; - Knowledge of all database vendor versions; - Proficient in designing, writing, editing, and debugging programs and databases; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills a - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Publication Officer	Publication Officer	<p>A0 in Linguistic, Communication, Management information system, Library & information Science</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge in Editing skills - Excellent knowledge in social sciences Research Methodologies - Computer literacy; - 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 French; 	1
S/Total				4

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Service Delivery, Good Governance and JADF Department	Head of Department	Head of Service Delivery, Good Governance and JADF Department	<p>A0 in Public Policy, Governance Studies, Business Administration, Education Sciences, International Relations, Law, Public Administration, Administrative Sciences, Economics, Political Sciences, Sociology, Social Work with 7 years of working experience with 2 years in a senior position; Or Master or Equivalent in Public Policy, Governance Studies, Business Administration, Education Sciences, International Relations, Law, Public Administration, Administrative Sciences, Economics, Political Sciences, Sociology, Social work with 5 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - High level sense of responsibility -High level sense of integrity -Excellent interpersonal skills -Possess innovative skills -Possess coordination, Planning and Organizational skills - Strong Leadership Skills; -Exposure to global governance systems -Good knowledge and understanding of the Rwanda's Governance ; and decentralization , strategies and practices, -Technical Expertise in Decentralization process and good governance principles - Strong management and problem solving skills, -Ability to coordinate decentralization, Local government capacity building and good governance promotion. - Ability to develop plans, programs, monitor and evaluate performance - Excellent interpersonal, analytical and reporting skills - Fluent in Kinyarwanda, English and/or French. 	1
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies,Office Management or A0 in Public Administration, Management,Administrative Sciences, Law, Social work and Sociology</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Excellent Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
S/Total				2

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Service Delivery Division	Division Manager	Service Delivery Division Manager	<p>A0 in Political Sciences, Public Policy, Economics, Public Administration, Administrative Sciences, Management, Sociology, Marketing, Communication, Public Relations, Social Work, Development Studies, Business Administration with 5 years of working experience; Or Master or Equivalent in Political Sciences, Public Policy, Economics, Public Administration, Administrative Sciences, Management, Sociology, Social Work, Development Studies, Business Administration with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Extensive knowledge and understanding of the Rwanda Governance sector; - Extensive knowledge in Monitoring and evaluation; - Strong knowledge in social sciences Research Methodologies; - Good knowledge of government Decentralization policy and strategies; - Knowledge in Good Governance principles and practices; - Analytical, problem-solving and critical thinking skills; -High level sense of responsibility - High level sense of integrity -Excellent interpersonal skills -Possess innovative skills -Extensive knowledge and technical understanding of Rwanda's governance principles and practices - Analytical, problem-solving and critical thinking skills. - Planning, organization and supervisory skills -Communication and coordination skills - Fluent in Kinyarwanda, English and/or French. 	1
	Public Sector Service Delivery Monitoring Officer	Public Sector Service Delivery Monitoring Officer	<p>A0 in Economics, Management, Organizational development, Finance, Accounting, Law, Statistics, Sociology, Social Work, Public Administration, Administrative Sciences, Development Studies, Business Administration</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Extensive knowledge and understanding of the Rwanda Governance sector; - Extensive knowledge in Monitoring and evaluation; - Strong knowledge in social sciences Research Methodologies; - Good knowledge of government Decentralization policy and strategies; - Knowledge in Good Governance principles and practices; - 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; - Analytical and problem solving skills; - Time management 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	Proposed Jobs
	Private & Civil Society Service Delivery Monitoring Specialist	Private & Civil Society Service Delivery Monitoring Specialist	<p>A0 in Economics, Management, Finance, Accounting, Law, Monitoring and Evaluation, Project Management, Statistics, Sociology, Social Work, Public Administration, Administrative Sciences, Development Studies, Business Administration with 3 years of working experience or Master's Degree in Economics, Management, Finance, Accounting, Law, Monitoring and Evaluation, Project Management, Statistics, Sociology, Social Work, Development Studies, Business Administration</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Extensive knowledge and understanding of the Rwanda Governance sector; - Extensive knowledge in Monitoring and evaluation; - Strong knowledge in social sciences Research Methodologies; - Good knowledge of government Decentralization policy and strategies; - Knowledge in Good Governance principles and practices; - 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; - 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	Proposed Jobs
	Private & Civil Society Service Delivery Monitoring Officer	Private & Civil Society Service Delivery Monitoring Officer	<p>A0 in Organizational management and development, Finance, Accounting, Economics, Marketing, Public Relations, Public Administration, Administrative Sciences, Management, Sociology, Social Work, Development Studies and Business Administration</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -Extensive knowledge and understanding of the Rwanda Governance sector; - Extensive knowledge in Monitoring and evaluation; - Strong knowledge in social sciences Research Methodologies; - Good knowledge of government Decentralization policy and strategies; - Knowledge in Good Governance principles and practices; - 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; - 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	Proposed Jobs
S/Total				5
Good Governance and JADF Division	Division Manager	Good Governance and JADF Division	<p>A0 in Political Sciences, Public Administration, Administrative Sciences, Sociology, Social Work, Development Studies, Management, Economics, Business Administration, Education Sciences, Law with 5 years of working experience; Or Master or Equivalent in Political Sciences, Public Administration, Administrative Sciences, Sociology, Social Work, Development Studies, Management, Economics, Business Administration, Education Sciences, Law with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -High level sense of responsibility - High level sense of integrity -Excellent interpersonal skills -Possess innovative skills -Good knowledge and understanding of Rwanda's governance principles and practice - Analytical and problem-solving skills. - Good leadership and management skills - Ability to plan, monitor and evaluate sector decentralization and local government capacity building programs. - Good communication and coordination skills. - Fluent in Kinyarwanda, English and/or French 	1
	LG & JADF Capacity Building Monitoring Specialist	LG & JADF Capacity Building Monitoring Specialist	<p>A0 in HR Management, Public Administration, Administrative Sciences, Management, Business administration, Education Sciences, Economics, Political Sciences, Governance Studies, Development Studies with 3 years of working experience or Master's Degree in HR Management, Public Administration, Administrative Sciences, Management, Business administration, Education Sciences, Economics, Political Sciences, Governance Studies, Development Studies</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of capacity development approaches - Ability to undertake local Government capacity building training needs assessment and plans. - To facilitate the formulation of LG training plans -Good knowledge and competency in decentralization and local government capacity development, - Ability to plan, monitor and evaluate capacity building programs for the LG. - Ability to execute and report on assigned tasks. - Capacity to innovate and document best practices in capacity building - Good organizational and time management skills - Good communication and interpersonal skills - Good computer skills - Fluency in Kinyarwanda, English and/or French, knowledge of all languages is an added advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Governance Practices Monitoring Officers	Governance Practices Monitoring Officers	<p>A0 in Economics, Governance studies, Project Management, Law, Public Administration, Administrative Sciences, Sociology, Social Work, Development Studies</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Extensive knowledge and understanding of the Rwanda Governance sector; - Extensive knowledge in Monitoring and evaluation; - Good knowledge of government Decentralization policy and strategies; - Knowledge in Good Governance principles and strategies; - 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; - 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	Proposed Jobs
	Citizen Participation Advocacy Specialist	Citizen Participation Advocacy Specialist	<p>A0 in Business administration, Human Resources, Public Administration, Administrative Sciences, Education Sciences, Sociology, Social Work, Development Studies with 3 years of working experience; Or Master or Equivalent in Business administration, Human Resources, Public Administration, Administrative Sciences, Education Sciences, Sociology, Social Work, Development Studies</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -He or she must demonstrate high level of team work and team building skills, -Demonstrated leadership, facilitation and coordination skills, ability to manage technical team ; - Good knowledge of Rwanda's Policies and Programs; <p>Strong ability in translating research findings into Policies;</p> <ul style="list-style-type: none"> -Capacity to work with multiple stakeholders across a wide range of disciplines; - Demonstrated networking, team-building and organizational skills; - Excellent communication (both oral and written) and partnership building skills with multi-dimension partners, people skill for conflict resolution and negotiation; - Hardworking and demonstrate capacity to work under pressure with minimum supervision, - High sense of responsibility and integrity; - Maturity and confidence in dealing with the staff of government institutions and private sector; - Ability to seek and apply knowledge, information and best practices from multiple sectors; - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; - Excellent written writing & Editing communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports; - Advanced computer literacy and proficiency, especially related to professional office software packages (Microsoft Office and graphics); - 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	Proposed Jobs
	JADF Coordination Specialist	JADF Coordination Specialist	<p>AO in Political Sciences, Public Administration, Administrative Sciences, Business Administration, Communication and Public Relations, Sociology, Social Work, Development Studies with 3 years of working experience; Or Master or Equivalent in Political Sciences, Public Administration, Administrative Sciences, Business Administration, Communication and Public Relations, Sociology, Social Work, Development Studies</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -He or she must demonstrate high level of team work and team building skills, -Demonstrated leadership, facilitation and coordination skills, ability to manage technical team ; - Good knowledge of Rwanda's Policies and Programs; <p>Strong ability in translating research findings into Policies;</p> <ul style="list-style-type: none"> -Capacity to work with multiple stakeholders across a wide range of disciplines; - Demonstrated networking, team-building and organizational skills; - Excellent communication (both oral and written) and partnership building skills with multi-dimension partners, people skill for conflict resolution and negotiation; - Hardworking and demonstrate capacity to work under pressure with minimum supervision, - High sense of responsibility and integrity; - Maturity and confidence in dealing with the staff of government institutions and private sector; - Ability to seek and apply knowledge, information and best practices from multiple sectors; - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; - Excellent written writing & Editing communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports; - Advanced computer literacy and proficiency, especially related to professional office software packages (Microsoft Office and graphics); - 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	Proposed Jobs
	Governance Promotion Specialist	Governance Promotion Specialist	<p>AO in Political Sciences, Public Administration, Administrative Sciences, Governance Studies, Economics, Sociology, Social Work, Development Studies with 3 years of working experience; Or Master or Equivalent in Political Sciences, Public Administration, Administrative Sciences, Governance Studies, Economics, Sociology, Social Work, Development Studies</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -He or she must demonstrate high level of team work and team building skills, -Demonstrated leadership, facilitation and coordination skills, ability to manage technical team ; - Good knowledge of Rwanda's Policies and Programs; <p>Strong ability in translating research findings into Policies;</p> <ul style="list-style-type: none"> -Capacity to work with multiple stakeholders across a wide range of disciplines; - Demonstrated networking, team-building and organizational skills; - Excellent communication (both oral and written) and partnership building skills with multi-dimension partners, people skill for conflict resolution and negotiation; - Hardworking and demonstrate capacity to work under pressure with minimum supervision, - High sense of responsibility and integrity; - Maturity and confidence in dealing with the staff of government institutions and private sector; - Ability to seek and apply knowledge, information and best practices from multiple sectors; - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; - Excellent written writing & Editing communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports; - Advanced computer literacy and proficiency, especially related to professional office software packages (Microsoft Office and graphics); - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage 	1
S/Total				6

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Political Parties and Civil Society Department	Head of Department	Head of Political Parties and Civil Society Department	<p>A0 in in Governance Studies, Business Administration, Education Sciences, International Relations, Law, Public Administration, Administrative Sciences, Economics, Political Sciences, Sociology, Social Work with 7 years of working experience with 2 years in senior position or Master in Governance Studies, Business Administration, Education Sciences, International Relations, Law, Public Administration, Administrative Sciences, Economics, Political Sciences, Sociology, Social Work with 5 years of working experience</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - High level of sense of responsibility - High level of integrity - Excellent interpersonal skills - Possess coordination, Planning and Organizational skills - Strong Leadership Skills; - Extensive knowledge and understanding of the Rwanda Governance sector; - Extensive knowledge in social sciences Research Methodologies; - Extensive knowledge in Good Governance principles and practices - Maturity and confidence in dealing with the staff of government institutions and private sector; - Ability to seek and apply knowledge, information and best practices from multiple sectors; - Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports; - Advanced computer literacy and proficiency, especially related to professional office software packages, social sciences software - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage 	1
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Law, Social work and Sociology</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Excellent Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Word Processing, Excel, Access, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
S/Total				2

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Registration Division	Division Manager	Registration Division Manager	<p>A0 in Public Administration, Administrative Sciences, Sociology, Social Work, Development Studies, Management, Economics, Business Administration, Economics, Education Sciences, Law with 5 years of working experience or Master in Public Administration, Administrative Sciences, Sociology, Social Work, Development Studies, Management, Economics, Business Administration, Economics, Education Sciences, Law with 3 years of working experience</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - High level of sense of responsibility - High level of integrity - Excellent interpersonal skills - Possess coordination, Planning and Organizational skills - Strong Leadership Skills; - Extensive knowledge and understanding of the Rwanda Governance sector; - Extensive knowledge in social sciences Research Methodologies; - Extensive knowledge in Good Governance principles and practices - Maturity and confidence in dealing with the staff of government institutions and private sector; - Ability to seek and apply knowledge, information and best practices from multiple sectors; - Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports; - Advanced computer literacy and proficiency, especially related to professional office software packages, social sciences software - 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	Proposed Jobs
	NGOs Registration Officer	NGOs Registration Officer	<p>A0 in Public Administration, Administrative Sciences, Sociology, Social Work, Development Studies, Management, Economics, Business Administration, Economics, Education Sciences, Law and Business Administration</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda social Governance sector; - Strong knowledge of government policies , laws and strategies governing International and Local NGOs; - Strong knowledge in Good Governance principles and practices; -Analytical, problem-solving and critical thinking and investigative 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-planning and organizational skills; - Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports; - Advanced computer literacy and proficiency, especially related to professional office software packages, social sciences software - 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	Proposed Jobs
	FOBs and Political Parties Registration Officer	FOBs and Political Parties Registration Officer	<p>A0 in Public Administration, Administrative Sciences, Sociology, Social Work, Development Studies, Management, Economics, Business Administration, Economics, Education Sciences, Law and Business Administration</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Political and social Governance sector; - Strong knowledge of government laws and policies governing Political parties and FBOs; - Strong knowledge in Good Governance principles and practices ; -Analytical, problem-solving and critical thinking skills - Technical understanding of systems being analyzed and how it affects the various business units. - Good at handling and meeting deadlines. - 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. - planning and organizational skills; - computer compliant and quick learner about new systems applications and communication methods - Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports; - Advanced computer literacy and proficiency, especially related to professional office software packages, social sciences software - 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	Proposed Jobs
	CSOs and Political Parties Verification & Authentication Specialist	CSOs and Political Parties Verification & Authentication Specialist	<p>A0 in Law with 3 yeears of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Political and social Governance sector; - Strong knowledge of government laws and policies governing Political parties and FBOs; -Strong knowledge in Good Governance principles and practices ; -Analytical, problem-solving and critical thinking skills -Technical understanding of systems being analyzed and how it affects the various business units. -Good at handling and meeting deadlines. - 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. -planning and organizational skills; -computer compliant and quick learner about new systems applications and communication methods - Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports; - Advanced computer literacy and proficiency, especially related to professional office software packages, social sciences software - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage 	1
S/Total				4

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Monitoring & Evaluation Division	Division Manager	Monitoring & Evaluation Division Manager	<p>AO in Law, Governance Studies, Project Management, Political Sciences, Economics, Public Administration, Administrative Sciences, Sociology, Social Work, Development Studies, Management, Business Administration with 5 years of working experience or Master in Law, Governance Studies, Project Management, Political Sciences, Economics, Public Administration, Administrative Sciences, Sociology, Social Work, Development Studies, Management, Business Administration with 3 years of working experience</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - High level of sense of responsibility - High level of integrity - Excellent interpersonal skills - Possess coordination, Planning and Organizational skills - Strong Leadership Skills; - Extensive knowledge and understanding of the Rwanda Governance sector; - Extensive knowledge in social sciences Research Methodologies; - Extensive knowledge in Good Governance principles and practices - Maturity and confidence in dealing with the staff of government institutions and private sector; - Ability to seek and apply knowledge, information and best practices from multiple sectors; - Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports; - Advanced computer literacy and proficiency, especially related to professional office software packages, social sciences software - 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	Proposed Jobs
	NGOs M&E Specialist	NGOs M&E Specialist	<p>A0 in Law, Public Administration, Administrative Sciences, Business administration, Political Sciences, Sociology, Economics, Social work, Development Studies, Project Management with 3 years of working experience or Master's Degree in Law, Public Administration, Administrative Sciences, Business administration, Political Sciences, Sociology, Economics, Social work, Development Studies, Project Management</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda social Governance sector; - Strong knowledge of government policies , laws and strategies governing International and Local NGOs; - Strong knowledge in Good Governance principles and practices; -Analytical, problem-solving and critical thinking and investigative 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-planning and organizational skills; - Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports; - Advanced computer literacy and proficiency, especially related to professional office software packages, social sciences software - 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	Proposed Jobs
	NGOs M&E Officer	NGOs M&E Officer	<p>A0 in Law, Public Administration, Administrative Sciences, Business administration, Management, Political Sciences, Sociology, Economics, Social work, Development Studies and Project Management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda social Governance sector; - Strong knowledge of government policies , laws and strategies governing International and Local NGOs; - Strong knowledge in Good Governance principles and practices; -Analytical, problem-solving and critical thinking and investigative 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-planning and organizational skills; - Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports; - Advanced computer literacy and proficiency, especially related to professional office software packages, social sciences software - 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	Proposed Jobs
	FBOs and Political Parties M&E Specialist	FBO's and Political Parties M&E Specialist	<p>A0 in Law, Public Administration, Administrative Sciences, Business administration, Governance studies, Political Sciences, Sociology, Economics, Social work, Development Studies, Project Management with 3 years of working experience or Master's Degree in Law, Public Administration, Administrative Sciences, Business administration, Governance studies, Political Sciences, Sociology, Economics, Social work, Development Studies, Project Management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Political and social Governance sector; - Strong knowledge of government laws and policies governing Political parties and FBOs; - Strong knowledge in Good Governance principles and practices ; -Analytical, problem-solving and critical thinking skills - Technical understanding of systems being analyzed and how it affects the various business units. - Good at handling and meeting deadlines. - 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. - planning and organizational skills; - computer compliant and quick learner about new systems applications and communication methods - Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports; - Advanced computer literacy and proficiency, especially related to professional office software packages, social sciences software - 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	Proposed Jobs
	FOBs and Political Parties M&E Officer	FOBs and Political Parties M&E Officer	<p>A0 in Law, Public Administration, Administrative Sciences, Governance studies, Management, Monitoring and Evaluation, Business administration, Political Sciences, Sociology, Economics, Social work, Development Studies and Project Management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Political and social Governance sector; - Strong knowledge of government laws and policies governing Political parties and FBOs; - Strong knowledge in Good Governance principles and practices ; -Analytical, problem-solving and critical thinking skills - Technical understanding of systems being analyzed and how it affects the various business units. - Good at handling and meeting deadlines. - 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. - planning and organizational skills; - computer compliant and quick learner about new systems applications and communication methods - Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports; - Advanced computer literacy and proficiency, especially related to professional office software packages, social sciences software - 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	Proposed Jobs
	INGOs M&E Specialist	INGOs M&E Specialist	<p>A0 in Law, Public Administration, Administrative Sciences, CSO Management, Monitoring Evaluation, Business administration, Political Sciences, Sociology, Economics, Social work, Development Studies, Project Management with 3 years of working experience or Master's Degree in Law, Public Administration, Administrative Sciences, CSO Management, Monitoring Evaluation, Business administration, Political Sciences, Sociology, Economics, Social work, Development Studies, Project Management</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda social Governance sector; - Strong knowledge of government policies , laws and strategies governing International NGOs; - Strong knowledge in Good Governance principles and practices; -Analytical, problem-solving and critical thinking and investigative 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-planning and organizational skills; - Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports; - Advanced computer literacy and proficiency, especially related to professional office software packages, social sciences software - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage 	1
S/Total				6

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Media Affairs and Communication Department	Head of Department	Head of Media Sector Development Department	<p>A0 in Communication, Journalism, Mass media, Public Relations, Arts and Language with 5 years of working experience with 2 years in a Managerial position; Or Master or Equivalent in Communication, Journalism, Mass media, Public Relations, Arts and Language with 5 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -High level sense of responsibility - High level sense of integrity -Excellent interpersonal skills -Possess innovative skills -Possess coordination, Planning and Organizational skills -strong Leadership Skills; -Exposure to global governance systems - Extensive knowledge and understanding of the Rwanda Media sector; - Good knowledge of government Media policy and Media development strategies and ; - Strong knowledge in Good Governance principles and practices especially Media related ; - Strong communications skills -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 and managers -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions -Coordination, planning and organizational skills; - fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Law, Sociology and Social work</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Excellent Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Word Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
S/Total				2

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Media House & Association Unit	Director of Unit	Director of Media House & Association Unit	<p>A0 in Communication, Journalism, Public Relations, Mass Media, Arts and Language with 3 years experience or Master Degree in Communication, Journalism, Public Relations, Mass Media, Arts and Language with 1 year experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -High level sense of responsibility - High level sense of integrity -Excellent interpersonal skills -Possess innovative skills - Extensive knowledge and understanding of the Rwanda Media sector; - Good knowledge of government Media policy and Media development strategies -Extensive knowledge and understanding of the Rwanda Governance sector; - Deep Knowledge in policies and laws on access to information - Good Governance principles and strategies; -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. - 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	Proposed Jobs
	Media House and Association Specialists	Media House and Association Specialists	<p>A0 in Mass Communication, Journalism, Public Relations, Mass Media, Arts and Language with 3 years experience or Master Degree in Mass Communication, Journalism, Public Relations, Mass Media, Arts and Language</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Media sector; - Good knowledge of government Media policy and Media development strategies - Extensive knowledge and understanding of the Rwanda Governance sector; - Deep Knowledge in policies and laws on access to information - Good Governance principles and strategies; - 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. - Analytical and problem solving skills; - Time management skills; - fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	2
S/Total				3

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Media Coordination & Monitoring Unit	Director of Unit	Director of Media Coordination & Monitoring Unit	<p>A0 in Communication, Journalism, Public Relations, Mass Media, Arts and Language with 3 years experience or Master Degree in Communication, Journalism, Public Relations, Mass Media, Arts and Language with 1 year experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -High level sense of responsibility - High level sense of integrity -Excellent interpersonal skills -Possess innovative skills <p>Extensive knowledge and understanding of the Rwanda Media sector;</p> <ul style="list-style-type: none"> - Good knowledge of government Media policy and Media development strategies - Extensive knowledge and understanding of the Rwanda Governance sector; - Deep Knowledge in policies and laws on access to information - Good Governance principles and strategies; -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. -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	Proposed Jobs
	Media Monitoring Specialists	Media Monitoring Specialists	<p>A0 in Mass Communication, Journalism, Public Relations, Mass Media, Arts and Language with 3 years experience or Master Degree in Mass Communication, Journalism, Public Relations, Mass Media, Arts and Language</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Media sector; - Good knowledge of government Media policy and Media development strategies - Deep knowledge and experience in Monitoring and Evaluation field. - Extensive knowledge and understanding of the Rwanda Governance sector; - Deep Knowledge in policies and laws on access to information - Good Governance principles and strategies; -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. - Analytical and problem solving skills; -Time management skills; - fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	2
	Media Advocacy Officer	Media Advocacy Officer	<p>A0 in Mass Communication, Journalism, Public Relations, International Relation, Political Sciences, Public Administration, Administrative Sciences, Education Sciences and Development Studies</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Governance sector; - Good knowledge of government Decentralization policy and strategies; - Deep Knowledge in policies and laws on access to information - Good Governance principles and strategies; -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. - 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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Planning Unit	Director of Unit	Director of Planning	<p>A0 in Management, Economics, Planning, Development Studies, Business administration, Project Management with 3 years of working experience or Masters degree in Management, Economics, Planning, Development Studies, Business administration, Project Management, with 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -High level sense of responsibility - High level sense of integrity -Excellent interpersonal skills -Possess innovative skills - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of governance 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; - 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
	Planning Officer	Planning Officer	<p>A0 in Management, Economics, Development Studies, Business Administration, Planning and Project Management. .</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - 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	Proposed Jobs
	Monitoring and Evaluation Officer	Monitoring and Evaluation Officer	<p>A0 in Management, Economics, Planning, Development Studies, Business administration, Project Management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge and understanding of the governance sector; - Excellent leadership skills; - Coordination, Planning & Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills;- Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - High Analytical & Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Network and System Administrator	Network and System Administrator	<p>A0 in CComputer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCT (.NET), LAMP/WAMP Framework or MCITP are an added advantage</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT Policies and Strategies; - Proficient in web application security and database security; - Knowledge of all database vendor versions; - Proficient in designing, writing, editing, and debugging programs and databases; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills a - 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	Proposed Jobs
	ICT Officer	ICT Officer	<p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (NET), LAMP/WAMP Framework or MCITP are an added advantage</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT Policies and Strategies; - Proficient in web application security and database security; - Knowledge of all database vendor versions; - Proficient in designing, writing, editing, and debugging programs and databases; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills a - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
S/Total				5
Administration and Finance Unit	Director of Unit	Director of Administration and Finance Unit	<p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA,CIMA) or Bachelor's degree in Accounting, Public Finance, Finance, or Management with specialisation in Finance with at least 3 years working experience or Master's Degree in in Accounting, Public Finance, Finance, or Management with specialisation in Finance with 1 year of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting. - Knowledge of 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	Proposed Jobs
	Accountant	Accountant	<p>AO in Accounting, Finance, Management with specialization in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA)</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - 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 	2
	Human Resources	Human Resources Officer	<p>AO in Management, Public Administration, Administrative Sciences, Human Resources Management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Deep knowledge of Rwandan public service and labor law; - Knowledge in Confilct Management; - knowledge of the regulations applying to payroll procedures; - Knowledge of human resources concepts, practices, policies, and procedures; - Problem Solving Skills; - Computer Skills; - Judgment & Decision Making Skills; - Time management Skills; - Interview Skills; - High analytical Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French;knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Logistics	Logistics Officer	<p>AO in Management, Accounting, Store Management, Economics, Finance, Administrative Sciences, Public Administration</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Customer Care	Customer Care	<p>AO in Communication, Public Relations, Marketing, Languages</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Excellent communication skills both orally and in writing - Excellent interpersonal skills - Report writing and presentation skills - Computer skills - Creativity and initiative - Good organisational and time-management skills - Teamworking skills - Effective public relations and public speaking 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	Proposed Jobs
	Central Secretariat	Head of Central Secretariat	<p>A1 in Secretariat Studies, Office Management with 2 years of working experience or A0 in Public Administration, Administrative Assistant, Law, Management, sociology , social work</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - fluent in Kinyarwanda, English and/ or French;knowledge of all is an advantage 	1
	Secretariat to DAF Unit	Secretariat to DAF Unit	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Assistant, Law, Management, sociology , social work</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - fluent in Kinyarwanda, English and/ or French;knowledge of all is an advantage 	1
S/Total				8
Grand / Total				85

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°100/03 ryo ku wa 10/08/2017 rishyiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Urwego rw'Igihugu rw'Imiyoborere

Kigali, ku wa **10/08/2017**

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

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

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

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

Seen to be annexed to Prime Minister's Order n°100/03 of 10/08/2017 establishing the organizational structure, salaries and fringe benefits for employees of Rwanda Governance Board

Kigali, on **10/08/2017**

(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° 100/03 du 10/08/2017 déterminant la structure organisationnelle, salaires et avantages accordés au personnel de l'Office Rwandais de la Gouvernance

Kigali, le **10/08/2017**

(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°100/03 RYO KU WA 10/08/2017
RIGENA IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI B'URWEGO
RW'IGIHUGU RW'IMIYOBORERE**

**ANNEXE III TO PRIME MINISTER'S ORDER
N°100/03 OF 10/08/2017 DETERMINING
ORGANISATIONAL STRUCTURE, SALARIES
AND FRINGE BENEFITS FOR EMPLOYEES
OF RWANDA GOVERNANCE BOARD**

**ANNEXE III DE L'ARRETE DU PREMIER
MINISTRE N°100/03 DU 10/08/2017
DETERMINANT LA STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AVANTAGES ACCORDES AU PERSONNEL
DE L'OFFICE RWANDAIS DE LA
GOUVERNANCE**

RWANDA GOVERNANCE BOARD SALARY STRUCTURE

POST	I.V	Nbr	Level	Index	Gross Salary (Rwf/Month)
Secretary General	441	1	F	2869	1,617,505
Head of Media Sector Development Department	400	1	I.IV	2608	1,333,657
Head of Political Parties, and Civil Society Department	400	1	I.IV	2608	1,333,657
Head of Research Department	400	1	I.IV	2608	1,333,657
Head of Service Delivery, Good Governance, and JADF Department	400	1	I.IV	2608	1,333,657
Home Grown Solution Division Manager	400	1	2.III	1890	1,085,308
Monitoring and Evaluation Division Manager	400	1	2.III	1890	1,085,308
Division Manager Registry	400	1	2.III	1890	1,085,308
Principal Researcher in Applied Governance Research Pool	400	1	2.III	1890	1,085,308
Principal Researcher in Global Governance Research and E-Governance Pool	400	1	2.III	1890	1,085,308
Principal Researcher in Innovation and Governance Pool	400	1	2.III	1890	1,085,308
Division Manager in Charge of Good Governance and JADF	400	1	2.III	1890	1,085,308
Advisor to the CEO	400	1	2.III	1890	1,085,308
Service Delivery Division Manager	400	1	2.III	1890	1,125,112
Researchers in Applied Governance Researchers Pool	400	3	3.III	1575	937,593
Researchers in Innovation and Governance Research Pool	400	3	3.III	1575	937,593
Global Governance & Index Researcher	400	1	3.III	1575	937,593
Director of HGS and Knowledge Management Unit	400	1	3.II	1369	814,962
Director of Media Coordination & Monitoring Unit	400	1	3.II	1369	814,962
Director of Media House & Association Unit	400	1	3.II	1369	814,962
Director of HGS Promotion and Documentation Unit	400	1	3.II	1369	814,962
Director of Planning, Monitoring and Evaluation Unit	400	1	3.II	1369	786,131
Director of Finance and Administration Unit	400	1	3.II	1369	786,131
HGS Promotion & Preservation Specialist	400	1	3.II	1369	786,131
HGS Education Specialist	400	1	3.II	1369	786,131
Media House & Association Specialist	400	2	3.II	1369	786,131
Media Monitoring Specialist	400	2	3.II	1369	786,131
International NGOs M&E Specialist	400	1	3.II	1369	786,131
FBOs / PP M&E Specialist	400	1	3.II	1369	786,131
NGOs M&E Specialist	400	1	3.II	1369	786,131

POST	I.V	Nbr	Level	Index	Gross Salary (Rwf/Month)
CSOs and PP Verification and Authentification Specialist	400	1	3.II	1369	786,131
JADF Coordination Specialist	400	1	3.II	1369	786,131
Citizen Participation Advocacy Specialist	400	1	3.II	1369	786,131
Private Sector and Civil Society Service Delivery Monitoring and Evaluation Specialist	400	1	3.II	1369	786,131
LG and JADF Capacity Building Monitoring Specialist	400	1	3.II	1369	786,131
Strategic Enagement Specialist	400	1	3.II	1369	786,131
HRM Specialist	400	1	3.II	1369	786,131
Information and Communication Specialist	400	1	3.II	1369	786,131
HGS Accreditation Specialist	400	1	3.II	1369	786,131
Governance Promotion Specialist	400	1	3.II	1369	786,131
Legal Affairs Officer	400	1	4.III	1313	746,459
Human Resources Officer	400	1	4.II	1141	648,675
NGOs Registration Officer	400	1	5.II	951	540,657
FBOs and PP Registration Officer	400	1	5.II	951	540,657
Accountant	400	2	5.II	951	540,657
ICT Officer	400	1	5.II	951	540,657
Logistics Officer	400	1	5.II	951	540,657
Administrative Liaison Officer	400	1	5.II	951	540,657
Monitoring and Evaluation Officer	400	1	5.II	951	540,657
Network and System Administrator	400	1	5.II	951	540,657
Planning Officer	400	1	5.II	951	540,657
Publication Officer	400	1	5.II	951	540,657
Cost Recovery Officer	400	1	5.II	951	540,657
HGS Promotion and Preservation Officer	400	1	5.II	951	540,657
HGS Documentation and Digitalisation Officer	400	1	5.II	951	540,657
Media Advocacy Officer	400	1	5.II	951	540,657
NGOs M&E Officer	400	1	5.II	951	540,657
FBOs / PP M&E Officer	400	1	5.II	951	540,657

POST	I.V	Nbr	Level	Index	Gross Salary (Rwf/Month)
Data Management Officer	400	1	5.II	951	540,657
Public Sector Service Delivery Monitoring Officers	400	2	5.II	951	540,657
Governance Practices Monitor Officer	400	1	5.II	951	540,657
Private Sector and Civil Society Service Delivery Monitoring and Evaluation Officer	400	1	5.II	951	540,657
Procurement Officer	400	2	5.II	951	540,657
Administrative Assistant to CEO	400	1	5.II	951	540,657
Administrative Assistant to Deputy CEO	400	1	5.II	951	540,657
Administrative Assistant to SG	400	1	5.II	951	540,657
Internal Auditor	400	1	5.II	951	540,657
Customer Care Officer	400	1	6.II	793	450,832
Head of Central Secretariat	400	1	7.II	660	375,219
Administrative Assistant to the Head of Departments	400	4	7.II	660	375,219
Secretary to Finance Unit	400	1	8.II	508	288,805

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°100/03 ryo ku wa 10/08/2017 rishyiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Urwego rw'Igihugu rw'Imiyoborere

Kigali, ku wa **10/08/2017**

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

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

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

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

Seen to be annexed to Prime Minister's Order n°100/03 of 10/08/2017 establishing the organizational structure, salaries and fringe benefits for employees of Rwanda Governance Board

Kigali, on **10/08/2017**

(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°100/03 du 10/08/2017 déterminant la structure organisationnelle, salaires et avantages accordés au personnel de l'Office Rwandais de la Gouvernance

Kigali, le **10/08/2017**

(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°101/03 RYO KU WA 10/08/2017
RISHYIRAHU IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI BIGENERWA
ABAKOZI B'IKIGO CY'IGIHUGU
GISHINZWE GUTEZA IMBERE
IMITURIRE

PRIME MINISTER'S ORDER N° 101/03
OF 10/08/2017 DETERMINING
ORGANISATIONAL STRUCTURE,
SALARIES AND FRINGE BENEFITS
FOR EMPLOYEES OF RWANDA
HOUSING AUTHORITY

ARRETE DU PREMIER MINISTRE
N°101/03 DU 10/08/2017 DETERMINANT
LA STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
PERSONNEL DE L'OFFICE RWANDAIS
POUR LA PROMOTION DE L'HABITAT

ISHAKIRO

TABLE OF CONTENTS

TABLE DE MATIERES

Ingingo ya mbere: icyo iri teka rigamije

Article One: Purpose of this Order

Article premier: Objet du présent Arrêté

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

Article 2: Organizational structure and job
profiles

Article 2: Structure organisationnelle et
profils d'emploi

Ingingo 3: Igenwa ry'umushahara

Article 3: Determination of the salary

Article 3: Détermination du salaire

Ingingo 4: Ibigize umushahara mbumbe

Article 4: Composition of the gross salary

Article 4: Composition du salaire brut

Ingingo ya 5: Ibindi bigenerwa Umuyobozi
Mukuru

Article 5: Fringe benefits for the Director
General

Article 5: Avantages alloués au Directeur
Général

Ingingo ya 6: Ibindi bigenerwa *Heads of
Departments* bari ku rwego rwa "1.IV"

Article 6: Fringe benefits for Heads of
Departments on "1.IV" job classification
level

Article 6: Avantages alloués aux Chefs de
Départements aux postes de niveau "1.IV"

Ingingo ya 7: Ibindi bigenerwa Abayobozi
b'Amashami bari ku rwego rwa "2.III"

Article 7: Fringe benefits for Division
Managers on "2.III" job classification level

Article 7: Avantages alloués aux Chefs de
Divisions aux postes de niveau "2.III"

Ingingo ya 8: Ibindi bigenerwa Abayobozi b'Udushami n'abakozi ba Leta bari ku rwego rw'imirimo rwa "3"

Ingingo ya 9: Indamunite z'urugendo rw'imodoka

Ingingo ya 10: Abashinzwe gushyira mu bikorwa iri teka

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

Ingingo ya 12: Igihe iri teka ritangira gukurikizwa

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

Article 9: Mileage allowances

Article 10: Authorities responsible for the implementation of this Order

Article 11: Repealing provision

Article 12: Commencement

Article 8: Avantages alloués aux Directeurs d'Unités et aux cadres aux postes de niveau "3"

Article 9: Indemnités kilométriques

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

Article 11: Disposition abrogatoire

Article 12: Entrée en vigueur

**ITEKA RYA MINISITIRI W'INTEBE
N°101/03 RYO KU WA 10/08/2017
RISHYIRAHU IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI BIGENERWA
ABAKOZI B'IKIGO CY'IGIHUGU
GISHINZWE GUTEZA IMBERE
IMITURIRE**

**PRIME MINISTER'S ORDER N° 101/03
OF 10/08/2017 DETERMINING
ORGANISATIONAL STRUCTURE,
SALARIES AND FRINGE BENEFITS
FOR EMPLOYEES OF RWANDA
HOUSING AUTHORITY**

**ARRETE DU PREMIER MINISTRE
N°101/03 DU 10/08/2017 DETERMINANT
LA STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
PERSONNEL DE L'OFFICE RWANDAIS
POUR LA PROMOTION DE L'HABITAT**

Minisitiri w'Intebe;

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo mu 2003 ryavugururwe mu 2015, cyane cyane mu ngingo zaryo, iya 119, iya 120, iya 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 52;

Ashingiye ku Itegeko n° 40/2010 ryo ku wa 25/11/2010 rishyiraho Ikigo cy'u Rwanda gishinzwe Guteza Imbere Imiturire (RHA) rikanagena inshingano, imiterere n'imikorere byacyo, cyane cyane mu ngingo yaryo ya 10;

Asubiye ku Iteka rya Minisitiri w'Intebe n° 79/03 ryo ku wa 27/2/2015 rishyiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Ikigo cy'Igihugu gishinzwe guteza Imbere Imiturire (RHA);

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

The Prime Minister;

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

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

Pursuant to Law n° 40/2010 of 25/11/2010 establishing Rwanda Housing Authority (RHA) and determining its responsibilities, organisation and functioning, especially in Article 10;

Having reviewed the Prime Minister's Order n° 79/03 of 27/2/2015 determining organisational structure, salaries and fringe benefits for employees of Rwanda Housing Authority (RHA)

On proposal by the Minister of Public Service and Labour;

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;

Vu la Loi n° 40/2010 du 25/11/2010 portant création de l'Office Rwandais pour la Promotion de l'Habitat (RHA) et déterminant ses attributions, son organisation et son fonctionnement, spécialement en son article 10;

Revu l'Arrêté du Premier Ministre n° 79/03 du 27/2/2015 déterminant la structure organisationnelle, salaires et autres avantages accordés au personnel de l'Office Rwandais pour la promotion de l'Habitat (RHA);

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

Inama y'Abaminisitiri yateranye ku wa 30/06/2017 imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet in its session of 30/06/2017;

Après examen et adoption par le Conseil des Ministres, en sa séance du 30/06/2017;

ATEGETSE:

HEREBY ORDERS:

ARRETE:

Ingingo ya mbere: Icyo iri teka rigamije

Iri teka rishyiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Ikigo cy'u Rwanda gishinzwe Guteza Imbere Imiturire (RHA).

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

Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo muri RHA biri ku mugereka wa I n'uwa II y'iri teka.

Ingingo 3: Igenwa ry'umushahara

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

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

Ingingo 4: Ibigeze umushahara mbumbe

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

Article One: Purpose of this Order

This Order determines organisational structure, salaries and fringe benefits for employees of Rwanda Housing Authority (RHA).

Article 2: Organizational structure and job profiles

The organisational structure and job profiles in RHA are respectively in Annex I and II of this Order.

Article 3: Determination of the salary

Salaries for employees of RHA are determined basing on the job classification and in accordance with general principles on salary calculation in Public Service.

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

Article 4: Composition of the gross salary

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

Article premier: Objet du présent Arrêté

Le présent arrêté détermine la structure organisationnelle, salaires et autres avantages accordés au personnel de l'Office Rwandais pour la Promotion de l'Habitat (RHA).

Article 2: Structure organisationnelle et profils d'emploi

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

Article 3: Détermination du salaire

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

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

Article 4: Composition du salaire brut

Le salaire brut mensuel de chaque agent comprend principalement :

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

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

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

Indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo ntigenerwa abayobozi bari ku nzego z'imirimo za "F", "G/1.IV" na "H/2" boroherezwa ingengo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze. Ntigenerwa kandi 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", "G/1.IV" and "H/2" whose transport is facilitated in accordance with instructions of the Minister in charge of transport. It shall not also be granted to public servants positioned on level "3" who are entitled to special transport allowance in accordance with instructions of the Minister in charge of public service.

L'indemnité de transport visée à l'alinéa premier du présent article n'est pas allouée aux dirigeants de l'Etat aux postes de niveau "F", "G/1.IV" et "H/2" pour lesquels le transport est facilité selon les instructions du Ministre ayant le transport dans ses attributions. Elle n'est pas non plus allouée aux agents aux postes de niveau "3" qui bénéficient l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Ingingo ya 5: Ibindi bigenerwa Umuyobozi Mukuru

Umuyobozi Mukuru agenerwa ibindi bimufasha gutunganya imirimo bikurikira:

1. amafaranga y'u Rwanda ibihumbi ijana (100.000 FRW) y'itumanaho rya telefoni yo mu biro buri kwezi n'ay'itumanaho rya telefoni igendanwa angana n'ibihumbi ijana (100.000 FRW) buri kwezi;

Article 5: Fringe benefits for the Director General

The Director General is entitled to the following fringe benefits:

- 1° one hundred thousand Rwandan francs (FRW100,000) each month for office landline communication allowance and one hundred thousand Rwandan francs (FRW 100,000) per month for mobile phone communication allowance;

Article 5: Avantages alloués au Directeur Général

Le Directeur Général bénéficie des avantages suivants:

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

2. amafaranga y'u Rwanda ibihumbi magana abiri (200.000 FRW) yo kwakira abashyitsi mu kazi buri kwezi anyura kuri konti y'urwego bireba;
3. koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

- 2 ° office entertainment allowance of two hundred thousand Rwandan francs (200,000 FRW) per month transferred to the institution's account;
- 3 ° transport facilitation in accordance with instructions of the Minister in charge of transport.

2. les frais de représentation au service équivalant à deux cent mille francs rwandais (200.000 FRW) chaque mois domiciliés au compte de l'institution concernée;
3. les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 6: Ibindi bigenerwa Heads of Departments bari ku rwego rwa "1.IV"

Buri Head of Department uri ku rwego rwa "1.IV" agenerwa ibindi bimufasha gutunganya imirimo ku buryo bukurikira:

1. amafaranga y'u Rwanda ibihumbi ijana (100.000 FRW) y'itumanaho rya telefoni yo mu biro buri kwezi n'ay'itumanaho rya telefoni igendanwa angana n'ibihumbi ijana (100.000 FRW) buri kwezi;
2. koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

Ingingo ya 7: Ibindi bigenerwa Abayobozi b'Amashami bari ku rwego rwa "2.III"

Buri Muyobozi w'Ishami uri ku rwego rwa "2.III" agenerwa ibindi bimufasha gutunganya imirimo ku buryo bukurikira:

Article 6: Fringe benefits for Heads of Departments on "1.IV" job classification level

Each Head of Department on "1.IV" job classification level is entitled to the following fringe benefits:

1. one hundred thousand Rwandan francs (FRW 100,000) per month for office landline communication allowance and one hundred thousand Rwandan francs (FRW 100,000) per month for mobile phone communication allowance;
2. transport facilitation in accordance with instructions of the Minister in charge of transport.

Article 7: Fringe benefits for Division Managers on "2.III" job classification level

Each Division Manager on "2.III" job classification level is entitled to fringe benefits as follows:

Article 6: Avantages alloués aux Chefs de Départements aux postes de niveau "1.IV"

Chaque Chef de Département au poste de niveau "1.IV" bénéficie des avantages comme suit :

1. les frais de communication par téléphone de bureau équivalent à cent mille francs rwandais (100.000 FRW) par mois et ceux de communication par téléphone portable équivalent à cent mille francs rwandais (100.000 FRW) par mois;
2. les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Article 7: Avantages alloués aux Chefs de Divisions aux postes de niveau "2.III"

Chaque Chef de Division au poste de niveau "2.III" bénéficie des avantages comme suit:

1. amafaranga y'u Rwanda ibihumbi mirongo irindwi (70.000 FRW) y'itumanaho rya telefoni yo mu biro buri kwezi n'ay'itumanaho rya telefone igendanwa angana n'ibihumbi mirongo irindwi (70.000 FRW) buri kwezi;

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

1. an office land line communication allowance of seventy thousand Rwandan francs (FRW 70,000) and a mobile phone communication allowance of seventy thousand Rwandan francs (FRW 70,000) per month;

2. transport facilitation in accordance with instructions of the Minister in charge of transport.

1. des frais de communication par téléphone de bureau équivalant à soixante - dix mille francs Rwandais (70.000 FRW) et ceux de communication par téléphone portable équivalant à soixante- dix mille francs rwandais (70.000 FRW) par mois;

2. les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 8: Ibindi bigenerwa Abayobozi b'Udushami n'abakozi ba Leta bari ku rwego rw'imirimo rwa "3"

Buri Muyobozi w'Agashami na buri mukozi wa Leta uri ku rwego rw'imirimo rwa "3" agenerwa buri wese ibindi bibafasha gutunganya imirimo ku buryo bukurikira:

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

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

Buri Muyobozi w'Agashami uri ku rwego rw'imirimo rwa "3" ufite itsinda ry'abakozi ba Leta ayobora hashingiwe ku mbonerahamwe yemewe y'urwego akorera, agenerwa kandi amafaranga y'u Rwanda ibihumbi ijana (100.000 FRW) buri kwezi y'itumanaho rya telefoni yo mu biro.

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

Each Director of Unit and official on "3" job classification level is entitled to fringe benefits as follows:

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

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

Each Director of Unit on job classification level "3" with a pool of public servants under his/her responsibilities in accordance with the approved organisational structure is also entitled to an office telephone communication allowance of one hundred thousand Rwandan francs (FRW 100,000) per month.

Article 8: Avantages alloués aux Directeurs d'Unités et aux cadres aux postes de niveau "3"

Chaque Directeur d'Unité et chaque cadre au poste de niveau "3" bénéficie des 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.

Chaque Directeur d'Unité au poste de niveau "3." ayant des agents de l'Etat placés sous ses responsabilités suivant la structure organisationnelle approuvée, bénéficie aussi des frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 FRW) par mois.

Ingingo ya 9: Indamunite z'urugendo rw'imodoka

Iyo Umuyobozi Mukuru uri ku rwego rwa “F”, “G/1.IV” na “2.III” agiye mu butumwa imbere mu Gihugu akoresheje imodoka ye, Leta imugenera indamunite y'urugendo hakurikijwe ibiteganywa n'amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

Ingingo ya 10: 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 11: Ivanwaho ry'ingingo zinyuranyije n'iri teka

Iteka rya Minisitiri w'Intebe n° 79/03 ryo ku wa 27/2/2015 rishyiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Ikigo cy'Igihugu gishinzwe guteza Imbere Imiturire (RHA) 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 9: Mileage allowances

When a Senior Official on levels “F”, “G/1.IV” and “2.III” goes on official mission inside the country by using his/her vehicle, the State pays him/her mileage allowances in accordance with instructions of the Minister in charge of transport.

Article 10: 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 11: Repealing provision

Prime Minister's Order n° 79/03 of 27/2/2015 determining organisational structure, salaries and fringe benefits for employees of Rwanda Housing Authority (RHA) 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 9: Indemnités kilométriques

Lorsqu'un haut cadre au poste de niveau “F”, “G/1.IV” et “2.III” va en mission officielle à l'intérieur du pays en utilisant son véhicule, l'Etat lui octroie une indemnité kilométrique conformément aux instructions du Ministre ayant le transport dans ses attributions.

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

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

Article 11: Disposition abrogatoire

L'Arrêté du Premier Ministre n° 79/03 du 27/2/2015 déterminant la structure organisationnelle, salaires et autres avantages accordés au personnel de l'Office Rwandais pour la promotion de l'Habitat (RHA) et toutes les dispositions antérieures contraires au présent arrêté sont abrogés.

Article 12: Entrée en vigueur

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

Kigali ku wa**10/08/2017**

(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 **10/08/2017**

(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 **10/08/2017**

(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)

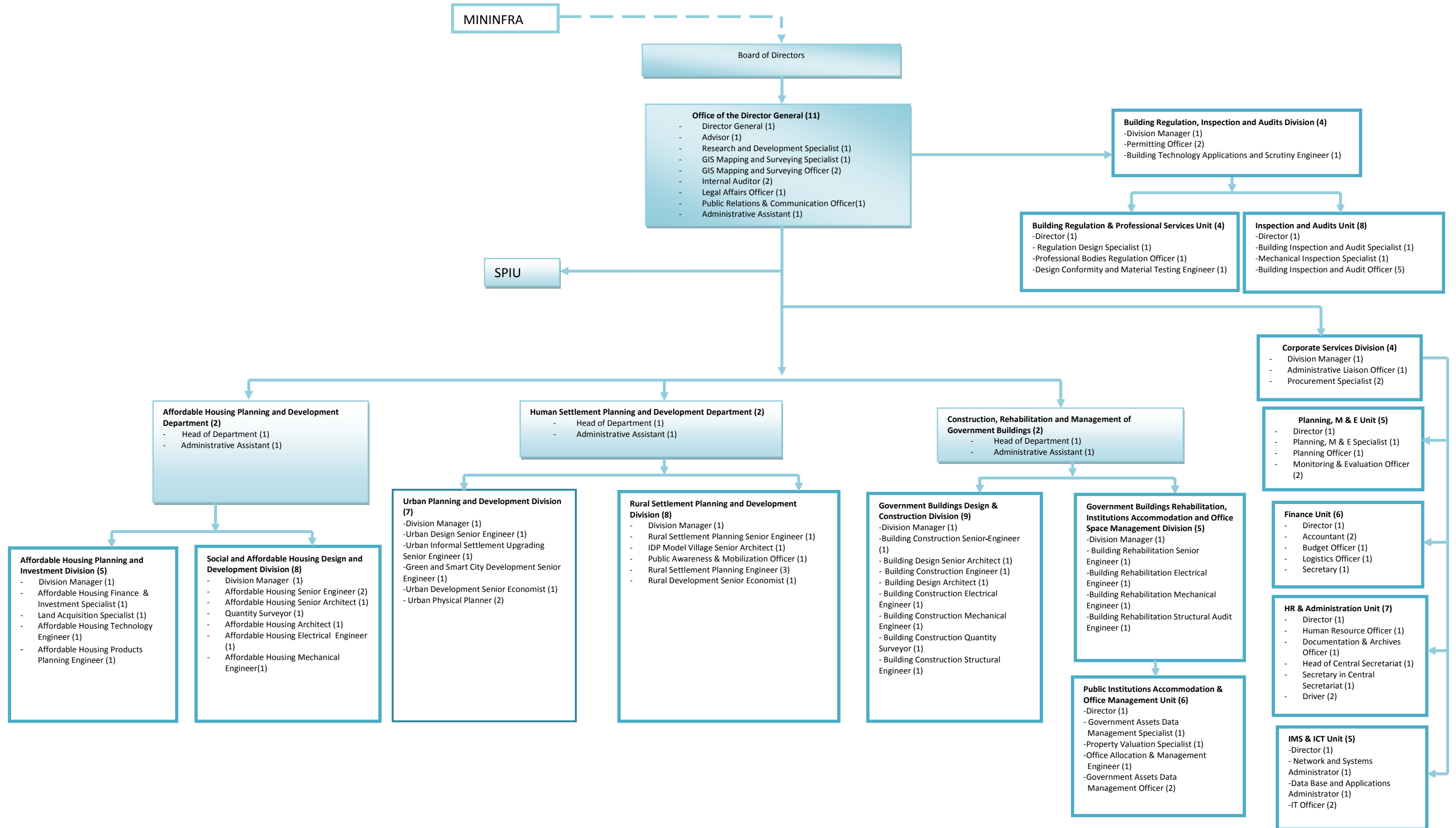
BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

**UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N° 101/03 RYO
KU WA 10/08/2017 RIGENA
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MU KIGO
CY'U RWANDA GISHINZWE GUTEZA
IMBERE IMITURIRE**

**ANNEXE I TO PRIME MINISTER'S
ORDER N°101/03 OF 10/08/2017
DETERMINING ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF
RWANDA HOUSING AUTHORITY**

**ANNEXE I A L'ARRETE DU PREMIER
MINISTRE N° 101/03 DU 10/08/2017
DETERMINANT LA STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
PERSONNEL DE L'OFFICE RWANDAIS
POUR LA PROMOTION DE L'HABITAT**

RWANDA HOUSING AUTHORITY ORGANIZATIONAL CHART



Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 101/03 ryo ku wa 10/08/2017 rishyiraho imbonerahamwe y'imyanya y'Imirimo, imishahara n'ibindi bigenerwa abakozi mu Kigo cy'u Rwanda gishinzwe Guteza Imbere Imiturire

Kigali, ku wa **10/08/2017**

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

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

Bibonywe kandi bishyizweho Ikirango cya Repubulika :

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

Seen to be annexed to Prime Minister's Order n° 101/03 of 10/08/2017 establishing the organisational structure, salaries and fringe benefits for employees of Rwanda Housing Authority

Kigali, on **10/08/2017**

(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°101/03 du 10/08/2017 déterminant la structure organisationnelle, salaires et autres avantages accordés au personnel dans l'Office Rwandais pour la Promotion de l'Habitat

Kigali, le **10/08/2017**

(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° 101/03 RYO
KU WA 10/08/2017 RIGENA
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MU KIGO
CY'U RWANDA GISHINZWE GUTEZA
IMBERE IMITURIRE**

**ANNEXE II TO PRIME MINISTER'S
ORDER N°101/03 OF 10/08/2017
DETERMINING ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF
RWANDA HOUSING AUTHORITY**

**ANNEXE II A L'ARRETE DU PREMIER
MINISTRE N°101/03 DU 10/08/2017
DETERMINANT LA STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
PERSONNEL DE L'OFFICE RWANDAIS
POUR LA PROMOTION DE L'HABITAT**

RWANDA HOUSING AUTHORITY - JOB PROFILES 2017				
Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Office of the Director General	Director General	Director Genaral	Appointee	1
	Advisor	Advisor	<p>A0 in Public Administration, Management, Administrative Sciences, Civil Engineering with 3 years of working experience, or Master in Public Administration, Management, Administrative Sciences, Civil Engineering</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of National Housing, Urbanization construction policies; - Leadership skills; - High analytical skills; - Report writing and presentation skills; -Organisation, Planning skills; - Proven Computer skills ; -Coordination 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 Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Research & Development Specialist	Research & Development Specialist	<p>A0 in City and Regional Planning, Urban and Regional Planning, Architecture, Urban/Rural Economics, Development Studies, Project Management, Social Sciences or Urban Design with at least 3 years of working experience; or Master degree in Degree in City and Regional Planning, Urban and Regional Planning, Architecture, Urban/Rural Economics, Development Studies, Project Management, Social Sciences or Urban Design</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Ability to identify field and/or policy issues, develop innovative problem-solving strategies and work independently,; - Better knowledge of nationals' views and priorities that affect the industry's policies and programmes on communities and nationals is paramount; - A research experience in regional and urban planning and development issues and infrastructure planning and development and project design. - 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 advant 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	GIS Mapping & Surveying Specialist	GIS Mapping & Surveying Specialist	<p>A0 in Geographic Information System, Remote Sensing, Surveying & Geomatics Engineering, Global Positioning System, Land Surveying, Cartography or Geography with 3 year experience in GIS or Master's Degree in Geographic Information System, Remote Sensing, Surveying & Geomatics Engineering, Global positioning system, Land Surveying, Cartography or Geography with 1year working experience in GIS.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge of Spatial Data Infrastructure; - Working knowledge of GIS hardware (Plotters, GPS devices, Digitizers, - Strong GIS skills with two or more GIS packages and WEB GIS; - Solid knowledge of Computer - Databases and Management Information Systems; Experience in coordination exercises and data management 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	GIS Mapping & Surveying Officer	GIS Mapping & Surveying Officer	<p>A0 in Geography, Information Technology, Computer Science, Geographic Information System, Remote Sensing, Surveying & Geomatics Engineering, Land Surveying, Global Positioning System, Environmental Sciences, Environmental Management, Cartography or GIS</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge of Spatial Data Infrastructure; - Working knowledge of GIS hardware (Plotters, GPS devices, Digitizers, - Strong GIS skills with two or more GIS packages and WEB GIS; - Solid knowledge of Computer - Databases and Management Information Systems; Experience in coordination exercises and data management 	2
	Internal Auditor	Internal Auditor	<p>A0 in Finance, Accounting, Management with specialization in Finance/Accounting or Business Administration with specialization in Finance/Accounting</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Detailed knowledge of financial and Audit Standards, HR & Financial regulations, Procedures and Financial software; - Planning Skill; - High Analytical skills; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	2

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Legal Affairs Officer	Legal Affairs Officer	<p>A0 in Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Tested ability in legal drafting; -Proficiency in computer applications; -Fluent in English and French; -He/she must be an effective Arbitrator and administrator, able to quickly and effectively deal with a large amount of paperwork and meet tight deadlines; -He/she should be organized, -Communication skills 	1
	Public Relations & Communication	Public Relations & Communication Officer	<p>A0 in Communication, International Relations, Journalism, Marketing, Linguistics or Literature.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Excellent communication skills both orally and in writing - Excellent interpersonal skills - Report writing and presentation skills - Computer skills - Creativity and initiative - Good organisational and time-management skills - Teamworking skills - Effective public relations and public speaking skills - Interviewing skills - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage 	1
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Management, Sociology, Social Work, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Word Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
S/Total				11
Affordable Housing Planning and Development Department	Head of Department	Head of Affordable Housing Planning and Development Department	<p>A0 in Project Management, Management, Engineering, Construction Engineering, Architecture; Urban Design; Housing Development Studies; Urban Economics with 7 years of working experience, or Master in Project Management, Management, Engineering, Construction Engineering, Architecture; Urban Design; Housing Development Studies; Urban Economics with 5 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of National Housing, Urbanization construction policies; - Leadership skills; - High analytical skills; - Report writing and presentation skills; -Organisation, Planning skills; - Proven Computer skills ; -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 Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Word Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
S/Total				2

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Affordable Housing Planning and Investment Division	Division Manager	Affordable Housing Planning and Investment Division Manager	<p>A0 in Urban and Regional Planning, Housing Finance, Urban Development and Management, Estate Management & Valuation Engineer, Civil Engineering with 5 years of experience or Master's degree in Urban and Regional Planning, Housing Finance, Urban Development and Management, Estate Management & Valuation Engineer, Civil Engineering with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge in construction engineering and management and project design; - 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
	Affordable Housing Finance & Investment Specialist	Affordable Housing Finance & Investment Specialist	<p>A0 in Building Economics, Housing Finance, Finance, Management, Estate Management & Valuation Engineer, Development Studies, Economics, Project Management, Commerce, Civil Engineering, Urban Planning, Urban Development and Management with 3 years of working experience or Master's Degree in Building Economics, Housing Finance, Finance, Management, Development Studies, Economics, Project Management, Commerce, Civil Engineering, Urban Planning, Urban Development and Management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge in environment; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Land Acquisition Specialist	Land Acquisition Specialist	<p>A0 in Land Survey, Urban and Regional Planning, Land Use Planning, Geography or Cartography with 3 years of working experience or Master's Degree in Land Survey, Urban and Regional Planning, Land Use Planning, Geography or Cartography</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge in environment; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Affordable Housing Technology Engineer	Affordable Housing Technology Engineer	<p>A0 in Civil Engineering, Structural Engineering, Construction Technology or A1 Civil Engineering, Structural Engineering, Construction Technology with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge in environment; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Affordable Housing Products Planning Engineer	Affordable Housing Products Planning Engineer	<p>A0 in Civil Engineering, Structural Engineering, Construction Technology, Estate Management & Valuation Engineer, or A1 Civil Engineering, Structural Engineering, Construction Technology, Estate Management & Valuation Engineer with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge in environment; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
S/Total				5
Social and Affordable Housing Design and Development Division	Division Manager	Social and Affordable Housing Design and Development Division Manager	<p>A0 in Civil Engineering, Building Engineering, Architecture with 5 years of working experience at managerial level or Master's Degree in Civil Engineering, Structural Engineering, Construction Management, Building Engineering, Architecture with 3 years of working experience at managerial level</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Experience in construction engineering and management and project design; - 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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Affordable Housing Senior Engineer	Affordable Housing Senior Engineer	<p>A0 in Civil Engineering, Structural Engineering, Construction Technology or A1 Civil Engineering, Structural Engineering, Construction Technology with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - experience in construction engineering and management and project design; - 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 	2
	Affordable Housing Senior Architect	Affordable Housing Senior Architect	<p>A0 in Architecture with 3 years of working experience or Master's degree in Architecture</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Experience in construction engineering and management and project design; - 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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Quantity Surveyor	Quantity Surveyor	<p>A0 in Quantity Surveying, Civil Engineering, Construction Management or A1 in Quantity Surveying, Civil Engineering, Construction Management with 3 years working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge in environment; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Affordable Housing Architect	Affordable Housing Architect	<p>A0 in Architecture</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Experience in construction engineering and management and project design; - 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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Affordable Housing Electrical Engineer	Affordable Housing Electrical Engineer	<p>A0 in Electrical Engineering, Electronics Engineering, Electro-Mechanical Engineering or A1 in Electrical Engineering, Electronics Engineering, Electro-Mechanical Engineering with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of civil engineering; - 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
	Affordable Housing Mechanical Engineer	Affordable Housing Mechanical Engineer	<p>A0 in Mechanical Engineering or Electro-Mechanical Engineering or A1 in Mechanical Engineering or Electro-Mechanical Engineering with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of civil engineering; - 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
S/Total				8

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Human Settlement Planning and Development Department	Head of Department	Head of Human Settlement Planning and Development Department	<p>A1 in Urban Planning, Urban and Regional Planning, Land Use Planning, Architecture, Business Administration, Development Studies, Structural/Civil Engineering, Construction Technology Engineering, Construction Management with 7 years of working experience, or Master in Urban Planning, Urban and Regional Planning, Land Use Planning, Architecture, Business Administration, Development Studies, Structural/Civil Engineering, Construction Technology Engineering, Construction Management with 5 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of National Housing, Urbanization construction policies; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Organisation, Planning skills; - Proven Computer skills ; - 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 Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Word Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
S/Total				2
Urban Planning and Development Division	Division Manager	Urban Planning and Development Division Manager	<p>A0 in Urban and Regional Planning, Land Use Planning, Urban Design, City Planning, Urban Development or Civil Engineering with 5 years of working experience in urban planning or Master's Degree in Urban and Regional Planning, Land Use Planning, Urban Design, City Planning, Urban Development or Civil Engineering with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Experience in construction engineering and management and project design; - 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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Urban Design Senior Engineer	Urban Design Senior Engineer	<p>A0 in Urban Design, Architecture with 3 years working experience in urban planning or Master's Degree in Urban Design, Architecture</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - experience in construction engineering and management and project design; - 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
	Urban Informal Settlement Upgrading Senior Engineer	Urban Informal Settlement Upgrading Senior Engineer	<p>A0 in Urban and Regional Planning, Land Use Planning, Urban Design, Civil Engineering, with 3 years working experience in urban planning or Master's Degree in Urban and Regional Planning, Land Use Planning, Urban Design, Civil Engineering,</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of the area and the ability to interact with the local population; - experience in construction engineering and management and project design; - 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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Green and Smart City Development Senior Engineer	Green and Smart City Development Senior Engineer	<p>A0 in Urban Planning, Urban and regional Planning, Land Use Planning, Urban Design, Civil Engineering or Environmental Technology, with 3 years working experience in urban planning or Master's Degree in Urban Planning, Urban and Regional Planning, Land Use Planning, Urban Design, Civil Engineering or Environmental Technology.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge in environment; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Urban Development Senior Economist	Urban Development Senior Economist	<p>A0 in Urban Economics, Economics, Development Studies, Development Economics with 3 years working experience or Master's Degree in Urban or Regional Economics, Economics, Development Studies or Development Economics</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Experience in construction engineering and management and project design; - 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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Urban Physical Planner	Urban Physical Planner	<p>A0 in Urban Planning, Urban and Regional Planning, Urban Design or Civil Engineering or A1 in Civil Engineering with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of civil engineering; - 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 	2
S/Total				7
Rural Settlement Planning and Development Division	Division Manager	Rural Settlement Planning and Development Division Manager	<p>A0 in Urban and Regional Planning, Land Use Planning, Land Surveying, Construction Technology, Architect, Urban Design, Environmental Management, Rural Engineering, Rural Development, Development Studies, Geography with 5 years working experience at managerial level or Master's Degree in Urban and Regional Planning, Land Use Planning, Land Surveying, Construction Technology, Architect, Urban Design, Environmental Management, Rural Engineering, Rural Development, Development Studies, Geography with 3 years of working experience at managerial level</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of the area and the ability to interact with the local population; - Experience in construction engineering and management and project design; - 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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Rural Settlement Planning Senior Engineer	Rural Settlement Planning Senior Engineer	<p>A0 in Civil Engineering, Urban and Regional Planning, Land Surveying, Construction Technology, Architect, Land Use Planning, Urban Design, Rural Development or Geography with 3 years working experience in urban planning or Master's Degree in Civil Engineering, Urban and Regional Planning, Land Surveying, Construction Technology, Architect, Land Use Planning, Urban Design, Rural Development or Geography</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of the area and the ability to interact with the local population; - experience in construction engineering and management and project design; - 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
	IDP Model Village Senior Architect	IDP Model Village Senior Architect	<p>A0 in Architecture, Urban Design or Civil Engineering with 3 years of working experience or Master's Degree in Architecture, Urban design or Civil Engineering A1 in Civil Engineering with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - 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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Public Awareness & Mobilization Officer	Public Awareness & Mobilization Officer	<p>A0 in Communication, Journalism, Public Relations, Community Mobilization, Rural Development, Sociology, Development,Economics</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge in environment; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; 	1
	Rural Settlement Planning Engineer	Rural Settlement Planning Engineer	<p>A0 in Civil Engineering, Urban and Regional Planning, Land Surveying, Construction Technology, Architecture, Land Use Planning, Urban Design, Rural Development,Environmental Sciences, Environmental Management.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of the area and the ability to interact with the local population; - experience in construction engineering and management and project design; - 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 	3

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Rural Development Senior Economist	Rural Development Senior Economist	<p>Bachelor's Degree in Rural Economics, Economics, Development Studies, Development Economics with 3 years working experience or Master's Degree in Rural or Regional Economics, Economics, Development Studies, Development Economics</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of the area and the ability to interact with the local population; - Knowledge in construction engineering and management and project design; - 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
S/Total				8

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Construction, Rehabilitation and Management of Government Buildings Department	Head of Department	Head of Construction, Rehabilitation and Management of Government Buildings Department	<p>A0 in Architecture, Structural Engineering , Civil Engineering, Estate Management & Valuation Engineer, Construction Technology or Construction Management with 7 years of working experience or Master's Degree in Architecture, Structural Engineering , Civil Engineering, Estate Management & Valuation Engineer, Construction Technology or Construction Management with 5 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge in Project Management; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
S/Total				2

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Government Buildings Design & Construction Division	Division Manager	Government Buildings Design & Construction Division Manager	<p>A0 in Civil Engineering, Construction Technology, Structural Engineering, or Architecture with 5 years of working experience or Master's Degree in Civil Engineering, Construction Technology, Structural Engineering or Architecture with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of Rwanda Housing regulations and standards; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Building Construction Senior Engineer	Building Construction Senior Engineer	<p>A0 in Civil Engineering, Structural Engineering, Construction Technology with 3 years of working experience or Master's degree in Civil Engineering, Structural Engineering, Construction Technology with 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of Rwanda Housing regulations and standards; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Building Design Senior Architect	Building Design Senior Architect	<p>A0 in Architecture with 3 years of work experience or Master's Degree in Architecture</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of Rwanda Housing regulations and standards; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Building Construction Engineer	Building Construction Engineer	<p>A0 in Civil Engineering, Structural Engineering, Construction Technology or A1 in Civil Engineering, Structural Engineering, Construction Technology with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge in environment; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Building Design Architect	Building Design Architect	<p>A0 in Architecture or A1 in Architecture with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of Rwanda Housing regulations and standards; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Building Construction Electrical Engineer	Building Construction Electrical Engineer	<p>A0 in Electrical Engineering, Electronics or Electro-Mechanical Engineering or A1 in Electrical Engineering, Electronics or Electro-Mechanical Engineering with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge in Electrical engineering; - 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
	Building Construction Mechanical Engineer	Building Construction Mechanical Engineer	<p>A0 in Mechanical Engineering or Electro- Mechanical Engineering or A1 in Mechanical Engineering or Electro-Mechanical Engineering with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge in Electrical engineering; - 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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Building Construction Quantity Surveyor	Building Construction Quantity Surveyor	<p>A0 in Quantity Surveying, Civil Engineering, Construction Management or A1 in Quantity Surveying, Civil Engineering, Construction Management with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge in Electrical engineering; - 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
	Building Construction Structural Engineer	Building Construction Structural Engineer	<p>A0 in Civil Engineering, Structural Engineering, Construction Technology or A1 in Civil Engineering, Structural Engineering, Construction Technology with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - 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
S/Total				9

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Government Buildings Rehabilitation, Institutions Accommodation and Office Space Management Division	Division Manager	Government Buildings Rehabilitation, Institutions Accommodation and Office Space Management Division Manager	<p>A0 in Civil Engineering, Construction Technology, Estate Management & Valuation Engineer, Structural Engineering, Architecture with 5 years of working experience or Master's Degree in Civil Engineering, Construction Technology, Estate Management & Valuation Engineer, Structural Engineering, Architecture with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of Rwanda Housing regulations and standards; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Building Rehabilitation Senior Engineer	Building Rehabilitation Senior Engineer	<p>A0 in Civil Engineering, Structural Engineering, Estate Management & Valuation Engineer, Construction Technology with 3 years of working experience or Master's degree in Civil Engineering, Estate Management & Valuation Engineer, Structural Engineering, Construction Technology</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of Rwanda Housing regulations and standards; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Building Rehabilitation Electrical Engineer	Building Rehabilitation Electrical Engineer	<p>A0 in Electrical Engineering, Electronics or Electro-mechanical Engineering or A1 in Electrical Engineering, Electronics or Electro-mechanical Engineering with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge in Electrical engineering; - 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
	Building Rehabilitation Mechanical Engineer	Building Rehabilitation Mechanical Engineer	<p>A0 in Mechanical Engineering, Electro- Mechanical Engineering or A1 in Mechanical Engineering, Electro- Mechanical Engineering with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge in Electrical engineering; - 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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Building Rehabilitation Structural Audit Engineer	Building Rehabilitation Structural Audit Engineer	<p>A0 in Civil Engineering, Structural Engineering, Construction Technology or A1 Civil Engineering, Structural Engineering, Construction Technology with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - 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
S/Total				5
Public Institutions Accommodation & Office Management Unit	Director of Unit	Director of Public Institutions Accommodation & Office Management Unit	<p>A0 in Economics, Business Administration, Management, Estate Management & Valuation Engineer, Civil Engineering, Estates Management with 3 years' experience Or Master's Degree in Economics, Business Administration, Management, Civil Engineering, Estate Management & Valuation Engineer, Estates Management with 1 year working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of Rwanda Housing regulations and standards; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Government Assets Data Management Specialist	Government Assets Data Management Specialist	<p>Bachelor's Degree in Economics, Statistics, Management with 3 years of experience or Master's Degree in Economics, Statistics, Management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of Rwanda Housing regulations and standards; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Property Valuation Specialist	Property Valuation Specialist	<p>Bachelor's Degree in Civil Engineering, Construction Technology, Estate Management & Valuation Engineer, Estate Management, Quantity Surveying with three years of experience or Master's Degree in Civil Engineering, Construction Technology, Estate Management & Valuation Engineer, Estate Management, Quantity Surveying with t1 year of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of Rwanda Housing regulations and standards; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Office Allocation & Management	Office Allocation & Management Engineer	<p>A0 in Architecture, Civil Engineering, Estate Management & Valuation Engineer, and Estates Management or A1 in Architecture, Civil Engineering, Estate Management & Valuation Engineer, and Estates Management with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of Rwanda Housing regulations and standards; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Government Assets Data	Government Assets Data Management Officer	<p>A0 in Economics, Statistics, Management, Business Administration</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of Rwanda Housing regulations and standards; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	2
S/Total				6

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Building Regulation, Inspection and Audits Division	Division Manager	Building Regulation, Inspection and Audits Division Manager	<p>A0 in Construction Law,Civil Engineering, Architecture with 5 years of working experience or Master's Degree in Construction Law,Civil Engineering, Architecture with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of Rwanda Housing regulations and standards; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Permitting Officer	Permitting Officer	<p>A0 in Civil Engineering, Structural Engineering or Architecture or A1 in Civil Engineering, Structural Engineering or Architecture with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of Rwanda Housing regulations and standards; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	2

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Building Technology Applications and Scrutiny Engineer	Building Technology Applications and Scrutiny Engineer	<p>A0 in Civil Engineering Construction Technology, Structural Engineering or A1 in Civil Engineering Construction Technology, Structural Engineering with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge in practical working experience in construction and supervision of housing and other civil/public works; urban infrastructure design and development - Good experience in designing, monitoring, inspection and evaluation of civil construction works, housing and urban planning and infrastructure development programs and projects; - Good experience in inspection buildings and construction sites - Have ability to work independently in a participatory and multidisciplinary team; - 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
S/Total				4
Building Regulation & Professional Services Unit	Director of Unit	Director of Building Regulation & Professional Services Unit	<p>A0 in Civil Engineering, Construction Law, Construction Management, Estates Management with 3 years of working experience or Master's degree in Civil Engineering, Construction Law, Construction Management, Estates Management with 1 year of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of Rwanda Housing regulations and standards; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Regulation Design Specialist	Regulation Design Specialist	<p>A0 in Law or Construction Law with 3 years of working experience or Master's Degree in Law or Construction Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge in practical working experience in construction and supervision of housing and other civil/public works; urban infrastructure design and development - Good experience in designing, monitoring, inspection and evaluation of civil construction works, housing and urban planning and infrastructure development programs and projects; - Good experience in inspection buildings and construction sites - Have ability to work independently in a participatory and multidisciplinary team; - 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
	Professional Bodies Regulation Officer	Professional Bodies Regulation Officer	<p>A0 in Law, Construction law, Management, Urban and Regional Planning, Civil Engineering, Architecture, Public Administration</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge in practical working experience in construction and supervision of housing and other civil/public works; urban infrastructure design and development - Good experience in designing, monitoring, inspection and evaluation of civil construction works, housing and urban planning and infrastructure development programs and projects; - Good experience in inspection buildings and construction sites - Have ability to work independently in a participatory and multidisciplinary team; - 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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Design Conformity and Material Testing Engineer	Design Conformity and Material Testing Engineer	<p>A0 in Construction Technology, Civil Engineering, Architecture or Structural Engineering or A1 in Construction Technology, Civil Engineering, Architecture or Structural Engineering with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge in practical working experience in construction and supervision of housing and other civil/public works; urban infrastructure design and development - Good experience in designing, monitoring, inspection and evaluation of civil construction works, housing and urban planning and infrastructure development programs and projects; - Good experience in inspection buildings and construction sites - Have ability to work independently in a participatory and multidisciplinary team; - 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
S/Total				4

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Inspection and Audits Unit	Director of Unit	Director of Inspection and Audits Unit	<p>A0 in Civil Engineering, Architecture with 3 years of working experience or Master's Degree in Civil Engineering, Architecture with 1 year of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge in practical working experience in construction and supervision of housing and other civil/public works; urban infrastructure design and development - Good experience in designing, monitoring, inspection and evaluation of civil construction works, housing and urban planning and infrastructure development programs and projects; - Good experience in inspection buildings and construction sites - Have ability to work independently in a participatory and multidisciplinary team; - 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
	Building Inspection and Audit Specialist	Building Inspection and Audit Specialist	<p>A0 in Civil Engineering, Urban Planning, Urban and Regional Planning or Architecture with 3 years of working experience or Master's Degree in Civil Engineering, Architecture</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge in practical working experience in construction and supervision of housing and other civil/public works; urban infrastructure design and development - Good experience in designing, monitoring, inspection and evaluation of civil construction works, housing and urban planning and infrastructure development programs and projects; - Good experience in inspection buildings and construction sites - Have ability to work independently in a participatory and multidisciplinary team; - 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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Mechanical Inspection Specialist	Mechanical Inspection Specialist	<p>A0 in Mechanical Engineering or Electro- Mechanical Engineering with 3 years of working experience or Master's Degree in Mechanical Engineering, Electrical Mechanical Engineering, Electro- Mechanical Engineering</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge in practical working experience in construction and supervision of housing and other civil/public works; urban infrastructure design and development - Good experience in designing, monitoring, inspection and evaluation of civil construction works, housing and urban planning and infrastructure development programs and projects; - Good experience in inspection buildings and construction sites - Have ability to work independently in a participatory and multidisciplinary team; - 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
	Building Inspection and Audit Officer	Building Inspection and Audit Officer	<p>A0 in Civil Engineering, Architecture,Urban Planning or Urban and Regional Planning or A1 in Civil Engineering, Architecture with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge in practical working experience in construction and supervision of housing and other civil/public works; urban infrastructure design and development - Good experience in designing, monitoring, inspection and evaluation of civil construction works, housing and urban planning and infrastructure development programs and projects; - Good experience in inspection buildings and construction sites - Have ability to work independently in a participatory and multidisciplinary team; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	5
S/Total				8

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Corporate Services Division	Division Manager	Corporate Services Division Manager	<p>A0 in Economics, Management, Business Administration, Public Administration, Administrative Sciences, Strategic Management, Public Finance or Accounting with 5 years of working experience or Master degree in Economics, Management, Administrative Sciences, Business Administration, Public Administration, Strategic Management, Public Finance or Accounting with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Human Resources Policy and procedures; - Knowledge of Accounting principles and practices and financial data reporting. - Knowledge of Rwanda Public Servant & Labour laws and Financial Law; - Knowledge of Electronic equipment and computer hardware and software; - Leadership skills; - Coordination, Planning & Organizational Skills; - Interpersonal Skills; - Effective Communication Skills; - Judgment and Decision Making Skills; - Complex Problem Solving; - Negotiation Skills; - Time Management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Administrative Liaison Officer	Administrative Liaison Officer	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, - Interpersonal Skills; - Computer knowledge (Word Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Procurement Specialist	Procurement Specialist	<p>A0 in Procurement, Management, Accounting, Law, Public Finance, Economics, Engineering with 3 years of working experience or Master's Degree in Procurement, Management, Accounting, Law, Public Finance, Economics, Engineering</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - High analytical skills; - Knowledge of basic business and purchasing practices - Knowledge of state contracting law, regulations and procedures - Knowledge of grade, qualities, suppliers and prices 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/or French. 	2
S/Total				4

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Planning, M&E Unit	Director of Unit	Director of Planning, M&E Unit	<p>A0 in Economics, Management, Development Studies, Project Management, Strategic Management, Business Administration with at least 3 years of working experience, or Masters in Economics, Management, Development Studies, Project Management, Strategic Management, Business Administration with 1 year of working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge of National Housing, Urbanization construction policies; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Organisation, Planning skills; - Proven Computer skills ; - 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 Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Planning Specialist	Planning ,M&E Specialist	<p>A0 in Economics, Project Management,Management, Development Studies, Business Administration with 3 years of working experience of Master's Degree in Economics, Project Management,Management, Development Studies, Business Administration</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's Public service and Labour Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decission 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	Proposed Jobs
	Planning officer	Planning officer	<p>A0 in Economics, Project Management, Management, Development Studies, Business Administration</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's Public service and Labour Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Monitoring & Evaluation	Monitoring & Evaluation Officer	<p>A0 in Economics, Project Management, Management, Development Studies, Business Administration</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's Public service and Labour Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	2
S/Total				5

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Finance Unit	Director of Unit	Director of Finance Unit	<p>A0 in Finance, Accounting, Management or Business Administration specialized in Finance/Accounting with 3 years of working experience , or Master's Degree in Finance, Accounting, Management/Business Administration specialized in Finance/Accounting, Professional Qualification recognised by IFAC (ACCA, CPA)with 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting; - Knowledge of Management of Material Resources; -Knowledge of supply chain management; - Knowledge of Rwanda Public Financial Law; - Leadership and management skills; - Planning and organisational, Budgeting skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Problem solving; -Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Accountant	Accountant	<p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA), A0 in Finance, Accounting, Management/Business Administration with a specialization in Finance/Accounting</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - 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/ or French; knowledge of all is an advantage 	2
	Budget	Budget Officer	<p>A0 in Finance, Accounting, Management, Economics</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of cost analysis techniques; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Judgment & Decision Making Skills; - Deep understanding of financial accounts; - High Analytical Skills - Interpersonal skills; - Time management Skills - Complex Problem solving; - Flexibility Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Logistics	Logistics Officer	<p>A0 in Store Management, Management, Finance, Accounting, Economics, Public Administration, Administrative Sciences, Logistics Management, Procurement and Logistics Management</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Secretary to Finance Unit	Secretary to Finance Unit	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
S/Total				6

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
HR & Administration Unit	Director of Unit	Director of HR & Administration Unit	<p>A0 in Human Resources Management, Management /Business Administration,Public Administration,Administrative Sciences with 3 years of working experience or Master's Degree Human Resources Management, Management /Business Administration,Public Administration,Administrative Sciences with 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of human resources concepts, practices, policies, and procedures; - Knowledge of organizational structure, workflow, and operating procedures; -Knowledge in Monitoring & System Evaluation; - Leadership and management skills; - Planning and organisational skills; - High Analytical Skills; - Communication skills; - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Problem Solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Human Resource Officer	Human Resource Officer	<p>A0 in Human Resource Management, Management , Public Administration, Administrative Sciences</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources; - Knowledge in the Development of Human Resources Policies and procedures - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Documentation and Archives	Documentation and Archives Officer	<p>A1 in Library & information Science, Office Management, Biblioteconomy</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -proficiency in information technology; -Computer literacy; - Bokkeeping 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 writting & Presentation 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	Proposed Jobs
	Head of Central Secretariat	Head of Central Secretariat	<p>A1 in Secretariat Studies, Office Management, Library and Information Science or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law, Library and Information Science with 2 years of working experience</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Secretary in Central Secretariat	Secretary in Central Secretariat	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - 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	Proposed Jobs
	Driver	Driver	<p>Driving licence B Category with good driving record and mechanical skills</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Strong customer service orientation skills - Team Working and collaborative skills - General Mechanical Skills - Diligent attention to safety skills. - Organisational skills - Interpersonal skills - Communicational skills - Good knowledge of routes within main area of operation; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	2
S/Total				7
IMS & ICT Unit	Director of Unit	Director of IMS & ICT Unit	<p>A0 in Computer Sciences, Computer Engineering, Management Information System or Information Technology or Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP with 3 years of working experience or Master's Degree Computer Sciences, Computer Engineering, Management Information System or Information Technology or Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP with 1 year of working experience or</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems - Proficient in Microsoft Office products - Proficient in basic networking protocols and standards - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills - 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	Proposed Jobs
	Network & System Administrator	Network & System Administrator	<p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems - Proficient in Microsoft Office products - Proficient in basic networking protocols and standards - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills - 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	Proposed Jobs
	Database & Application Administrator	Database & Application Administrator	<p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda 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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	IT Officer	IT Officer	<p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System,</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda 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
S/Total				5
Grand/ Total				108

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 101/03 ryo ku wa 10/08/2017 rishyiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi mu Kigo cy'u Rwanda gishinzwe Guteza Imbere Imiturire

Kigali, ku wa **10/08/2017**

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

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

Bibonywe kandi bishyizweho Ikirango cya Repubulika :

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

Seen to be annexed to Prime Minister's Order n° 101/03 of 10/08/2017 establishing the organisational structure, salaries and fringe benefits for employees of Rwanda Housing Authority

Kigali, on **10/08/2017**

(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°101/03 du 10/08/2017 déterminant la structure organisationnelle, salaires et autres avantages accordés au personnel dans l'Office Rwandais pour la Promotion de l'Habitat

Kigali, le **10/08/2017**

(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° 101/03 RYO
KU WA 10/08/2017 RIGENA
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MU KIGO
CY'U RWANDA GISHINZWE GUTEZA
IMBERE IMITURIRE**

**ANNEXE III TO PRIME MINISTER'S
ORDER N°101/03 OF 10/08/2017
DETERMINING ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF
RWANDA HOUSING AUTHORITY**

**ANNEXE III DE L'ARRETE DU
PREMIER MINISTRE N°101/03 DU
10/08/2017 DETERMINANT LA
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AUTRES AVANTAGES
ACCORDES AU PERSONNEL DE
L'OFFICE RWANDAIS POUR LA
PROMOTION DE L'HABITAT**

RWANDA HOUSING AUTHORITY SALARY STRUCTURE

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Director General	441	F	2869	1,617,505
Head of Affordable Housing Planning and Development Department	400	1.IV	2608	1,333,657
Head of Human Settlement Planning and Development Department	400	1.IV	2608	1,333,657
Head of Construction, Rehabilitation and Management of Government Buildings Department	400	1.IV	2608	1,333,657
Corporate Services Division Manager	400	2.III	1890	1,085,308
Affordable Housing Planning and Investment Division Manager	400	2.III	1890	1,085,308
Social and Affordable Design and Development Division Manager	400	2.III	1890	1,085,308
Rural Settlement Planning and Development Division Manager	400	2.III	1890	1,085,308
Urban Planning and Development Division Manager	400	2.III	1890	1,085,308
Building Regulation and Professional Services Division Manager	400	2.III	1890	1,085,308
Government Buildings Designs & Construction Division Manager	400	2.III	1890	1,085,308
Government Buildings Rehabilitation, Institutions Accommodation and Office Space Management Division Manager	400	2.III	1890	1,085,308
Director of Inspection and Audits Unit	400	3.II	1369	814,962
Director of Planning, M & E Unit	400	3.II	1369	814,962
Director of Building Regulations and Professional bodies unit	400	3.II	1369	786,131
Director of Public Institutions Accommodation and Office Management unit	400	3.II	1369	786,131
Director of Finance Unit	400	3.II	1369	786,131
Director of HR & Administration Unit	400	3.II	1369	786,131
Director of ICT Unit	400	3.II	1369	786,131
Advisor	400	3.II	1369	786,131
Procurement Specialists	400	3.II	1369	786,131
Planning, M & E Specialist	400	3.II	1369	786,131
Research and Development Specialist	400	3.II	1369	786,131
Affordable Housing Finance & Investment Specialist	400	3.II	1369	786,131
Land Acquisition Specialist	400	3.II	1369	786,131
Affordable Housing Senior Engineer	400	3.II	1369	786,131
Affordable Housing Senior Architect	400	3.II	1369	786,131

Rural settlement planning Senior Engineer	400	3.II	1369	786,131
IDP Model village Senior Architect	400	3.II	1369	786,131
Urban Design Specialist	400	3.II	1369	786,131
Urban Informal Settlement upgrading Specialist	400	3.II	1369	786,131
Green and Smart City Development Specialist	400	3.II	1369	786,131
Urban Development Senior Economist	400	3.II	1369	786,131
Rural Development Senior Economist	400	3.II	1369	786,131
GIS Mapping & Surveying Specialist	400	3.II	1369	786,131
Building Inspection & Audit Specialists	400	3.II	1369	786,131
Mechanical Inspection Specialist	400	3.II	1369	786,131
Building Construction Senior Engineer	400	3.II	1369	786,131
Building Design Senior Architect	400	3.II	1369	786,131
Building Rehabilitation Senior Engineer	400	3.II	1369	786,131
Government Assets Data Management Specialist	400	3.II	1369	786,131
Property Valuation Specialist	400	3.II	1369	786,131
Regulation Design Specialist	400	3.II	1369	786,131
Legal Affairs Officer	400	4.III	1313	746,459
Public Relations & Communication Officer	400	4.II	1141	648,675
Human Resource Officer	400	4.II	1141	648,675
Affordable Housing Technology Engineer	400	4.II	1141	648,675
Affordable Housing Products Planning Engineer	400	4.II	1141	648,675
Quantity Surveyor	400	4.II	1141	648,675
Affordable Housing Architect	400	4.II	1141	648,675
Affordable Housing Electrical Engineer	400	4.II	1141	648,675
Affordable Housing Mechanical Engineer	400	4.II	1141	648,675
Rural Settlement Planning Engineer	400	4.II	1141	648,675
Urban Physical Planner	400	4.II	1141	648,675
Design Conformity and Material Testing Engineer	400	4.II	1141	648,675
Permitting Officer	400	4.II	1141	648,675

Building Technology Applications and Scrutiny Engineer	400	4.II	1141	648,675
Building Inspection and Audit Officers	400	4.II	1141	648,675
Building Construction Civil Engineer	400	4.II	1141	648,675
Building Design Architect	400	4.II	1141	648,675
Building Construction Electrical Engineer	400	4.II	1141	648,675
Building Construction Mechanical Engineer	400	4.II	1141	648,675
Building Construction Quantity Surveyor	400	4.II	1141	648,675
Building Construction Structural Engineer	400	4.II	1141	648,675
Building Rehabilitation Electrical Engineer	400	4.II	1141	648,675
Building Rehabilitation Mechanical Engineer	400	4.II	1141	648,675
Building Rehabilitation Structural Audit Engineer	400	4.II	1141	648,675
Office Allocation & Management Officer	400	4.II	1141	648,675
Professional Bodies Regulation Officer	400	5.II	952	541,226
Public Awareness & Mobilization Officer	400	5.II	952	541,226
Administrative Assistant to the Director General	400	5.II	952	541,226
Administrative Liaison Officer	400	5.II	952	541,226
Budget Officer	400	5.II	952	541,226
Logistics Officer	400	5.II	952	541,226
Internal Auditor	400	5.II	951	540,657
Accountant	400	5.II	951	540,657
Network and Systems Administrator	400	5.II	951	540,657
Database and Applications Administrator	400	5.II	951	540,657
IT Officer	400	5.II	951	540,657
Planning Officer	400	5.II	951	540,657
Monitoring and Evaluation Officer	400	5.II	951	540,657
GIS, Mapping and Surveying Officer	400	5.II	951	540,657
Government Assets Data Management Officer	400	5.II	951	540,657
Archives and Documentation Officer	400	6.II	793	450,832
Head of Central Secretariat	400	7.II	660	375,219

Administrative Assistant to the Head of Affordable Housing Planning & Development Department	400	7.II	660	375,219
Administrative Assistant to the Head of Human Settlement Planning and Development Department	400	7.II	660	375,219
Administrative Assistant to the Head of Construction and Management of Government Buildings Department	400	7.II	660	375,219
Secretary to the Finance Unit	400	8.II	508	288,805
Secretary in Central secretariat	400	8.II	508	288,805
.Driver	400	10.II	300	170,554

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 101/03 ryo ku wa 10/08/2017 rishyiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi mu Kigo cy'u Rwanda gishinzwe Guteza Imbere Imiturire

Kigali, ku wa **10/08/2017**

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Minisitiri w'Intebe

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

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