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**ITEKA RYA MINISITIRI W'INTEBE N°110/03
RYO KU WA 25/10/2017 RISHYIRAHU
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**PRIME MINISTER'S ORDER N° 110/03 OF
25/10/2017 APPOINTING A DIRECTOR OF
CABINET IN THE PRIME MINISTER'S
OFFICE**

**ARRETE DU PREMIER MINISTRE N°110/03
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Official Gazette n °Special of 08/11/2017

ITEKA RYA MINISITIRI W'INTEBE N°110/03 RYO KU WA 25/10/2017 RISHYIRAHU UMUYOBOZI MUKURU W'IBIRO BYA MINISITIRI W'INTEBE

PRIME MINISTER'S ORDER N° 110/03 OF 25/10/2017 APPOINTING A DIRECTOR OF CABINET IN THE PRIME MINISTER'S OFFICE

ARRETE DU PREMIER MINISTRE N° 110/03 DU 25/10/2017 PORTANT NOMINATION D'UN DIRECTEUR DE CABINET DANS LES SERVICES DU PREMIER MINISTRE

Minisitiri w'Intebe;

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

Dushingiye ku Itegeko n° 86/2013 ryo ku wa 11/09/2013 rishyiraho sitati rusange igenga abakozi ba Leta, cyane cyane mu ngingo zaryo iya 4, iya 6 n'iya 8;

ATEGETSE:

Ingingo ya mbere: Ishyirwaho

Madamu UWAMARIYA Odette agizwe Umuyobozi Mukuru w'Ibiro bya Minisitiri w'Intebe.

Ingingo ya 2: Abashinzwe gushyira mu bikorwa iri teka

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

The Prime Minister;

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

Pursuant to Law n° 86/2013 of 11/09/2013 establishing the general statutes for public service, especially in Articles 4, 6 and 8;

HEREBY ORDERS:

Article One: Appointment

Ms. UWAMARIYA Odette is appointed Director of Cabinet in the Office of the Prime Minister.

Article 2: Authorities responsible for the implementation of this Order

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

Le Premier Ministre;

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

Vu la Loi n° 86/2013 du 11/09/2013 portant statut général de la fonction publique, spécialement en ses articles 4, 6 et 8;

ARRETE:

Article premier: Nomination

Madame UWAMARIYA Odette est nommée Directrice de Cabinet dans les Services du Premier Ministre.

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

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

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

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

Ingingo ya 4: Igihe iri teka ritangira gukurikizwa

Iri teka ritangira gukurikizwa ku munsu rishyirwaho umukono. Agaciro karyo gahera ku wa 30/08/2017.

Kigali, ku wa 25/10/2017

(sé)

Dr. NGIRENTE Edouard
Minisitiri w'Intebe

(sé)

RWANYINDO KAYIRANGWA Fanfan
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

(sé)

BUSINGYE Johnston
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

Article 3: Repealing provision

All prior provisions contrary to this Order are repealed.

Article 4: Commencement

This Order comes into force on the date of its signature. It takes effect as of 30/08/2017.

Kigali, on 25/10/2017

(sé)

Dr. NGIRENTE Edouard
Prime Minister

(sé)

RWANYINDO KAYIRANGWA Fanfan
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)

BUSINGYE Johnston
Minister of Justice/Attorney General

Article 3: Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Article 4: Entrée en vigueur

Le présent arrêté entre en vigueur le jour de sa signature. Il sort ses effets à partir du 30/08/2017.

Kigali, le 25/10/2017

(sé)

Dr. NGIRENTE Edouard
Premier Ministre

(sé)

RWANYINDO KAYIRANGWA Fanfan
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°111/03 RYO KU WA 08/11/2017
RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IBISABWA KU MYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI
MINISITERI Y'UBUTAKA
N'AMASHYAMBA

PRIME MINISTER'S ORDER N° 111/03
OF 08/11/2017 DETERMINING MISSION
AND FUNCTIONS, ORGANISATIONAL
STRUCTURE, JOB PROFILES,
SALARIES AND FRINGE BENEFITS
FOR EMPLOYEES OF THE MINISTRY
OF LANDS AND FORESTRY

ARRETE DU PREMIER MINISTRE
N°111/03 DU 08/11/2017 PORTANT
MISSION ET FONCTIONS, STRUCTURE
ORGANISATIONNELLE, PROFILS
D'EMPLOIS, SALAIRES ET
AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DES
TERRES ET DES FORETS

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Article 2: Mission et fonctions

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**ITEKA RYA MINISITIRI W'INTEBE
N°111/03 RYO KU WA 08/11/2017
RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IBISABWA KU MYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI
MINISITERI Y'UBUTAKA
N'AMASHYAMBA**

**PRIME MINISTER'S ORDER N° 111/03
OF 08/11/2017 DETERMINING MISSION
AND FUNCTIONS, ORGANISATIONAL
STRUCTURE, JOB PROFILES,
SALARIES AND FRINGE BENEFITS
FOR EMPLOYEES OF THE MINISTRY
OF LANDS AND FORESTRY**

**ARRETE DU PREMIER MINISTRE
N°111/03 DU 08/11/2017 PORTANT
MISSION ET FONCTIONS, STRUCTURE
ORGANISATIONNELLE, PROFILS
D'EMPLOIS, SALAIRES ET
AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DES
TERRES ET DES FORETS**

Minisitiri w'Intebe;

The Prime Minister;

Le Premier Ministre;

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

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

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

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

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

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

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

On proposal by the Minister of Public Service and Labour;

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

Inama y'Abaminisitiri yateranye ku wa 12/09/2017, imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet, in its session of 12/09/2017;

Après examen et adoption par le Conseil des Ministres, en sa séance du 12/09/2017;

ATEGETSE:

HEREBY ORDERS:

ARRETE:

Ingingo ya mbere: Icyo iri teka rigamije

Iri teka rigena inshingano, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Ubutaka n'Amashyamba (MINILAF).

Ingingo ya 2: Inshingano

Minisiteri y'Ubutaka n'Amashyamba ifite inshingano rusange yo gushyiraho uburyo burambye bwo kurinda, kubungabunga no guteza imbere ubutaka n'amashyamba.

By'umwihariko, Minisiteri y'Ubutaka n'Amashyamba ishinze ibi bikurikira:

1° gushyiraho no kumenyekanisha politiki, amategeko, ingamba na gahunda bigamije kubungabunga, guteza imbere, kubyaza umusaruro no gukoresha neza ubutaka n'amashyamba binyujijwe mu:

a. gushyiraho ingamba zo guteza imbere ubufatanye n'ubushobozi bw'abikorera no gushaka abashoramari mu bikorwa bijyanye n'ubutaka n'amashyamba hagamijwe imibereho myiza n'iterambere rirambye ry'Igihugu;

Article One: Purpose of this Order

This Order determines mission and functions, organizational structure, job profiles, salaries and fringe benefits for employees of the Ministry of Lands and Forestry (MINILAF).

Article 2: Mission and functions

The Ministry of Land and Forestry has the general mission to ensure sustainable protection, conservation and development of lands and forestry.

Specifically, the Ministry of Lands and Forestry is responsible for:

1° developing and disseminating the sector policies, laws, strategies and programs that aim at conserving, developing and ensure optimal and rational utilization of land and forestry through:

a. development of strategies to promote partnership and enhance capacity of private sector and attract operators to invest in activities of land and forestry for sustainable social economic development;

Article Premier: Objet du présent arrêté

Le présent arrêté porte mission et fonctions, structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel du Ministère des Terres et des Forêts (MINILAF).

Article 2: Mission et fonctions

Le Ministère des Terres et Forêts a pour mission d'assurer la durabilité de la protection, la conservation et le développement des terres et des forêts.

Particulièrement, le Ministère des Terres et des Forêts est chargé de:

1° développer et diffuser les politiques, lois, stratégies et programmes qui visent à préserver promouvoir et assurer l'utilisation optimale et rationnelle des terres et forêts à travers:

a. élaboration des stratégies de promotion du partenariat, renforcement des capacités du secteur privé et l'attraction des opérateurs en vue de leur investissement dans les activités de terres et forêts pour un développement socio-économique durable;

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| <p>b. gusuzuma byimazeyo umutungo kamere uba mu butaka cyangwa ku butaka bw'u Rwanda no mushyamba hagamijwe gushyiraho uburyo bukwiye bwo kuwucukura no kuwuteza imbere.</p> <p>2° kubaka ubushobozi bw'inzezo n'ubw'abakozi mu rwego rw'ubutaka n'amashyamba n'ibifitanye isano na byo;</p> <p>3° gukurikirana no kugenzura ishyirwa mu bikorwa rya politiki, ingamba na gahunda bijyanye n'ubutaka n'amashyamba binyujijwe mu:</p> <p>a. gushyiraho no gukurikirana ishyirwa mu bikorwa ry'uburyo bukwiye bwo gukurikirana no gusuzuma impinduka z'ikirere zishobora kugira ingaruka ku butaka n'amashyamba mu Gihugu no mu Karere;</p> <p>b. gukurikirana no kugenzura ishyirwa mu bikorwa n'iyubahirizwa rya politiki n'amategeko bishimangira kubungabunga ubutaka n'amashyamba n'ikoreshwa neza ryabyo mu bikorwa binyuranye mu Gihugu;</p> | <p>b. exhaustive assessment of Rwanda ground and surface natural resources and forestry for establishing appropriate mechanisms for their rational extraction and promotion.</p> <p>2° developing institutional and human resources capacities in the sector of land and forestry and sub-sectors;</p> <p>3° monitoring and evaluating the implementation of sector and sub-sectors policies, strategies and programs through:</p> <p>a. setting up and implementation of appropriate mechanisms and systems for monitoring and evaluation of climate change situation in the country and in the region that may affect the land, forestry;</p> <p>b. monitoring and assessing the implementation and mainstreaming of policies and laws that enhance the protection of land and forestry and their rational utilization in all crosscutting sectors in the Country;</p> | <p>b. l'évaluation exhaustive du sous-sol Rwandais et les ressources naturelles et les forêts pour l'établissement des mécanismes appropriés pour leur extraction rationnelle.</p> <p>2° développer les capacités institutionnelles et humaines dans le secteur de terres et forêts et dans les sous-secteurs;</p> <p>3° faire le suivi et l'évaluation de la mise en œuvre des politiques, stratégies et programmes sectoriels et sous-sectoriels à travers:</p> <p>a. la mise en place et l'application des mécanismes et des systèmes appropriés de suivi et d'évaluation de la situation des changements climatiques pouvant affecter les terres et forêts dans le pays et dans la région;</p> <p>b. le suivi et l'évaluation de la mise en œuvre et de l'intégration des politiques et des lois sur la protection de terres et forêts, et leur utilisation rationnelle dans tous les secteurs dans le Pays;</p> |
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| <p>c. gushyikiriza Guverinoma raporo zitangwa mu gihe runaka na buri mwaka zigaragaza uruhare za politiki, ingamba, gahunda n'imishinga ijyanye n'ubutaka n'amashyamba bigira ku iterambere rirambye ry'Igihugu.</p> | <p>c. submitting to the Government periodic and annual reports on the impact of the sector policies, strategies, programs and projects on sustainable national socio economic development.</p> | <p>c. des rapports périodiques et annuels soumis au Gouvernement concernant l'impact des politiques, stratégies, programmes et projets sectoriels sur le développement durable socio-économique.</p> |
| <p>4° kugenzura inzego ireberera binyujijwe mu:</p> <p>a. gutanga imirongo ngenderwaho mu ishikirwa mu bikorwa rya gahunda zihariye zigomba gushyirwa mu bikorwa n'inzego ireberera n'inzego z'ibanze;</p> <p>b. gutanga umurongo ngenderwaho ku mikorere y'inzego za Leta zikora mu bijyanye n'ubutaka n'amashyamba no guteza imbere guhuza ingufu z'abafatanyabikorwa;</p> | <p>4° overseeing the institutions under supervision through:</p> <p>a. guidance and orientations on the implementation of specific programs to be realized by the institutions under supervision and decentralized entities;</p> <p>b. supervision and orientations on the functioning of sector public institutions and promote synergies between various actors intervening in the sector;</p> | <p>4° superviser les institutions sous sa tutelle par le biais de:</p> <p>a. des conseils et des orientations sur la mise en œuvre des programmes spécifiques qui doivent être réalisés par les institutions sous sa tutelle et dans les entités décentralisées;</p> <p>b. la supervision et orientations sur le fonctionnement des institutions du secteur public et la promotion des synergies entre les différents acteurs intervenant dans le secteur;</p> |
| <p>5° gushaka umutungo ukenewe mu iterambere ry'ubutaka n'amashyamba n'ibifitanye isano na byo binyujijwe mu:</p> <p>a. guhuza ibikorwa byo gushaka umutungo no kugenzura uko ukoreshwa hagamijwe kuwukoresha neza mu iterambere ry'ubutaka n'amashyamba;</p> | <p>5° mobilizing resources for the development of the sector and related programs through:</p> <p>a. coordination of activities of mobilizing resources and supervise actions to ensure their rational utilization in the sector development;</p> | <p>5° mobiliser des ressources pour le développement du secteur et des programmes connexes à travers:</p> <p>a. la coordination des activités de mobilisation des ressources et la supervision des actions pour garantir l'utilisation rationnelle</p> |

des ressources dans le développement du secteur;

b. gushyiraho uburyo bwo guteza imbere ishoramari n'iterambere ry'ubutaka n'amashyamba.

b. put in place mechanisms for promoting investment and development in the sector.

b. la mis en place des mécanismes pour la promotion de l'investissement et le développement dans le secteur.

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'Ubutaka n'Amashyamba 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 Lands and Forestry are respectively in annexes 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 Terres et des Forêts sont respectivement en annexes I et II du présent arrêté.

Ingingo ya 4: Igenwa ry'umushahara

Imishahara y'abakozi ba Minisiteri y'Ubutaka n'Amashyamba 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 Lands and Forestry 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 Terres et des Forêts sont déterminés suivant la classification des emplois et conformément aux principes généraux de fixation des salaires dans la fonction publique.

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

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

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

Ingingo ya 5: Ibigize 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 is mainly be composed of the following:

Article 5: Composition du salaire brut

Le salaire brut mensuel pour chaque agent comprend principalement:

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

Indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo ntigenerwa abakozi bari ku nzego z'imirimo za "F" na "2.III" boroherewe ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu 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 the Paragraph One of this Article shall not be granted to officials positioned on levels "F" and "2.III" whose transport is facilitated in accordance with Instructions of the Minister in charge of transport. It shall not also be granted to public servants positioned on level "3" who are entitled to special transport allowance in accordance with Instructions of the Minister in charge for public service.

L'indemnité de transport dont il est question à l'alinéa premier du présent arrêté 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'Ubutaka n'Amashyamba agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

- 1° amafaranga y'u Rwanda ibihumbi ijana (100.000 Frw) buri kwezi yo

Article 6: Fringe benefits for the Permanent Secretary

The Permanent Secretary in the Ministry of Land and Forestry is entitled to the following fringe benefits:

- 1° one hundred thousand Rwandan francs (Frw 100,000) per month for office landline communication allowance;

Article 6: Avantages alloués au Secrétaire Permanent

Le Secrétaire Permanent au sein du Ministère des Terres et Forêts bénéficie des avantages suivants:

- 1° les frais de communication par téléphone de bureau équivalant à cent

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kwishyura itumanaho rya telefoni yo mu biro;

mille francs rwandais (100.000 Frw) par mois;

2° amafaranga y'u Rwanda ibihumbi ijana (100.000 Frw) buri kwezi y'itumanaho rya telefoni igendanwa;

2° one hundred thousand Rwandan francs (Frw 100,000) per month for mobile phone communication allowance;

2° les frais de communication par téléphone portable équivalent à cent mille francs rwandais (100.000 Frw)

3° amafaranga y'u Rwanda angana n'ibihumbi magana abiri (200. 000 Frw) buri kwezi yo kwakira abashyitsi mu kazi anyura kuri konti ya Minisitiri;

3° office entertainment allowance of two hundred thousand Rwandan francs (Frw 200,000) per month and transferred to the Ministry's account;

3° les frais de représentation au service équivalent à deux cent mille francs rwandais (200.000 Frw) chaque mois et domiciliés au compte bancaire du Ministère;

4° koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

4° transport facilitation in accordance with the Instructions of the Minister in charge of transport.

4° les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 7: Ibindi bigenerwa Umujyanama wa Minisitiri uri ku rwego rwa "2.III"

Article 7: Fringe benefits for Advisor to the Minister on "2.III" job level

Article 7: Avantages alloués au Conseiller du Ministre au poste de niveau "2.III"

Umujyanama wa Minisitiri uri ku rwego rwa "2.III" agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

The Advisor to the Minister on "2.III" job level is entitled to the following fringe benefits:

Le Conseiller du Ministre au poste de niveau "2.III" bénéficie des avantages suivants:

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

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

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

2° kohereza ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

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

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

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

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

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

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

Ingingo ya 9: Indamunite z'urugendo rw'imodoka

Iyo Abayobozi Bakuru bari ku rwego rwa F na 2.III bagiye mu butumwa imbere mu Gihugu bakoresheje imodoka zabo, Leta ibagenera indamunite y'urugendo hakurikijwe

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

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

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

Directors of Units on level "3.II" with a pool of public servants under their responsibilities in accordance with the organizational structure of the Ministry are also each entitled to an office telephone communication allowance of one hundred thousand Rwandan francs (Frw 100.000) per month.

Article 9: Mileage allowances

When Senior Officials on levels F and 2.III go on official mission inside the country by using their vehicles, the State pays them mileage allowances in accordance with Instructions of the Minister in charge of transport.

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

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

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

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

Article 9: Indemnités kilométriques

Lorsque les hauts cadres aux postes de niveaux F et 2.III vont en missions officielles à l'intérieur du pays en utilisant leurs véhicules, l'Etat leur octroie des indemnités kilométriques conformément aux instructions

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amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

Ingingo ya 10: Abashinzwe gushyira mu bikorwa iri teka

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri y'Ubutaka n'Amashyamba, 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

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

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 **08/11/2017**

Article 10: Authorities responsible for the implementation of this Order

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

Article 11: Repealing provision

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 **08/11/2017**

du Ministre ayant le transport dans ses attributions.

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

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

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 **08/11/2017**

(sé)
Dr. NGIRENTE Edouard
Minisitiri w'Intebe

(sé)
Dr. NGIRENTE Edouard
Prime Minister

(sé)
Dr. NGIRENTE Edouard
Premier Ministre

(sé)
RWANYINDO KAYIRANGWA Fanfan
Minisitiri w'Abakozi ba Leta n'Umurimo

(sé)
RWANYINDO KAYIRANGWA Fanfan
Minister of Public Service and Labour

(sé)
RWANYINDO KAYIRANGWA Fanfan
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

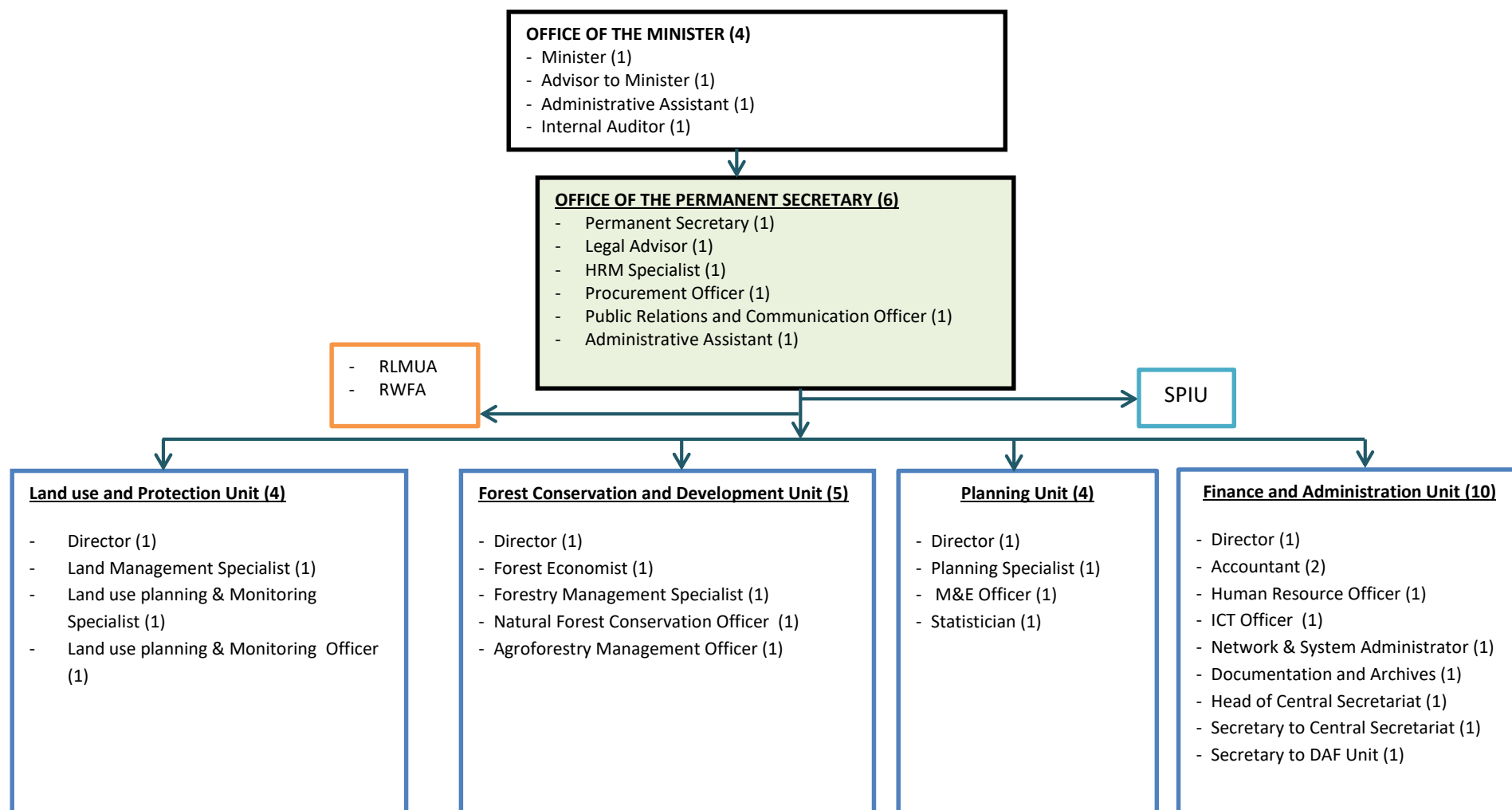
(sé)
BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

**UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N° 111/03 RYO
KU WA 08/11/2017 RIGENA
INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO, IBISABWA
KU MYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI BIGENERWA
ABAKOZI MURI MINISITERI
Y'UBUTAKA N'AMASHYAMBA**

**ANNEX I TO PRIME MINISTER'S
ORDER N°111/03 OF 08/11/2017
DETERMINING MISSION AND
FUNCTIONS, ORGANISATIONAL
STRUCTURE, JOB PROFILES,
SALARIES AND FRINGE BENEFITS
FOR EMPLOYEES OF THE MINISTRY
OF LANDS AND FORESTRY**

**ANNEXE I A L'ARRETE DU PREMIER
MINISTRE N°111/03 DU 08/11/2017
PORTANT MISSION ET FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
PROFILS D'EMPLOIS, SALAIRES ET
AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DES
TERRES ET DES FORETS**

MINISTRY OF LAND AND FORESTRY (MINILAF) ORGANISATIONAL CHART



Official Gazette n°Special of 08/11/2017

Bibonywe kugira ngo bishyirwe ku mugereka w' Iteka rya Minisitiri w'Intebe n° 111/03 ryo ku wa 08/11/2017 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisiteri y'Ubutaka n'Amashyamba

Kigali, ku wa **08/11/2017**

(sé)
Dr. NGIRENTE Edouard
Minisitiri w'Intebe

(sé)
RWANYINDO KAYIRANGWA Fanfan
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

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

Seen to be annexed to the Prime Minister's Order n° 111/03 of 08/11/2017 determining mission and functions, organizational structure, job profiles, salaries and fringe benefits for employees of the Ministry of Lands and Forestry

Kigali, on **08/11/2017**

(sé)
Dr. NGIRENTE Edouard
Prime Minister

(sé)
RWANYINDO KAYIRANGWA Fanfan
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°111/03 du 08/11/2017 portant mission et fonctions, structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel du Ministère des Terres et des Forêts

Kigali, le **08/11/2017**

(sé)
Dr. NGIRENTE Edouard
Premier Ministre

(sé)
RWANYINDO KAYIRANGWA Fanfan
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° 111/03 RYO
KU WA 08/11/2017 RIGENA
INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO, IBISABWA
KU MYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI BIGENERWA
ABAKOZI MURI MINISITERI
Y'UBUTAKA N'AMASHYAMBA**

**ANNEX II TO PRIME MINISTER'S
ORDER N°111/03 OF 08/11/2017
DETERMINING MISSION AND
FUNCTIONS, ORGANISATIONAL
STRUCTURE, JOB PROFILES,
SALARIES AND FRINGE BENEFITS
FOR EMPLOYEES OF THE MINISTRY
OF LANDS AND FORESTRY**

**ANNEXE II A L'ARRETE DU PREMIER
MINISTRE N°111/03 DU 08/11/2017
PORTANT MISSION ET FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
PROFILS D'EMPLOIS, SALAIRES ET
AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DES
TERRES ET DES FORETS**

MINISTRY OF LANDS AND FORESTRY-JOB PROFILES 2017

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

	Administrative Assistant	Administrative Assistant to the Minister	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Social work , Sociology, Law <u>Key technical skills and knowledge required:</u> - Knowledge in Office management; - Knowledge of customer care satisfaction; - Excellent communication, organisation and interpersonal skills; - Fluent in Kinyarwanda, English and/or French, knowledge of all is an advantage	1
	Internal Auditor	Internal Auditor	A0 in Accounting, Public Finance or Management with specialization in Finance/Accounting. <u>Key technical skills and knowledge required:</u> - Detailed knowledge of financial and audit standards, HR and Financial regulations, procedures; - Knowledge of Financial software; - Planning skills; - Excellent communication, organisation and interpersonal skills; - Computer skills; - High analytical skills; - Report writing and presentation skills; - Time management skills; - Team working skills; - Excellent problem solving skills and clear logical sense; - Fluent in Kinyarwanda, English and/or French, knowledge of all is an advantage	1
Sub total				4
Office of the PS	Permanent Secretary	Permanent Secretary	Political Appointee	1

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

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

	Administrative Assistant	Administrative Assistant to the PS	A1 in Secretariat Studies, Office Management; Or A0 in Secretariat Studies, Office Management, Administrative Sciences, Public Administration, Management, sociology, social work, Law <u>Key technical skills and knowledge required:</u> - Knowledge in Office management; - Knowledge of customer care satisfaction; - Excellent communication, organisation and interpersonal skills; - Computer knowledge (Word processing, Power Point and Internet); - Time management skills; - Analytical and problem solving; - Fluent in Kinyarwanda, English and/or French	1
Sub total				6
Land use and Protection Unit	Director	Director of Land use and Protection Unit	A0 in Environmental Sciences, Land Management, land use planning and management, urban and regional planning, land surveying, law, Land Law, Rural Engineering, Geography, Physical Planning, Land Administration, land surveying, Geomatics Engineering with 3 years of working experience; Or Master's Degree or Equivalent in Environmental Sciences, Land Management, Land Law, Rural Engineering, Geography, Physical Planning, Land Administration, land surveying, Geomatics Engineering with 1 year of working experience. <u>Key technical skills and knowledge required:</u> - Excellent organizational skills; - Ability to organize, schedule and utilize time well; - Ability to coordinate, organize and anticipate details for special programs and events; - Ability to coordinate and handle multiple priorities; - Ability to juggle multiple/conflicting priorities and set priorities; - Ability to manage multiple projects successfully; - Ability to work under pressure on a variety of projects simultaneously; - Effective management, organizational, budgeting and planning skills; - Successful experience in the areas of decision making, project management, and budgeting; - The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines; - Detail oriented and the ability to set priorities and objectives; - Organized, detail oriented, neat and able to meet deadlines;	1

Land Management Specialist	Land Management Specialist	AO in Environmental Sciences, Land Management, Land Law, Rural Engineering, Geography, Physical Planning, Land Administration, land surveying, Geomatics Engineering with 3 years of working experience; Or Master's Degree or Equivalent in Environmental Sciences, Land Management, Land Law, Rural Engineering, Geography, Physical Planning, Land Administration, land surveying, Geomatics Engineering Key technical skills and knowledge required: - Extensive knowledge and understanding of the Rwandan Natural Resources Management - Good knowledge of Land use and management; - Knowledge of the Natural Resources sector policies and issues; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills; Fluent in Kinyarwanda, English and French; knowledge of all is an advantage	1
Land use planning & Monitoring Specialist	Land use planning & Monitoring Specialist	AO in Environmental Sciences, Land Management, land use planning and management, urban and regional planning, land surveying, law Land Law, Rural Engineering, Geography, Physical Planning, Land Administration, land surveying, Geomatics Engineering with 3 years of working experience; Or Master's Degree or Equivalent in Environmental Sciences, Land Management, land use planning and management, urban and regional planning, land surveying, law, Land Law, Rural Engineering, Geography, Physical Planning, Land Administration, land surveying, Geomatics Engineering with 1 year of working experience. Key technical skills and knowledge required: - Excellent organizational skills; - Extensive knowledge and understanding of Rwanda land management , - Good knowledge of land laws, land use and management and standard of mapping - Ability to organize, schedule and utilize time well; - Ability to coordinate, organize and anticipate details for special programs and events; - Ability to coordinate and handle multiple priorities; - Ability to juggle multiple/conflicting priorities and set priorities;	1

	Land use planning & Monitoring Officer	Land use planning & Monitoring Officer	A0 in Land Use Planning and Management, conservation and land management, Urban and Regional Planning, Geography, Environment and Natural Resources Management, Physical Planning Key technical skills and knowledge required: - Good command of in Geographic Information System (GIS) and mapping, and Remote Sensing ; - Knowledge in land use planning theories and practices, legislation and law - Extensive knowledge in land surveying and mapping - Knowledge in Land law and Tenure system; - Excellent organizational skills; - Strong Leadership skills; - Ability to manage multiple projects and to work under pressure; - Effective management, organizational, budgeting and planning skills; - Successful experience in the areas of decision making; - The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;	1
Sub total				4
Forest Conservation and Development Unit	Director of Unit	Director of Forest Conservation and Development Unit	A0 in Master in Forestry, Agro-forestry, Natural resource management, Agronomy Nature or Biodiversity Conservation, Natural resource management or Environmental Economics with 3 years of working experience Or Master's in Forestry, Agro-forestry, Natural resource management, Agronomy Nature or Biodiversity Conservation, Natural resource management or Environmental Economics with 1year of working experience Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Natural Resources Management - Knowledge of the Environment and Natural Resources sector policies and issues; - Extensive knowledge of Forestry management; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organizational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills; - Fluent in Kinyarwanda, English and French; Knowledge of all is an advantage.	1

	Forest Economist	Forest Economist	A0 in Economics, Agriculture economics, Forestry, or Environmental Economics Key technical skills and knowledge required: - Demonstrated expertise in domestic log and stumpage prices as well as export log price trends, - Extensive knowledge and expertise in forest economy, - Demonstrated understanding of regional and local forest supply/demand relationships, - Good knowledge in compiling and analyzing data profitability of forests, forest ownership structures, forest land prices, wood-energy etc - Computer literate; - High presentation and reporting skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.	1
	Forest Management Specialist	Forest Management Specialist	A0 in Forestry, Agro-forestry, Natural resource management, Agronomy Nature or Biodiversity Conservation, Natural resource management or Environmental Economics or Master's in Forestry, Agro-forestry, Natural resource management, Agronomy Nature or Biodiversity Conservation, Natural resource management or Environmental Economics with 3 years of working experience Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Natural Resources Management - Knowledge of the Environment and Natural Resources sector policies and issues; - Extensive knowledge of Forestry management; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organizational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills;	1

	Natural Forest Conservation Officer	Natural Forest Conservation Officer	A0 in Forestry, Agro-forestry, Nature or Biodiversity Conservation, Geography or Environmental Sciences Key technical skills and knowledge required: - Knowledge in Forest management, - Extensive knowledge in forest conservation and environmental protection - Multicultural working environment skills - Planning and organization skills - Communication, reporting and writing skills - Interpersonal and team working skills - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.	1
	Agroforestry Management Officer	Agroforestry Management Officer	A0 in Forestry, Agroforestry; Agriculture Extension, Environmental Sciences, Urban Environment, Urban Planning, Nature Conservation and Horticulture Key technical skills and knowledge required: - Extensive knowledge and expertise in Urban Forestry and Beautification of cities; - Good knowledge in the ornamental seedlings production; - Capacity to develop, operate, maintain and design beautification of urban parks and recreation facilities; - Knowledge of the hazards and safety practices common in urban trees preservation programs; - Knowledge in operating and maintenance of forest machinery; - Enough skills in riparian buffer management; - Computer literate; - High presentation and reporting skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.	1
Sub total				5

Planning, Monitoring and Evaluation Unit	Director of Unit	Director of Planning, Monitoring and Evaluation Unit	A0 in Management, Economics, Development Studies, Project Management, Business Administration, Strategy Management with 3 years of working experience or Master's Degree in Management, Economics, Public Policy, Development Studies, Project Management, Business Administration, Strategy Management with 1 year of working experience <u>Key Technical Skills & Knowledge required:</u> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's Justice Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French, knowledge of all is an advantage	1
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	Planning Specialist	Planning Specialist	A0 in Management, Economics, Development Studies, Project Management, Business Administration, Strategy Management with 3 years of working experience or Master's Degree or Equivalent in Management, Economics, Development Studies, Project Management, Business Administration, Startegy Management Key Technical Skills & Knowledge required: - Knowledge of cost analysis techniques; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financia software (SMART IFMIS); - Judgment & Decision Making Skills; - Deep understanding of financial accounts; - High Analytical Skills - Interpersonal skills; - Time management Skills - Complex Problem solving; -Flexibility Skills; - fluent in Kinyarwanda, English and/ or French;knowledge of all is an advantage	1
	M&E Officer	M&E Officer	A0 in Management, Economics, Development Studies, Project Mnaagement Key Technical Skills & Knowledge required: - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Knowledge of Research and development policies and strategies; - Knowledge to conduct monitoring exercises; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Complex Problem Solving; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

	Statistics	Statistician	A0 in Applied Mathematics, Statistics, Economics. Key Technical Skills & Knowledge required: Knowledge of Strategic planning; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
Sub total				4
Finance & Administration Unit	Director of Unit	Director of Finance and Administration Unit	Accounting Professional Qualification recognised by IFAC (ACCA, CPA); Or A0 Public Finance, Finance, Accounting or Management with specialization in Finance/Accounting with 3 years of working experience Key Technical Skills & Knowledge required: - Leadership and management skills; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software(SMART IFMIS); - Knowledge of human resources concepts, practices, policies, and procedures; - Knowledge of organizational structure, workflow, and operating procedures; - Knowledge in Monitoring & System Evaluation; - Time management Skills- Interviewing Skills; - Judgment & Decision making skills; - Complex Problem solving;	1

	Human Resources	Human Resources Officer	A0 in Human Resources Management, Management, Public Administration, Administrative Sciences, <u>Key Technical Skills & Knowledge required:</u> -Deep knowledge of Rwandan public service and labor law; - Knowledge in Conflict Management; - knowledge of the regulations applying to payroll procedures; - Knowledge of human resources concepts, practices, policies, and procedures; - Problem Solving Skills; - Computer Skills; - Judgment & Decision Making Skills; - Time management Skills; - Interview Skills; - High analytical Skills; - Teamworking Skills; - <u>Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</u>	1
	Accounting	Accountant	A0 in Accounting, Finance, Management with specialization in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA, etc) <u>Key Technical Skills & Knowledge required:</u> - Knowledge of cost analysis techniques; - Knowledge to analyse complex financial information & Produce reports - Deep understanding of financial accounts; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in 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 French ;knowledge of all is an advantage	2

	Network and System Administrator	Network and System Administrator	A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage or A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering Key Technical Skills & Knowledge required: - Knowledge of Rwanda's ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems - Proficient in Microsoft Office products - Proficient in basic networking protocols and standards - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills;	1
	ICT Officer	ICT Officer	A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage or A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering Key Technical Skills & Knowledge required: - Knowledge of Rwanda's ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems - Proficient in Microsoft Office products - Proficient in basic networking protocols and standards - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills - Negotiation Skills;	1

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

	Central Secretariat	Secretary in Central Secretariat	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
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	Secretary	Secretary to DAF Unit	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Office Management, Social Work, Sociology, Law <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills;	1
Sub total				10
TOTAL				33

Official Gazette n° Special of 08/11/2017

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 111/03 ryo ku wa 08/11/2017 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisiteri y'Ubutaka n'Amashyamba

Kigali, ku wa **08/11/2017**

(sé)
Dr. NGIRENTE Edouard
Minisitiri w'Intebe

(sé)
RWANYINDO KAYIRANGWA Fanfan
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

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

Seen to be annexed to the Prime Minister's Order n° 111/03 of 08/11/2017 determining mission and functions, organizational structure, job profiles, salaries and fringe benefits for employees of the Ministry of Lands and Forestry

Kigali, on **08/11/2017**

(sé)
Dr. NGIRENTE Edouard
Prime Minister

(sé)
RWANYINDO KAYIRANGWA Fanfan
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° 111/03 du 08/11/2017 portant mission et fonctions, structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel du Ministère des Terres et des Forêts

Kigali, le **08/11/2017**

(sé)
Dr. NGIRENTE Edouard
Premier Ministre

(sé)
RWANYINDO KAYIRANGWA Fanfan
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° 111/03 RYO
KU WA 08/11/2017 RIGENA
INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO, IBISABWA
KU MYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI BIGENERWA
ABAKOZI MURI MINISITERI
Y'UBUTAKA N'AMASHYAMBA**

**ANNEX III TO PRIME MINISTER'S
ORDER N°111/03 OF 08/11/2017
DETERMINING MISSION AND
FUNCTIONS, ORGANISATIONAL
STRUCTURE, JOB PROFILES,
SALARIES AND FRINGE BENEFITS
FOR EMPLOYEES OF THE MINISTRY
OF LANDS AND FORESTRY**

**ANNEXE III A L'ARRETE DU PREMIER
MINISTRE N°111/03 DU 08/11/2017
PORTANT MISSION ET FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
PROFILS D'EMPLOIS, SALAIRES ET
AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DES
TERRES ET DES FORETS**

NO

MINILAF SALARY STRUCTURE

NO	POST	I.V	Level	Index	Gross Salary (Rwf/Month)
1	Minister	500	D	3819	2,534,861
2	Permanent Secretary	441	F	2869	1,613,167
3	Advisor to the Minister	400	2.III	1890	1,082,378
4	Director of Land use and Protection Unit	400	3.II	1369	812,757
5	Director of Forest conservation and Development Unit	400	3.II	1369	812,757
6	Director of Planning Unit	400	3.II	1369	812,757
7	Director of administration and Finance Unit	400	3.II	1369	784,008
8	Land Management Specialist	400	3.II	1369	784,008
9	Land Use Planning & Monitoring Specialist	400	3.II	1369	784,008
11	Forest Management Specialist	400	3.II	1369	784,008
13	Forest Economist	400	3.II	1369	784,008
15	HRM Specialist	400	3.II	1369	784,008
16	Legal Advisor	400	3.II	1369	784,008
19	Planning Specialist	400	3.II	1369	784,008
12	Agroforest Management Officer	350	4.II	1141	566,221
14	Natural Forest Conservation Officer	350	4.II	1141	566,221
17	Land Use Planning & Monitoring Officer	350	4.II	1141	566,221
20	M&E Officer	350	4.II	1141	566,221
21	Statistician	350	4.II	1141	566,221
22	Public Relations and Communication Officer	350	4.II	1141	566,221
23	ICT Officer	350	4.II	1141	566,221
24	Network & System Administrator	350	4.II	1141	566,221
25	Human Resource Officer	350	4.II	1141	566,221
26	Procurement Officer	350	5.II	951	471,934
27	Accountant	350	5.II	951	471,934
28	Internal Auditor	350	5.II	951	471,934
29	Administrative Assistant to the Minister	350	5.II	951	471,934
30	Administrative Assistant to the PS	350	5.II	951	471,934
31	Documentation & Archives	350	6.II	793	393,526
32	Head of Central Secretariat	350	7.II	660	327,525
33	Secretary to Central Secretariat	350	8.II	508	252,095
34	Secretary to DAF	350	8.II	508	252,095

Official Gazette n° Special of 08/11/2017

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°111/03 ryo ku wa 08/11/2017 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisiteri y'Ubutaka n'Amashyamba

Kigali, ku wa **08/11/2017**

(sé)
Dr. NGIRENTE Edouard
Minisitiri w'Intebe

(sé)
RWANYINDO KAYIRANGWA Fanfan
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubilika:

(sé)
BUSINGYE Johnston
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Kigali, on **08/11/2017**

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Prime Minister

(sé)
RWANYINDO KAYIRANGWA Fanfan
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° 111/03 du 08/11/2017 portant mission et fonctions, structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel du Ministère des Terres et des Forêts

Kigali, le **08/11/2017**

(sé)
Dr. NGIRENTE Edouard
Premier Ministre

(sé)
RWANYINDO KAYIRANGWA Fanfan
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°112/03 RYO KU WA 08/11/2017 RIGENA
INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO, IBISABWA KU
MYANYA Y'IMIRIMO, IMISHAHARA
N'IBINDI BIGENERWA ABAKOZI MURI
MINISITERI Y'URUBYIRUKO

PRIME MINISTER'S ORDER N° 112/03 OF
08/11/2017 DETERMINING MISSION AND
FUNCTIONS, ORGANISATIONAL
STRUCTURE, JOB PROFILES, SALARIES
AND FRINGE BENEFITS FOR
EMPLOYEES OF THE MINISTRY OF
YOUTH

ARRETE DU PREMIER MINISTRE N° 112/03
DU 08/11/2017 PORTANT MISSION ET
FONCTIONS, STRUCTURE
ORGANISATIONNELLE, PROFILS
D'EMPLOIS, SALAIRES ET AVANTAGES
ACCORDES AU PERSONNEL DU
MINISTERE DE LA JEUNESSE

ISHAKIRO

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ITEKA RYA MINISITIRI W'INTEBE N° 112/03 RYO KU WA 08/11/2017 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IBISABWA KU MYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'URUBYIRUKO

PRIME MINISTER'S ORDER N° 112/03 OF 08/11/2017 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, JOB PROFILES, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE MINISTRY OF YOUTH

ARRETE DU PREMIER MINISTRE N° 112/03 DU 08/11/2017 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE, PROFILS D'EMPLOIS, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DE LA JEUNESSE

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

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

Inama y'Abaminisitiri yateranye ku wa 12/09/2017 imaze kubisuzuma no kubyemeza;

ATEGETSE:

Ingingo ya mbere: Icyo iri teka rigamije

Iri teka rigena inshingano, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya

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;

On proposal by the Minister of Public Service and Labour;

After consideration and approval by the Cabinet, in its session of 12/09/2017;

HEREBY ORDERS:

Article One: Purpose of this Order

This Order determines mission and functions, Organizational structure, job profiles, salaries and

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;

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

Après examen et adoption par le Conseil des Ministres, en sa séance du 12/09/2017;

ARRETE:

Article premier: Objet du présent arrêté

Le présent arrêté porte mission et fonctions, structure organisationnelle, profils d'emplois,

y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Urubyiruko (MINIYOUTH).

fringe benefits for employees for the Ministry of Youth (MINIYOUTH).

salaires et avantages accordés au personnel du Ministère de la Jeunesse (MINIYOUTH).

Ingingo ya 2: Inshingano

Minisiteri y'Urubyiruko ifite inshingano rusange yo gushyiraho uburyo bunoze no gufasha urubyiruko gutera imbere mu bijyanye n'ubukungu, imibereho myiza ndetse no kwimakaza imyitwarire mbonezabupfura.

Article 2: Mission and functions

The general mission of the Ministry of Youth is to create an enabling environment, act as a catalyst and facilitate the promotion and empowerment of youth economically, socially and ethics values.

Article 2: Mission et fonctions

Le Ministère de la Jeunesse a pour mission générale de créer un environnement propice, de servir comme catalyseur et facilitateur pour la promotion et le développement socio-économique de jeunes et le renforcement de leurs valeurs éthiques.

By'umwihariko Minisiteri y'Urubyiruko ishinzwe ibi bikurikira:

Specifically, the Ministry of Youth is responsible for:

Particulièrement, le Ministère de la Jeunesse est chargé de:

1 ° gushyiraho no kumenyekanisha politiki, amategako, ingamba na gahunda bijyanye n'urubyiruko binyujijwe mu:

1 ° developing and disseminating the sector policies, laws, strategies and programs for youth through:

1 ° développer et diffuser les politiques, lois, stratégies et programmes sectoriels de la jeunesse à travers:

a. gushyiraho politiki, ingamba na gahunda ziteza imbere ubukungu, imibereho myiza kandi zimakaza imyitwarire mbonezabupfura;

a. elaboration of policies, strategies and programs contributing to youth socio-economic empowerment and ethical values nurturing;

a. l'élaboration des politiques, stratégies et programmes qui contribuent au développement socio-économique des jeunes et au renforcement de leurs valeurs éthiques;

b. gushyiraho gahunda z'uburere zigamije gutoza urubyiruko kwimakaza imibereho myiza no kugira uruhare mw'iterambere ry'aho batuye;

b. developing socio-educational programs to ensure the mentoring for youth social development and community engagement;

b. l'élaboration des programmes socio-éducatifs susceptibles d'assurer l'encadrement de la jeunesse et leur engagement dans la société;

c. gutegura imishinga yibanda ku rubyiruko hagamijwe guhanga imirimo;

c. developing projects with aim of creating jobs for youth;

c. le développement des projets concernant la jeunesse en vue de la création d'emplois;

d. guteza imbere ibigo by'urubyiruko hagamijwe iterambere ry'ubukungu n'imibereho myiza y'urubyiruko;	d. the promotion of youth friendly centers for socio economic development;	d. la promotion de centres de jeunes pour le développement socio-économique;
2 ° gushyiraho amategeko agenga urwego rw'urubyiruko binyujijwe mu:	2 ° regulating the youth sector through:	2 ° réglementer le secteur de la jeunesse à travers:
a. gukorera ubuvugizi urubyiruko kugira ngo rugire uruhare mu iterambere ry'igihugu;	a. the advocacy for youth participation in the development of the country;	a. la plaidoirie en faveur de la participation des jeunes dans le développement du pays;
b. gushyiraho amategeko yerekeye ibikorwa by'urubyiruko no kuyamenyekanisha;	b. the elaboration of the rules applicable to youth activities and their dissemination;	b. l'élaboration des règles applicables aux activités des jeunes et propager ces règles;
c. guhuza ibikorwa bya Minisiteri na gahunda za Guverinoma;	c. the harmonization of the Ministry's activities with the Government's plans;	c. l'harmonisation des activités du Ministère avec les programmes du Gouvernement;
3 ° kubaka ubushobozi bw'inzego n'abakozi binyujijwe mu:	3 ° developing institutional and human resources capacities through:	3 ° développer les capacités institutionnelles et des ressources humaines à travers:
a. kubaka ubushobozi bw'inzego n'abakozi bakora muri gahunda z'urubyiruko;	a. capacity building of the institutional and human resources operating in youth sector;	a. le renforcement des capacités institutionnelles et des ressources humaines opérant dans les secteurs de la jeunesse;
b. gufasha mu gushyiraho inzego z'urubyiruko n'amashyirahamwe y'urubyiruko hamwe na gahunda zo kububakira ubushobozi;	b. facilitating of the establishment of youth structures and organizations as well as their capacity building mechanisms;	b. la facilitation de la mise en place des structures de la jeunesse et des organisations de développement ainsi que des mécanismes de renforcement de leurs capacités;

- | | | |
|---|---|---|
| <p>c. gushishikariza urubyiruko kwitabira gahunda za Leta;</p> | <p>c. engagement of youth to participate in Government programs;</p> | <p>c. l'engagement des jeunes pour participer aux programmes du Gouvernement;</p> |
| <p>d. guhuza ibikorwa byose biteza imbere urubyiruko byaba ibya leta cyangwa abandi bafatanyabikorwa;</p> | <p>d. coordinating all youth interventions from government institutions and other partners;</p> | <p>d. la coordination de toutes les interventions des institutions gouvernementales et autres partenaires en rapport avec la jeunesse.</p> |
| <p>e. gushyigikira gahunda n'ibikorwa bigamije iterambere mu bukungu n'imibereho myiza by'urubyiruko;</p> | <p>e. the promotion of initiatives, programs and activities contributing to socio-economic development of youth;</p> | <p>e. la promotion des initiatives, programmes et des activités qui contribuent au développement socioéconomiques des jeunes;</p> |
| <p>f. guteza imbere ubufatanye hagati y'urubyiruko haba imbere mu gihugu, mu karere no ku rwego mpuzamahanga ndetse no kubishishikariza urubyiruko rw'u Rwanda ruba mu mahanga;</p> | <p>f. the promotion of youth exchange programs at national, regional and international level and engaging Rwandan youth living abroad;</p> | <p>f. la promotion des programmes d'échange entre les jeunes au niveau national, régional et international ainsi que la participation des jeunes rwandais vivant à l'étranger.</p> |
| <p>4 ° gukurikirana no gusuzuma ishyirwa mu bikorwa rya politiki, ingamba na gahunda zo guteza imbere urubyiruko binyujijwe mu:</p> | <p>4 ° monitoring and evaluation of the implementation of national policies, strategies and programs to promote youth through:</p> | <p>4 ° faire le suivi et l'évaluation de la mise en œuvre des politiques, stratégies et programmes nationaux visant à promouvoir les jeunes à travers:</p> |
| <p>a. kugenzura politiki na gahunda bya Minisiteri bijyanye n'iterambere ry'urubyiruko no gufasha inzego mu kubishyira mu bikorwa mu buryo bukwiye;</p> | <p>a. overseeing policies and programs of the Ministry concerning youth development and assistance for their relevant and effective implementation;</p> | <p>a. la supervision des politiques et programmes du Ministère concernant le développement de la jeunesse et assistance pour leur mise en oeuvre de façon pertinente et efficace;</p> |
| <p>b. gushyiraho uburyo rusange bwo gukurikira no gusuzuma ibikorwa</p> | <p>b. development of an overall framework for monitoring and evaluating the</p> | <p>b. le développement d'un cadre global de suivi et d'évaluation des activités du</p> |

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bya Minisiteri n'iby'inzezo Minisiteri ireberera;	Ministry and institutions under its supervision;	Ministère et celles des institutions sous sa tutelle;
c. gushyiraho no gushyira mu bikorwa ibipimo ngenderwaho mu gusuzuma politiki, ingamba na gahunda bigamije iterambere ry'urubyiruko no guhuriza hamwe imibare ijyanye na byo iva mu turere;	c. setting up and implementation of indicators to evaluate the impact of the policies, strategies and programs on the development of youth and consolidation of the related data produced on these matters by the districts;	c. la mise en place et la mise en œuvre des indicateurs d'évaluation de l'impact des politiques, stratégies et programmes sur le développement de la jeunesse ainsi que la consolidation des données en provenance des districts;
d. gukora raporo z'igihe runaka na buri mwaka zishyikirizwa Guverinoma zerekana uruhare rwa za politiki, ingamba, gahunda n'imishyamba ku iterambere ry'urubyiruko;	d. preparation of periodic and annual reports to the Government on the impact of the policies, strategies, programs and projects on the development of youth;	d. la production des rapports périodiques et annuels soumis au Gouvernement sur l'impact des politiques, stratégies, programmes et projets sur le développement de la jeunesse;
5 ° kugenzura inzego zirebererwa na Minisiteri binyuze mu:	5 ° overseeing the institutions under its supervision through:	5 ° superviser les institutions sous-tutelle du Ministère à travers:
a. gutanga umurongo ngenderwaho muri gahunda runaka zigomba gushyirwa mu bikorwa n'inzezo zirebererwa na Minisiteri;	a. orientations on specific programs realized by the institutions under supervision;	a. l'orientation sur les programmes spécifiques réalisés par les institutions sous tutelle du Ministère;
b. kugenzura imikorere n'imicungire by'inzezo zirebererwa na Minisiteri;	b. supervision of the functioning and management of institutions under the Ministry;	b. la supervision du fonctionnement et de la gestion des institutions sous- tutelle du Ministère;
6 ° gushyiraho ibikenewe mu iterambere ry'urubyiruko binyuze mu:	6 ° mobilizing resources for the development of the youth through:	6 ° mobiliser des ressources pour le développement de la jeunesse à travers:

- | | | |
|---|---|---|
| a. gushaka umutungo wo guteza imbere urubyiruko no kugenzura uburyo uwo mutungo ukoreshwa; | a. mobilization of resources for development of youth and monitoring how they are used; | a. la mobilisation des ressources pour le développement des jeunes et la surveillance de leur utilisation; |
| b. guteza imbere ibikorwa byo korohera urubyiruko rugitangira imishinga ibyara inyungu n'abandi bafite ibikorwa bitanga imirimo ku rubyiruko; | b. promotion of incentives for young business starters and youth employment providers; | b. la promotion des stratégies d'incitation aux jeunes promoteurs d'entreprises et les fournisseurs d'emploi; |
| c. guteza imbere ubufatanye hagati y'inzego za Leta n'abikorera mu guhanga imirimo ku rubyiruko; | c. promotion of partnership between public and private sector to create jobs opportunities for youth; | c. la promotion du partenariat entre le secteur public et privé pour la création des opportunités d'emploi aux jeunes; |
| d. guteza imbere ubufatanye mu ishoramari ry'abikorera rigamije guteza imbere urubyiruko mu rwego rw'ubukungu n'imibereho myiza; | d. promotion of partnership with private investment for youth socio-economic development; | d. la promotion du partenariat et de l'investissement privé pour le développement socio-économique de la jeunesse; |
| e. guteza imbere ubufatanye kugira ngo abafatanyabikorwa bese basenyere umugozi umwe mu gukemura ibibazo biri mu rubyiruko. | e. establishment of partnerships to ensure all stakeholders are working together to address youth socio-economic needs. | e. l'établissement des partenariats pour s'assurer que tous les intervenants travaillent en collaboration pour répondre aux besoins socio-économiques de la jeunesse. |

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'Urubyiruko 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 Youth 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 de la Jeunesse sont respectivement en annexes I et II du présent arrêté.

Ingingo ya 4: Igenwa ry’umushahara

Imishahara y’abakozi ba Minisiteri y’Urubyiruko 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’Urubyiruko biri ku mugereka wa III w’iri teka.

Ingingo ya 5: Ibigize umushahara mbumbe

Umushahara mbumbe wa buri kwezi ku mukozo ukubiyemo iby’ingenzi bikurikira:

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

Indamunite y’urugendo ivugwa mu gika cya mbere cy’iyi ngingo, ntigenerwa abakozi bari ku nzego z’imirimo za “F” na “2.III” boroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze. Ntigenerwa kandi

Article 4: Determination of the salary

Salaries for employees of the Ministry of Youth 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 gross salary corresponding to each job position in the Ministry of Youth are in Annex III of this Order.

Article 5: 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;
- 4 ° State contribution for social security;
- 5 ° State contribution for medical care.

The transport allowance specified in Paragraph One of this Article shall not be granted to officials positioned on levels “F” and “2.III” whose transport is facilitated in accordance with Instructions of the Minister in charge of transport.

Article 4: Détermination du salaire

Les salaires accordés au personnel du Ministère de la Jeunesse 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 Jeunesse 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 ° l’indemnité de transport;
- 4 ° la contribution de l’Etat à la sécurité sociale;
- 5 ° la contribution de l’Etat aux soins médicaux.

L’indemnité de transport dont il est 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

abakozi bari ku rwego rwa “3” bagenerwa indamunite yihariye y’urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

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.

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

Article 6: Fringe benefits for the Permanent Secretary

Article 6: Avantages alloués au Secrétaire Permanent

Umunyamabanga Uhoraho muri Minisitiri y’Urubyiruko agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

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

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

1 ° amafaranga y’u Rwanda ibihumbi ijana (100.000 Frw) buri kwezi yo kwishyura itumanaho rya telefoni yo mu biro,

1 ° one hundred thousand Rwandan francs (Frw 100.000) per month for office land line communication allowance;

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

2 ° amafaranga y’u Rwanda ibihumbi ijana (100.000 Frw) buri kwezi y’itumanaho rya telefoni igendanwa ;

2 ° one hundred thousand Rwandan francs (Frw 100.000) per month for mobile phone communication allowance;

2 ° les frais de communication par téléphone portable équivalent à cent mille francs rwandais (100.000 Frw) par mois;

3 ° amafaranga y’u Rwanda angana n’ibihumbi magana abiri (200.000 Frw) buri kwezi yo kwakira abashyitsi mu kazi anyura kuri konti ya Minisitiri;

3 ° office entertainment allowance of two hundred thousand Rwandan francs (Frw 200.000) per month and transferred to the Ministry’s account;

3 ° les frais de représentation au service équivalent à deux cent mille francs rwandais (200.000 Frw) chaque mois et domiciliés au compte bancaire du Ministère;

4 ° koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n’ibintu mu nshingano ze.

4 ° transport facilitation in accordance with the Instructions of the Minister in charge of transport.

4 ° les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 7: Ibindi bigenerwa Umujyanama wa Minisitiri uri ku rwego rwa “2.III”

Umujyanama wa Minisitiri uri ku rwego rwa “2.III” agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

- 1 ° Umujyanama wa Minisitiri agenerwa kandi buri kwezi amafaranga y’itumanaho rya telefoni igendanwa angana n’ibihumbi mirongo irindwi y’u Rwanda (70.000 Frw);
- 2 ° koherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

Ingingo ya 8: Ibindi bigenerwa Abayobozi b’Amashami n’Abakozi bari ku rwego rw’imirimo rwa “3”

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

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

Article 7: Fringe benefits for Advisor to the Minister on “2.III” job classification level

The Minister on “2.III” job classification level is entitled to the following fringe benefits:

1. the advisor to the Minister is entitled to a mobile phone communication allowance of seventy thousand Rwandan francs (Frw 70,000) per month;
2. transport facilitation in accordance with the Instructions of the Minister in charge of transport.

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

Directors of Units and Officials on “3” job level are each entitled to fringe benefits as follows:

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

Article 7: Avantages alloués au Conseiller du Ministre au poste de niveau “2.III”

Le Conseiller du Ministre au poste de niveau “2.III” bénéficie des avantages suivants:

- 1 ° les frais 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.

Article 8: Avantages alloués aux Directeurs d’Unités et aux Cadres aux postes de niveau “3”

Les Directeurs d’Unités et Cadres aux postes de niveau “3” bénéficient chacun d’autres avantages comme suit :

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

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

Ingingo ya 9: Indamunite z'urugendo rw'imodoka

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

Ingingo ya 10: Abashinzwe gushyira mu bikorwa iri teka

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

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

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

Directors of Units on level "3.II" with a pool of public servants under their responsibilities in accordance with the organizational structure of the Ministry are also each entitled to an office telephone communication allowance of one hundred thousand Rwandan francs (Frw 100.000) per month.

Article 9: Mileage allowances

When Senior Officials on levels F and 2.III go on official mission inside the country by using their vehicles, the State pays them 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 Youth, the Minister of Infrastructure and the Minister of Finance and Economic Planning are entrusted with the implementation of this Order.

Article 11: Repealing provision

All prior provisions contrary to this Order are repealed.

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

Article 9: Indemnités kilométriques

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

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

Le Ministre de la Fonction Publique et du Travail, le Ministre de la Jeunesse, 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

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

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Ingingo ya 12: Igihe iri teka ritangira gukurikizwa

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

Kigali, ku wa **08/11/2017**

(sé)
Dr. NGIRENTE Edouard
Minisitiri w'Intebe

(sé)
RWANYINDO KAYIRANGWA Fanfan
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

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

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 **08/11/2017**

(sé)
Dr. NGIRENTE Edouard
Prime Minister

(sé)
RWANYINDO KAYIRANGWA Fanfan
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

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 **08/11/2017**

(sé)
Dr. NGIRENTE Edouard
Premier Ministre

(sé)
RWANYINDO KAYIRANGWA Fanfan
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République:

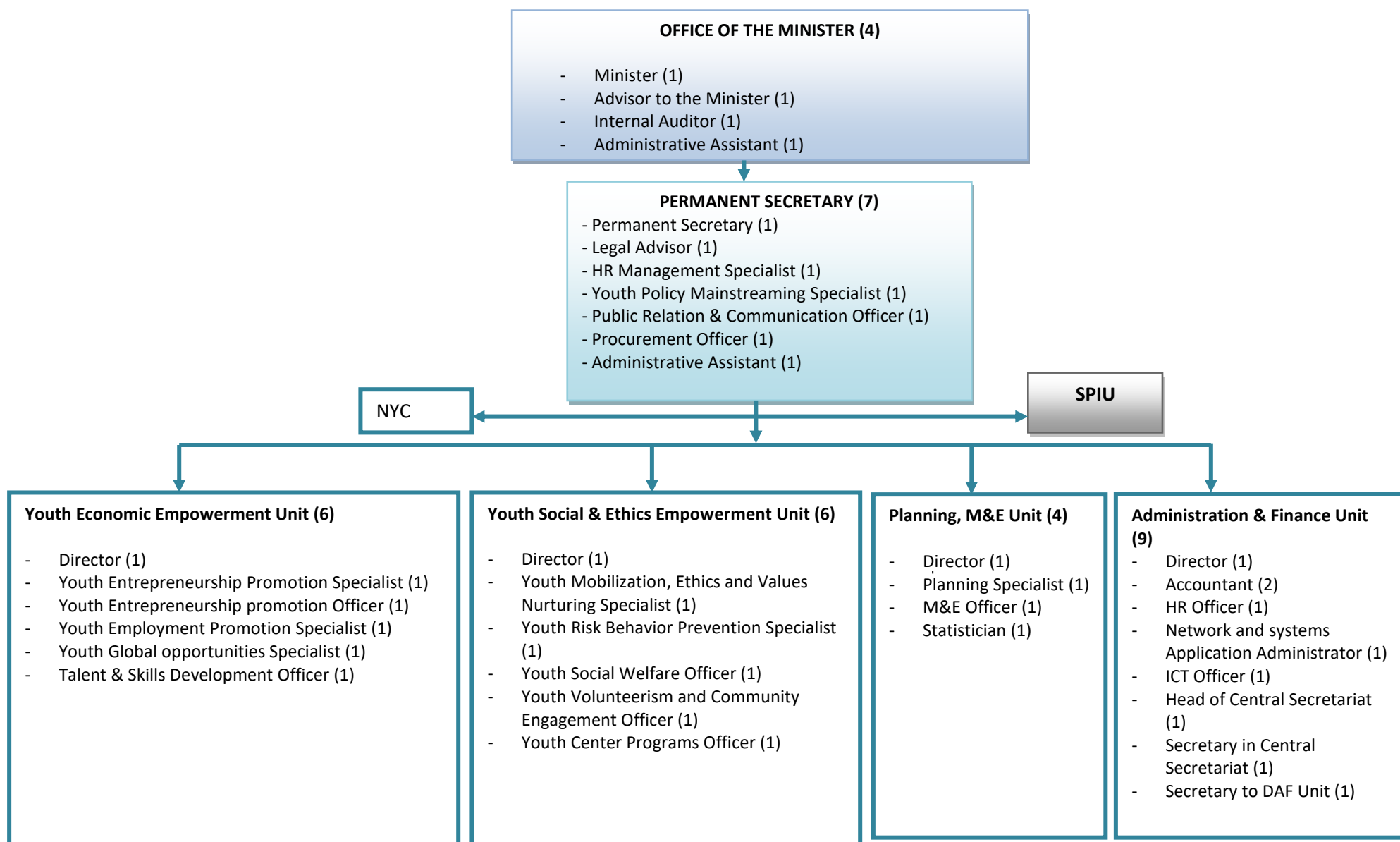
(sé)
BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N° 112/03 RYO
KU WA 08/11/2017 RIGENA
INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO, IBISABWA KU
MYANYA Y'IMIRIMO, IMISHAHARA
N'IBINDI BIGENERWA ABAKOZI MURI
MINISITERI Y'URUBYIRUKO

ANNEX I TO PRIME MINISTER'S
ORDER N°112/03 OF 08/11/2017
DETERMINING MISSION AND
FUNCTIONS, ORGANISATIONAL
STRUCTURE, JOB PROFILES,
SALARIES AND FRINGE BENEFITS
FOR EMPLOYEES OF THE MINISTRY
OF YOUTH

ANNEXE I A L'ARRETE DU PREMIER
MINISTRE N°112/03 DU 08/11/2017
PORTANT MISSION ET FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
PROFILS D'EMPLOIS, SALAIRES ET
AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DE LA
JEUNESSE

MINISTRY OF YOUTH (MINIYOUTH) ORGANIZATIONAL CHART 2017



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Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°112/03 ryo ku wa 08/11/2017 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisitiri y'Urubyiruko

Kigali, ku wa **08/11/2017**

(sé)
Dr. NGIRENTE Edouard
Minisitiri w'Intebe

(sé)
RWANYINDO KAYIRANGWA Fanfan
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° 112/03 of 08/11/2017 determining mission and functions, organisational structure, job profiles, salaries and fringe benefits for employees of the Ministry of Youth

Kigali, on **08/11/2017**

(sé)
Dr. NGIRENTE Edouard
Prime Minister

(sé)
RWANYINDO KAYIRANGWA Fanfan
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°112/03 du 08/11/2017 portant mission et fonctions, structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel du Ministère de la Jeunesse

Kigali, le **08/11/2017**

(sé)
Dr. NGIRENTE Edouard
Premier Ministre

(sé)
RWANYINDO KAYIRANGWA Fanfan
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° 112/03 RYO
KU WA 08/11/2017 RIGENA
INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO, IBISABWA KU
MYANYA Y'IMIRIMO, IMISHAHARA
N'IBINDI BIGENERWA ABAKOZI MURI
MINISITERI Y'URUBYIRUKO**

**ANNEX II TO PRIME MINISTER'S
ORDER N°112/03 OF 08/11/2017
DETERMINING MISSION AND
FUNCTIONS, ORGANISATIONAL
STRUCTURE, JOB PROFILES,
SALARIES AND FRINGE BENEFITS
FOR EMPLOYEES OF THE MINISTRY
OF YOUTH**

**ANNEXE II A L'ARRETE DU PREMIER
MINISTRE N°112/03 DU 08/11/2017
PORTANT MISSION ET FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
PROFILS D'EMPLOIS, SALAIRES ET
AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DE LA
JEUNESSE**

MINISTRY OF YOUTH-JOB PROFILES					
	Administrative Unit	Job Title	Title of job position linked with the job	Required qualification, Experience and Profiles	Number of Job Positions
	Office of the Minister	Minister	Minister	Political Appointee	1
		Advisor	Advisor to the Minister	A0 in Business Administration, Economics, Development Economics, Development Studies, Management, Law with 5 years of working experience; Or Master or Equivalent in Business Administration, Economics, Development Economics, Development Studies, Management, Law with 3 years of working experience Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Youth Development Framework - Good knowledge of government policy making and development processes; - Knowledge of the youth 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

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		Administrative Assistant	Administrative Assistant to the Minister	A1 in Secretarial Studies, Office Management with three years' experience or A0 in Public Administration, Management, Sociology, Law, communication Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Word Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage	1
		Internal Auditor	Internal Auditor	A0 in Finance, Accounting or Management with specialization in Finance/Accounting Key Technical Skills & Knowledge required: - Detailed knowledge of financial and Audit Standards, HR & Financial regulations, Procedures and Financial software; - Planning Skill; - High Analytical skills; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - Fluent in Kinyarwanda, English and/ or French; knowledge of all - is an advantage	1
	Sub total				4

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	Office of the PS	Permanent Secretary	Permanent Secretary	Political Appointee	1
		Youth Policy Mainstreaming	Youth Policy Mainstreaming Specialist	A0 in Public Policy, Development Studies, Political Studies, Economics, Sociology with 3 years of working experience; or Master or Equivalent in Public Policy, Development Studies, Political Studies, Economics, Sociology with one year of working experience. Key Technical Skills & Knowledge required: - Knowledge and experience in youth development issues. - Knowledge of policy analysis and strategies formulation - Quantitative analysis and evidence policy making - Analytical, problem-solving and critical thinking skills. - Good at handling and meeting deadlines. - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. - Able to work well with both internal and external clients. - Good presentation skills, and ability to communicate with various audiences, including end users, managers - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. - Strong attention to detail organizational skills.	1
		Administrative Assistant	Administrative Assistant to the PS	A1 in Secretarial Studies, Office Management with three years experience or A0 in Public Administration, Management, Sociology, Law, Communication Key Technical Skills & Knowledge required: - Office Management Skills;	1

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				- 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	
		Public Relations and Communication	Public Relations & Communication Officer	A0 in Communication, International Relations, Journalism, Marketing, Linguistics and Literature. Key technical skills and knowledge required: - Excellent communication skills both orally and in writing - Excellent interpersonal skills - Report writing and presentation skills - Computer skills - Creativity and initiative - Good organisational and time-management skills - Team working skills - Effective public relations and public speaking skills - Interviewing skills - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage	1
		Procurement	Procurement Officer	A0 in Procurement, Management, Accounting, Law, Public Finance, Economics Key Technical Skills & Knowledge required: - High Analytical Skills; - Negotiation Skills; - Knowledge of basic business and purchasing practices;	1

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				- 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.	
		Legal Advisor	Legal Advisor	A0 in law with 3 years of working experience; Or Master's Degree or Equivalent in Law with one year working experience Knowledge and technical skills required: - Knowledge of Substantive Law and Legal Procedures; - Contract Drafting skills - Report writing and presentation skills; - Analytical and problem solving; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage	1
		HRM Specialist	HRM Specialist	A0 in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Specialization Human Resource Management with 3 years of working experience or Master's Degree in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Specialization in Human Resource Management with one year working experience.	1

				Knowledge and technical skills required: - Deep knowledge of Rwandan Public Service and Labor Law; - Knowledge in Conflict Management; - Knowledge of Human Resources Concepts, Practices, Policies and Procedures; - Problem Solving Skills; - Computer Skills; - Judgement and Decision Making Skills; - Time Management Skills; - Interview Skills; - High Analytical Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/or French knowledge of all is an advantage	
	Sub total				7
	Youth Economic Empowerment Unit	Director of Unit	Director of Youth Economic Empowerment Unit	A0 in Economics, Development Studies, Business Administration, Development Studies, Rural Development, Project management, Strategy Development, planning with 3 years of working experience; Or Master's Degree or Equivalent in Economics, Development Studies, Business Administration, Development Studies, Rural Development, Project management, Strategy Development, Planning with 1 year of working experience. Key technical skills and knowledge: - Leadership and management skills; - Knowledge of results based management, - Extensive knowledge and understanding of the Youth Development Framework - Logical framework approach, - Quantitative Analysis Skills	1

				- Labour Economics Skills - Entrepreneurship Skills - Public Policy Making and Analysis Process - Strategic planning processes and tools; - organisational skills; - Coordination skills - Communication skills; - knowledge in monitoring and evaluation systems; - Computer skills; - -Time management skills; - -Team working skills; - -Judgement and decision making skills; - -Complex problem solving; - -High analytical skills ; Project Design& Management - -Fluent in Kinyarwanda, English and / French, knowledge of both is an advantage.	
		Youth Entrepreneurship Promotion	Youth Entrepreneurship Promotion Specialist	A0 in Economics, Development Studies, Business Administration, Entrepreneurship, Project Management, Strategy Development, Planning with 3 years of working experience; Or Master's Degree or Equivalent in Economics, Development Studies, Business Administration, Project management, Strategy Development, Planning, Entrepreneurship with one year working experience. Key technical skills and knowledge: - Entrepreneurship - and Job Creation Knowledge - Leadership and management skills; - -Knowledge of results based management, - -Logical framework approach, - Extensive knowledge and understanding of the Youth Development Framework - Strategic planning processes and tools;	1

				- organisational skills; - Coordination skills - Communication skills; - knowledge in monitoring and evaluation systems; - Computer skills; - Time management skills; - Team working skills; - Judgement and decision making skills; - Complex problem solving; - High analytical skills; - Project Design& Management - -Fluent in Kinyarwanda, English and / French, knowledge of both is an advantage	
		Youth Employment Promotion	Youth Employment Promotion Speciali	A0 in Economics, Labour Economics, Development Studies, Rural Development, Project Management, Strategy Development, Planning with 3 years of working experience; Or Master's Degree or Equivalent in Economics, Labour Economics, Development Studies, Rural Development, Project Management, Strategy Development, Planning with one year working experience. Key technical skills and knowledge: - Leadership and management skills; - Knowledge of results based management, - Logical framework approach, - Public Policy Making and Analysis Process - Quantitative Analysis Skills and Evidence Making - Entrepreneurship and Job Creation Skills - Strategic planning processes and tools; - organisational skills; - Coordination skills - Communication skills; - knowledge in monitoring and evaluation systems;	1

				- Computer skills; - Time management skills; - Team working skills; - Judgement and decision making skills; - Complex problem solving; - High analytical skills; Project Design& Management - Fluent in Kinyarwanda, English and / French, knowledge of both is an advantage	
		Youth Entrepreneurship Promotion	Youth Entrepreneurship Promotion Officer	A0 in Entrepreneurship, Business Administration, Finance, Banking, Economics, Development Studies, Rural Development, Project management. Key technical skills and knowledge: - Leadership and management skills; - Knowledge of results based management, - Logical framework approach, - Entrepreneurship and Job Creation Skills - Access to Finance Knowledge - Strategic planning processes and tools; - organisational skills; - Coordination skills - Communication skills; - knowledge in monitoring and evaluation systems; - Computer skills; - Time management skills; - Team working skills; - Judgement and decision making skills; - Complex problem solving; - High analytical skills; Project Design& Management - Fluent in Kinyarwanda, English and/French, knowledge of both is an advantage	1

		Youth Global Opportunities	Youth Global Opportunities Specialist	A0 in International Economics, Labour Economics, Economics, International Relations, Diplomacy, Development Studies, Business Administration, Development Studies with 3 years of working experience; Or Master's Degree or Equivalent in International Economics, Labour Economics, Economics, International Relations, Diplomacy, Development Studies, Business Administration, Development Studies with one year working experience. Key technical skills and knowledge: - Leadership and management skills; - Knowledge of results based management, - Extensive knowledge and understanding of the Youth Development Framework - Logical framework approach, - Negotiation Skills - Basic Law Skills - Strategic planning processes and tools; - Quantitative Skills and Evidence Policy Making - Entrepreneurship and Job Creation Knowledge - Labour Economics Skills - organisational skills; - Coordination skills - Communication skills; - knowledge in monitoring and evaluation systems; - Computer skills; - Time management skills; - Team working skills; - Judgement and decision making skills; - Complex problem solving; - High analytical skills; Project Design& Management - -Fluent in Kinyarwanda, English and / French, knowledge of both is an advantage	1
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		Talent & Skills Development	Talent & Skills Development Officer	A0 in Arts and Cultural Development, Psychology, Talent Development/Management, Sociology, Educational Development, Creativity. Key technical skills and knowledge: - Knowledge of arts and creativity industry - Skills and Talent Development - Career Development - Leadership and management skills; - Entrepreneurship and Job Creation Knowledge - Knowledge of results based management, logical framework approach, - strategic planning processes and tools; - Psychological Skills; - Organisational skills; - Communication skills; - -knowledge in monitoring and evaluation systems; - Computer skills; - Time management skills; - Team working skills; - Judgement and decision making skills; - Complex problem solving; - High analytical skills; Project Design& Management -Fluent in Kinyarwanda, English and / French, knowledge of both is an advantage	1
	Sub total				6
	Youth Social& Ethics Empowerment Unit	Director of Unit	Director of Youth Social& Ethics Empowerment Unit	A0 in Sociology, Public Administration, Social Work, Psychology, Education Sciences, Economics, Development Studies, Development Studies, Clinical Psychology with 3 years of working experience; Or Master's Degree or Equivalent in Sociology, Public Administration, Social Work, Psychology, Education Sciences, Economics, Development Studies,	1

				Development Studies, Clinical Psychology with one year working experience. Key technical skills and knowledge: - Leadership and management skills; - Knowledge of results based management, - Logical framework approach, - Extensive knowledge and understanding of the Youth Development Framework - Strategic planning processes and tools; - Organisational skills - Mobilization Skills - Coordination skills - Communication skills; - knowledge in monitoring and evaluation systems; - Knowledge of Rwandan Ethics and Values - Computer skills; - Time management skills; - Team working skills; - Judgement and decision making skills; - Complex problem solving; - High analytical skills; Project Design& Management - Fluent in Kinyarwanda, English and / French, knowledge of both is an advantage	
		Youth Social Welfare	Youth Social Welfare Officer	A0 in Sociology, Social Work, Psychology, Clinical Sociology Key technical skills and knowledge: - Leadership and management skills; - Knowledge of results based management, - Sociology, Social Work, Psychology, Clinical Sociology - Logical framework approach,	1

				- Strategic planning processes and tools; - organisational skills; - Coordination skills - Mobilization Skills - Communication skills; - knowledge in monitoring and evaluation systems; - Computer skills; - Time management skills; - Team working skills; - Judgement and decision making skills; - Complex problem solving; - High analytical skills; Project Design& Management - Fluent in Kinyarwanda, English and / French, knowledge of both is an advantage	
		Youth Mobilization & Ethics and Values Nurturing	Youth Mobilization & Ethics and Values Nurturing Specialist	A0 in Sociology, Social Work, Psychology, Political Sciences, Conflict Management with 3 years of working experience or Masters in Sociology, Social Work, Psychology, Political Sciences, Conflict Management with one year working experience Key technical skills and knowledge: - Leadership and management skills; - Knowledge of results based management, logical framework approach, - Extensive knowledge and understanding of the Youth Development Framework - strategic planning processes and tools; - Psychological Skills; - organisational skills; - Communication skills; - knowledge in monitoring and evaluation systems; - Knowledge of Rwandan Ethics and Values - Computer skills;	1

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				- Time management skills; - Team working skills; - Judgement and decision making skills; - Complex problem solving; - High analytical skills; Project Design& Management - Fluent in Kinyarwanda, English and / French, knowledge of both is an advantage	
		Youth Risk Behavior Prevention Officer	Youth Risk Behavior Prevention specialist	A0 in Sociology, Social Work, Psychology, Education Sciences, Public Health with 3 years working experience; or Master's Degree or equivalent in sociology, Social Work, Psychology, Clinical Sociology with one year working experience Key technical skills and knowledge: - Leadership and management skills; - Knowledge of results based management, logical framework approach, - Planning processes and tools; - Psychological Skills; - organisational skills; - Mobilization Skills - Communication skills; - knowledge in monitoring and evaluation systems; - Computer skills; - Time management skills; - Team working skills; - Judgement and decision making skills; - Complex problem solving; - High analytical skills; Project Design& Management - Fluent in Kinyarwanda, English and / French, knowledge of both is an advantage	1

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		Youth Volunteerism and Community Engagement	Youth Volunteerism and Community Engagement Officer	A0 in Political Sciences, Public administration, Administrative Sciences, Social Works, Economics, Development Studies, Project management, Education Science, Psychology, Sociology Key technical skills and knowledge: - Leadership and management skills; - Planning processes and tools; - Organisational skills; - Knowledge on volunteerism - Community Development - Mobilization - Communication skills; - knowledge in monitoring and evaluation systems; - Knowledge of Rwandan Ethics and Values - Computer skills; - Time management skills; - Team working skills; - Judgement and decision making skills; - Complex problem solving; - High analytical skills; Project Design& Management - -Fluent in Kinyarwanda, English and / French, knowledge of both is an advantage	1
		Youth Center Programs Officer	Youth Center Programs Officer	A0 in Business Administration; Administrative Sciences, Sociology, Economics, Development Studies, Project Management Key technical skills and knowledge: - Leadership and management skills; - Knowledge of results based management, logical framework approach, - Strategic planning processes and tools;	1

				- Psychological Skills; - Organisational skills; - Communication skills; - Knowledge in monitoring and evaluation systems; - Knowledge of Rwandan Ethics and Values - Computer skills; - Time management skills; - Team working skills; - Judgement and decision making skills; - Complex problem solving; - High analytical skills; Project Design& Management - Fluent in Kinyarwanda, English and / French, knowledge of both is an advantage	
	Sub total				6
	Planning, M&E Unit	Director of Unit	Director of Planning ,M&E Unit	A0 in Economics, Development Studies, Strategic Management, Project Management, Management, Business Administration with 3 years of working experience or Master's Degree or Equivalent in Management, Economics, Development Studies, Strategic Management, Project Management, Business Administration with 1 year of working experience. Key Technical Skills & Knowledge required: - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Impact assessment and evaluation knowledge - Quantitative skills - Project Design and analytical skills - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals;	1

				- 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	
		Planning Specialist	Planning Specialist	A0 in Economics, Development Studies, Strategic Management, Project Management, Management, Business Administration with 3 years of working experience or Master's Degree or Equivalent in Management, Economics, Development Studies, Strategic Management, Project Management, Business Administration Key Technical Skills & Knowledge required: - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Impact assessment and evaluation knowledge - Quantitative skills - Project Design and analytical skills - 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;	1

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				- 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	
		M & E Officer	M & E Officer	A0 in Economics, Project Management, Management, Development Studies, Business Administration Key Technical Skills & Knowledge required: - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Knowledge of Impact Evaluation concepts - 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
		Statistician	Statistician	A0 in Statistics, Applied Mathematics, Economics	1

				Key Technical Skills & Knowledge required: - Deep understanding of Research Methodologies and Statistics Concepts; - Diagnostic Information Gathering - Identifying the information needed to clarify a situation or subject from appropriate sources using skillful questioning to draw out the information - Knowledge of various statistical software packages (advanced Microsoft Excel, SPSS, STATA) - 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; - High analytical Skills;	
	Sub total				4
	Finance & Administration Unit	Director of Unit	Director of Administration and Finance Unit	Accounting Professional Qualification recognised by IFAC (ACCA, CPA); Or A0 Public Finance, Finance, Accounting or Management with specialization in Finance/Accounting with 3 years of working experience Key Technical Skills & Knowledge required: - 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;	1

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				- 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	
		Accounting	Accountant	A0 in Accounting, Public Finance, Management specialised in Accounting or Finance; Or Accounting Professional Qualification recognised by IFAC (ACCA, CPA). Key Technical Skills & Knowledge required: - Knowledge of cost analysis techniques; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in - Financial software (SMART IFMIS); - Judgment & Decision Making Skills; - Knowledge to analyse complex financial information & Produce reports; - Deep understanding of financial accounts; - High Analytical Skills - Interpersonal skills; - Time management Skills - Complex Problem solving; - Flexibility Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2
		Human Resources Officer	Human Resources Officer	A0 in Human Resource Management, Management, Public Administration, Administrative Sciences	1

				Key Technical Skills & Knowledge required: - Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources; - Knowledge in the Development of Human Resources Policies and procedures - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	
		Network and Systems Administrator	Network and Systems Application Administrator	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (.NET),LAMP/WAMP Framework or MCITP are an added advantage Key Technical Skills & Knowledge required: - Knowledge of Rwanda's ICT policies and strategies;	1

				- 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.	
		ICT Officer	ICT Officer	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (.NET),LAMP/WAMP Framework or MCITP are an added advantage Key Technical Skills & Knowledge required: - Knowledge of Rwanda's ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems - Proficient in Microsoft Office products - Proficient in basic networking protocols and standards	1

				- 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.	
		Central Secretariat	Head of Central Secretariat	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 Key Technical Skills & Knowledge required: - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

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		Secretary	Secretary in Central Secretariat	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
		Secretary	Secretary to DAF Unit	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Sub total				9
	Grand Total				36

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Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 112/03 ryo ku wa 08/11/2017 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Urubyiruko

Kigali, ku wa 08/11/2017

(sé)
Dr. NGIRENTE Edouard
Minisitiri w'Intebe

(sé)
RWANYINDO KAYIRANGWA Fanfan
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° 112/03 of 08/11/2017 determining mission and functions, organisational structure, job profiles, salaries and fringe benefits for employees of the Ministry of Youth

Kigali, on 08/11/2017

(sé)
Dr. NGIRENTE Edouard
Prime Minister

(sé)
RWANYINDO KAYIRANGWA Fanfan
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° 112/03 du 08/11/2017 portant mission et fonctions, structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel du Ministère de la Jeunesse

Kigali, le 08/11/2017

(sé)
Dr. NGIRENTE Edouard
Premier Ministre

(sé)
RWANYINDO KAYIRANGWA Fanfan
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

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UMUGEREKA WA III W'ITEKA RYA
MINISITIRI W'INTEBE N°112/03 RYO KU
WA 08/11/2017 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IBISABWA KU MYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI
MINISITERI Y'URUBYIRUKO

ANNEX III TO PRIME MINISTER'S
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DETERMINING MISSION AND
FUNCTIONS, ORGANISATIONAL
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SALARIES AND FRINGE BENEFITS FOR
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YOUTH

ANNEXE III A L'ARRETE DU
PREMIER MINISTRE N° 112/03 DU
08/11/2017 PORTANT MISSION ET
FONCTIONS, STRUCTURE
ORGANISATIONNELLE, PROFILS
D'EMPLOIS, SALAIRES ET
AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DE LA
JEUNESSE

MINIYOUTH SALARY STRUCTURE 2017

POST	I.V	Level	Index	Basic Salary	Gross Salary (Rwf/Month)
Permanent Secretary	441	F	2869	1,265,229	1,617,505
Advisor to the Minister	400	2.III	1890	756,000	1,085,309
Director of Administration & Finance Unit	400	3.II	1369	547,600	786,131
Director of Planning, Monitoring and Evaluation Unit	400	3.II	1369	547,600	814,962
Director of Youth Economic Empowerment Unit	400	3.II	1369	547,600	814,962
Director of Youth Social & Ethics Empowerment Unit	400	3.II	1369	547,600	814,962
HR Management Specialist	400	3.II	1369	547,600	786,131
Legal Advisor	400	3.II	1369	547,600	786,131
Youth Entrepreneurship Promotion Specialist	400	3.II	1369	547,600	786,131
Youth Employment Promotion Specialist	400	3.II	1369	547,600	786,131
Youth Global opportunities Specialist	400	3.II	1369	547,600	786,131
Youth Mobilization, Ethics and Values Nurturing Specialist	400	3.II	1369	547,600	786,131
Youth Risk Behavior Prevention Specialist	400	3.II	1369	547,600	786,131
Youth Policy Mainstreaming Specialist	400	3.II	1369	547,600	786,131
Planning Specialist	400	3.II	1369	547,600	786,131
Youth Social Welfare Officer	350	4.II	1141	399,350	567,590
Youth Center Programs Officer	350	4.II	1141	399,350	567,590
Youth Entrepreneurship Promotion Officer	350	4.II	1141	399,350	567,590
Talent & Skills Development Officer	350	4.II	1141	399,350	567,590
Youth Volunteerism and Community Engagement Officer	350	4.II	1141	399,350	567,590
Human Resources Officer	350	4.II	1141	399,350	567,590
Network & Systems Application Administrator	350	4.II	1141	399,350	567,590
ICT Officer	350	4.II	1141	399,350	567,590
Monitoring & Evaluation Officer	350	4.II	1141	399,350	567,590
Public Relations & Communication Officer	350	4.II	1141	399,350	567,590
Statistician	350	4.II	1141	399,350	567,590
Accountant	350	5.II	951	332,850	473,075
Administrative Assistant to the Minister	350	5.II	951	332,850	473,075
Administrative Assistant to the PS	350	5.II	951	332,850	473,075
Internal Auditor	350	5.II	951	332,850	473,075
Procurement Officer	350	5.II	951	332,850	473,075
Head of Central Secretariat	350	7.II	660	231,000	328,317
Secretary in Central Secretariat	350	8.II	508	177,800	252,705
Secretary to DAF Unit	350	8.II	508	177,800	252,705

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Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°112/03 ryo ku wa 08/11/2017 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisitiri y'Urubyiruko

Kigali, ku wa **08/11/2017**

(sé)

Dr. NGIRENTE Edouard
Minisitiri w'Intebe

(sé)

RWANYINDO KAYIRANGWA Fanfan
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°112/03 of 08/11/2017 determining mission and functions, organisational structure, job profiles, salaries and fringe benefits for employees of the Ministry of Youth

Kigali, on **08/11/2017**

(sé)

Dr. NGIRENTE Edouard
Prime Minister

(sé)

RWANYINDO KAYIRANGWA Fanfan
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°112/03 du 08/11/2017 portant mission et fonctions, structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel du Ministère de la Jeunesse

Kigali, le **08/11/2017**

(sé)

Dr. NGIRENTE Edouard
Premier Ministre

(sé)

RWANYINDO KAYIRANGWA Fanfan
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°113/03 RYO KU WA 08/11/2017 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IBISABWA KU MYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'IKORANABUHANGA N'ITUMANAHU

PRIME MINISTER'S ORDER N° 113/03 OF 08/11/2017 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, JOB PROFILES, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE MINISTRY OF INFORMATION TECHNOLOGY AND COMMUNICATION

ARRETE DU PREMIER MINISTRE N° 113/03 DU 08/11/2017 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE, PROFILS D'EMPLOIS, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DE LA TECHNOLOGIE DE L'INFORMATION ET DE LA COMMUNICATION

ISHAKIRO

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Ingingo ya 7: Ibindi bigenerwa Abayobozi Bakuru n'Umujyanama wa Minisitiri bari ku rwego rwa "2.III"

Article 7: Fringe benefits for Director Generals and Advisor to the Minister on "2.III" job level

Article 7: Avantages alloués aux Directeurs Généraux et au Conseiller du Ministre aux postes de niveau "2.III"

Ingingo ya 8: Ibindi bigenerwa Abayobozi b'Amashami 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 aux Cadres aux postes de niveau "3"

Ingingo ya 9: Indamunite z’urugendo rw’imodoka

Article 9: Mileage allowances

Article 9: Indemnités kilométriques

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Article 11: Disposition abrogatoire

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Article 12: Commencement

Article 12: Entrée en vigueur

ITEKA RYA MINISITIRI W'INTEBE N° 113/03 RYO KU WA 08/11/2017 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IBISABWA KU MYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'IKORANABUHANGA N'ITUMANAHU

PRIME MINISTER'S ORDER N°113/03 OF 08/11/2017 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, JOB PROFILES, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE MINISTRY OF INFORMATION TECHNOLOGY AND COMMUNICATION

ARRETE DU PREMIER MINISTRE N° 113/03 DU 08/11/2017 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE, PROFILS D'EMPLOIS, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DE LA TECHNOLOGIE DE L'INFORMATION ET DE LA COMMUNICATION

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'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;

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

Inama y'Abaminisitiri yateranye ku wa 12/09/2017 imaze kubisuzuma no kubyemeza;

ATEGETSE:

Ingingo ya mbere: Icyo iri teka rigamije

Iri teka rigena inshingano, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara

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;

On proposal by the Minister of Public Service and Labour;

After consideration and approval by the Cabinet, in its session of 12/09/2017;

HEREBY ORDERS:

Article One: Purpose of this Order

This Order determines mission and functions, Organizational structure, job profiles, salaries and fringe benefits for employees of the Ministry of

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;

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

Après examen et adoption par le Conseil des Ministres, en sa séance du 12/09/2017;

ARRETE:

Article premier: Objet du présent arrêté

Le présent arrêté porte mission et fonctions, structure organisationnelle, profils d'emplois, salaires et autres avantages accordés au personnel du

n'ibindi bigenerwa abakozi muri Minisiteri y'Ikoranabuhanga n'Itumanaho (MITEC).	Information, Technology and Communication (MITEC).	Ministère de la Technologie de l'Information et de la Communication (MITEC).
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Ingingo ya 2: Inshingano

Minisiteri y'Ikoranabuhanga n'Itumanaho ifite inshingano yo kwita kuri gahunda z'Igihugu zihutirwa mu bijyanye n'iterambere ry'ubukungu no kugabanya ubukene ibinyujije mu gushyiraho no guhuza politiki na porogaramu zerekeye ikoranabuhanga n'itumanaho, n'izerekeye kubaka ubushobozi bw'abaturage.

Article 2: Mission and functions

The Ministry of Information, Technology and Communication has a mission of addressing national priorities for economic growth and poverty reduction through development and coordination of national technology and communication policies and programs as well as citizen's empowerment.

Article 2: Mission et fonctions

Le Ministère de la Technologie de l'Information et de la Communication a pour mission de soutenir les priorités nationales en rapport avec la croissance économique et la réduction de la pauvreté à travers l'élaboration et la coordination des politiques et programmes nationaux relatifs à la technologie et la communication ainsi qu'à travers le renforcement des capacités de citoyens.

By'umwihariko Minisiteri y'Ikoranabuhanga n'Itumanaho ishinze ibi bikurikira:

Specifically, the Ministry of Information, Technology and Communication is responsible for:

Particulièrement, le Ministère de la Technologie de l'Information et de la Communication est chargé de:

gushyiraho no kumenyekanisha politiki, ingamba na gahunda zijyanye n'ikoranabuhanga n'itumanaho;

developing and disseminating policies, strategies and programs for information technology and communication;

développer et diffuser les politiques, des stratégies et des programmes sectoriels concernant la technologie de l'information et de la communication;

gutegura imishinga yerekeye ikoranabuhanga n'itumanaho;

development of projects regarding information technology and communication;

développement des projets en rapport avec la technologie de l'information et de la communication;

gushyiraho amategeko akorehwa mu ikoranabuhanga mu itumanaho no kuyamenyekanisha;

the elaboration of the rules applicable to information technology and communication activities and their dissemination;

l'élaboration des règles applicables à la technologie de l'information et de la communication et la diffusion de ses règles;

kugira uruhare mu gushyiraho amabwiriza agenga ibikorwa bijyanye n'ikoranabuhanga n'Itumanaho;

the contribution in the elaboration of norms in information technology and communication related matters;

la contribution à l'élaboration de normes relatives à la technologie de l'information et de la communication;

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guteza imbere no gufasha mu iterambere ry'ikoranabuhanga n'itumanaho mu gutanga serivisi nziza;	promote and facilitate the development of the Information Technology and Communication for good service delivery;	promouvoir et faciliter le développement de la technologie de l'information et de la communication pour une bonne prestation des services;
kubaka ubushobozi mu ikoranabuhanga n'itumanaho;	promote capacity building in information technology and Communication;	promouvoir le renforcement des capacités en matière de la technologie de l'information et de la communication;
kubaka ubushobozi bw'inzego n'abakozi binyujijwe mu:	developing institutional and human resources capacities through:	développer les capacités institutionnelles et humaines à travers:
guteza imbere imikorere myiza n'umugaruro ufatika muri Minisiteri;	the promotion of quality service and performance improvement throughout the Ministry;	la promotion des services de qualité et l'amélioration des performances au sein du Ministère;
guteza imbere ibikorwa bigamije kubaka ubushobozi bw'abakozi mu rwego rwo kubyaza umugaruro ubumenyi bafite;	the development of the capacity building human resources initiatives relating to optimal use of knowledge;	le développement des initiatives de renforcement des capacités humaines relatives à l'utilisation optimale des connaissances;
kubaka ubushobozi bw'inzego n'abakozi bakora muri gahunda z'ikoranabuhanga n'itumanaho;	the capacity building of the institutional and human resources operating in technology and communication sectors;	le renforcement des capacités institutionnelles et humaines opérant dans les secteurs de la technologie et de la communication;
kugira inama za Minisiteri n'Ibigo bya Leta ku buryo bwo kubona ubumenyi bukwiye mu rwego rw'ikoranabuhanga n'itumanaho;	the advice to the Ministries and Public agencies for access to relevant domain knowledge and technology and communication sector expertise;	des conseils aux Ministères et aux établissements publics en ce qui concerne l'accès à la connaissance et à l'expertise du secteur de la technologie et de la communication;
gukurikirana no gusuzuma ishyirwa mu bikorwa rya politiki, ingamba na gahunda zo guteza imbere urubiruko n'ikoranabuhanga n'itumanaho binyujijwe mu:	monitoring and evaluation of the implementation of national policies, strategies and programs to promote technology and communication through:	faire le suivi et l'évaluation de la mise en œuvre des politiques, stratégies et programmes nationaux visant à la technologie et la communication à travers:
kugenzura no gusuzuma ishyirwa mu bikorwa rya za politiki na gahunda bya Minisiteri biyanye n'iterambere	the overseeing and the monitoring of policies and programmes of the Ministry concerning the promotion	la supervision et le suivi des politiques et programmes du Ministère concernant le

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ry'ikoranabuhanga n'itumanaho no gufasha inzego mu gushyira mu bikorwa izo politiki na gahunda;	of technology and communication and assistance for their relevant and effective implementation;	développement de la technologie de et de la communication et assistance pour leur mise en œuvre de façon pertinente et efficace;
gushyiraho uburyo rusange bwo gukurikira no gusuzuma ibikorwa bya by'inzego Minisiteri ireberera;	the development of an overall framework for monitoring and evaluating institutions under its supervision;	le développement d'un cadre global de suivi et d'évaluation des activités des institutions sous sa tutelle;
gushyiraho no gushyira mu bikorwa ibipimo ngenderwaho mu gusuzuma politiki, ingamba na gahunda bigamije iterambere ry'ikoranabuhanga n'itumanaho no guhuriza hamwe imibare ijyanye na byo iva mu Turere;	the setting up and implementation of indicators to evaluate the impact of the policies, strategies and programs on the development of technology and communication into the Country; and consolidation of the related data produced on these matters by the Districts;	la mise en place et la mise en œuvre des indicateurs d'évaluation de l'impact des politiques, stratégies et programmes sur le développement des secteurs de la technologie de et de la communication; ainsi que la consolidation des données en provenance des Districts;
gukora raporo nyuma y'igihe runaka na buri mwaka zishyikirizwa Guverinoma zerekana uruhare rwa za politiki, ingamba, gahunda n'imishinga ku iterambere ry'ikoranabuhanga n'itumanaho;	the preparation of periodic and annual reports to the Government on the impact of the policies, strategies, programs and projects on the development of the sectors and subsectors;	la production des rapports périodiques et annuels soumis au Gouvernement sur l'impact des politiques, stratégies, programmes et projets sur le développement des secteurs et des sous-secteurs;
kugenzura inzego zirebererwa na Minisiteri binyuze mu:	overseeing the institutions under supervision of the Ministry through:	superviser les institutions sous-tutelle du Ministère par:
gutanga umurongo ngenderwaho muri gahunda runaka zigomba gushyirwa mu bikorwa n'inzego zirebererwa na Minisiteri;	the orientations on specific programs realised by the institutions under supervision of the Ministry;	l'orientation sur les programmes spécifiques réalisés par les institutions sous tutelle du Ministère;
kugenzura imikorere n'imicungire by'inzego zirebererwa na Minisiteri;	the supervision of the functioning and management of institutions under the Ministry;	la supervision du fonctionnement et de la gestion des institutions sous- tutelle du Ministère;
' gushaka ibikenewe mu iterambere ry'ikoranabuhanga n'itumanaho binyuze mu:	' mobilizing resources for the development of information technology and communication sector through:	' mobiliser des ressources pour le développement de la technologie de l'information et de la communication à travers:

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gushaka umutungo mu guteza imbere ikoranabuhanga n'itumanaho mu bijyanye no gushaka ubumenyi, kubutanga no kubukoresha;

the mobilization of resources for technology and communication development relating to knowledge creation, transfer and utilization;

la mobilisation des ressources pour développer les programmes de la technologie et de la communication relatifs à la création des connaissances, leur transfert et leur utilisation;

guteza imbere ubufatanye n'ishoramari ry'abikorera mu guteza imbere ikoranabuhanga n'itumanaho habaye gufatanya na Minisiteri y'Ubucuruzi n'Inganda na Minisiteri y'Imari n'Igenamigambi;

the promotion of partnership and private investment in technology and communication development in collaboration with the Ministry of Trade and Industry and the Ministry of Finance and Economic Planning;

la promotion du partenariat et de l'investissement privé dans le développement de la technologie et de la communication en collaboration avec le Ministère du Commerce et de l'Industrie et le Ministère des Finances et de la Planification Economique;

gushyiraho ubufatanye kugira ngo abafatanyabikorwa bose bakore hamwe mu rwego rwo gukemura ibibazo mu ikoranabuhanga n'itumanaho mu byateza imbere ubukungu.

the establishment of partnerships to ensure that all stakeholders work in collaboration in order to address the technology and communication economic needs.

l'établissement des partenariats pour s'assurer que tous les intervenants travaillent en collaboration pour répondre aux besoins économiques de la technologie et de la communication.

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

Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo bya Minisiteri y'Ikoranabuhanga n'Itumanaho biri ku mugereka wa I n'uwa II y'iri teka.

The organizational structure and job profiles for the Ministry of Information, Technology and Communication are in annex I and II of this Order.

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

Ingingo ya 4: Igenwa ry'umushahara

Article 4: Determination of the salary

Article 4: Détermination du salaire

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

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

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

Urwego, umubare fatizo, agaciro k'umubare fatizo n'umushahara mbumbe bigendana na buri mwanya

The level, index value and gross salary corresponding to each job position in the Ministry of Information,

Le niveau, l'indice, la valeur indiciaire et le salaire brut correspondant à chaque emploi du Ministère de

w'umurimo muri Minisiteri y'Ikoranabuhanga n'Itumanaho biri ku mugereka wa III w'iri teka.

Technology and Communication are in annex III to this Order.

la Technologie de l'Information et de la Communication sont en annexe III du présent arrêté.

Ingingo ya 5: Ibigize umushahara mbumbe

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

umushahara fatizo;

indamunite y'icumbi;

indamunite y'urugendo;

inkunga ya Leta mu bwiteganyirize bw'umukozi;

inkunga ya Leta yo kuvuza umukozi.

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

Ingingo ya 6: Ibindi bigenerwa Umunyamabanga Uhoraho

Umunyamabanga Uhoraho muri Minisiteri y'Ikoranabuhanga n'Itumanaho agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

Article 5: Composition of the gross salary

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

basic salary;

housing allowance;

transport allowance;

State contribution for social security;

State contribution for medical care.

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

Article 6: Fringe benefits for the Permanent Secretary

The Permanent Secretary in the Ministry of Information, Technology and Communication is entitled to the following fringe benefits:

Article 5: Composition du salaire brut

Le salaire brut mensuel pour chaque agent comprend principalement:

le salaire de base;

l'indemnité de logement;

l'indemnité de transport;

la contribution de l'Etat à la sécurité sociale;

la contribution de l'Etat aux soins médicaux.

L'indemnité de transport dont il est 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.

Article 6: Avantages alloués au Secrétaire Permanent

Le Secrétaire Permanent au sein du Ministère de la Technologie de l'Information et de la Communication bénéficie des avantages suivants :

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amafaranga y'u Rwanda ibihumbi ijana (100.000 Frw) buri kwezi yo kwishyura itumanaho rya telefoni yo mu biro ;	one hundred thousand Rwandan francs (Frw 100.000) per month for office land line communication allowance;	les frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) par mois;
amafaranga y'u Rwanda ibihumbi ijana (100.000 Frw) buri kwezi y'itumanaho rya telefoni igendanwa ;	one hundred thousand Rwandan francs (Frw 100.000) per month for mobile phone communication allowance;	les frais de communication par téléphone portable équivalant à cent mille francs rwandais (100.000 Frw) par mois;
amafaranga y'u Rwanda angana n'ibihumbi magana abiri (200.000 Frw) buri kwezi yo kwakira abashyitsi mu kazi anyura kuri konti ya Minisitiri;	office entertainment allowance of two hundred thousand Rwandan francs (Frw 200.000) per month and transferred to the Ministry's account;	les frais de représentation au service équivalant à deux cent mille francs rwandais (200.000 Frw) chaque mois et domiciliés au compte bancaire du Ministère;
koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.	transport facilitation in accordance with the Instructions of the Minister in charge of transport.	les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.
<u>Ingingo ya 7: Ibindi bigenerwa Abayobozi Bakuru n'Umujiyanama wa Minisitiri bari ku rwego rwa "2.III"</u>	<u>Article 7: Fringe benefits for Director Generals and Advisor to the Minister on "2.III" job level</u>	<u>Article 7: Avantages alloués aux Directeurs Généraux et au Conseiller du Ministre aux postes de niveau "2.III"</u>
Abayobozi Bakuru n'Umujiyanama wa Minisitiri bagenerwa buri wese ibindi bibafasha gutunganya umirimo mu buryo bukurikira:	Director Generals and Advisor to the Minister are each entitled to fringe benefits as follows:	Les Directeurs Généraux et Conseiller du Ministre bénéficient chacun des avantages comme suivants:
Abayobozi Bakuru bagenerwa amafaranga y'itumanaho rya telefoni yo mu biro angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw) n'irya telefoni igendanwa angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw) buri kwezi;	Director Generals each are 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.	les Directeurs Généraux bénéficient chacun des frais de communication par téléphone de bureau équivalant à soixante-dix mille francs rwandais (70.000 Frw) et des frais de communication de téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 Frw) par mois ;
Umujiyanama wa Minisitiri agenerwa amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw).	the Advisor to the Minister is entitled to seventy thousand Rwandan francs (Frw 70,000) per month for mobile phone communication allowance.	le Conseiller du Ministre bénéficie des frais de communication par téléphone portable équivalant à

		soixante-dix mille francs rwandais (70.000 Frw) par mois;
koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.	transport facilitation in accordance with the Instructions of the Minister in charge of transport.	les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.
<u>Ingingo ya 8: Ibindi bigenerwa Abayobozi b'Amashami n'Abakozi bari ku rwego rw'imirimo rwa "3"</u>	<u>Article 8: Fringe benefits for Directors of Units and Officials on "3" job level</u>	<u>Article 8: Avantages alloués aux Directeurs d'Unités et aux Cadres aux postes de niveau "3"</u>
Abayobozi b'Amashami n'abakozi bari ku rwego rw'imirimo rwa "3" bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:	Directors of Units and Officials on "3" job level are each entitled to fringe benefits as follows:	Les Directeurs d'Unités et Cadres aux postes de niveau "3" bénéficient chacun d'autres avantages comme suit :
amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo itatu y'u Rwanda (30.000 Frw) buri kwezi;	thirty thousand Rwandan francs (Frw 30,000) per month for a mobile phone communication allowance;	les frais de communication par téléphone portable équivalant à trente mille francs rwandais (30.000 Frw) par mois;
indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.	a special transport allowance in accordance with the instructions of the Minister in charge for public service.	l'indemnité spéciale de transport conformément aux Instructions du Ministre ayant la fonction publique dans ses attributions.
Abayobozi b'Amashami bari ku rwego rw'imirimo rwa "3.II" bafite itsinda ry'abakozi ba Leta bayobora hashingiwe ku mbonerahamwe ya Minisitiri, bagenerwa kandi amafaranga ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi y'itumanaho rya telefoni yo mu biro.	Directors of Units on level "3.II" with a pool of public servants under their responsibilities in accordance with the organizational structure of the Ministry are also each entitled to an office telephone communication allowance of one hundred thousand Rwandan francs (Frw 100.000) per month.	Les Directeurs d'Unités aux postes de niveau "3.II" ayant des agents de l'Etat placés sous leurs responsabilités suivant la structure organisationnelle du Ministère, bénéficient également chacun des frais de communication par téléphone de bureau équivalant à cent mille francs Rwandais (100.000 Frw) par mois.
<u>Ingingo ya 9: Indamunite z'urugendo rw'imodoka</u>	<u>Article 9: Mileage allowances</u>	<u>Article 9: Indemnités kilométriques</u>
Iyo Abayobozi Bakuru bari ku rwego rwa F na 2.III bagiye mu butumwa imbere mu Gihugu bakoresheje	When Senior Officials on levels F and 2.III go on official mission inside the country by using their	Lorsque les hauts cadres aux postes de niveaux F et 2.III vont en missions officielles à l'intérieur du

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imodoka zabo, Leta ibagera indamunite y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

vehicles, the State pays them mileage allowances in accordance with Instructions of the Minister in charge of transport.

pays en utilisant leurs véhicules, l'Etat leur octroie des indemnités kilométriques conformément aux instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 10: Abashinzwe gushyira mu bikorwa iri teka

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri w'Ikoranabuhanga n'Itumanaho, Minisitiri w'Ibikorwa Remezo na Minisitiri w'Imari n'Igenamigambi bashinzwe gushyira mu bikorwa iri Teko.

Article 10: Authorites responsible for the implementation of this Order

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

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

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

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

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

Article 11: Repealing provision

All prior provisions contrary to this Order are repealed.

Article 11: Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

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 12: Commencement

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

Article 12: Entrée en vigueur

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

Official Gazette n °Special of 08/11/2017

Kigali, ku wa **08/11/2017**

(sé)
Dr. NGIRENTE Edouard
Minisitiri w'Intebe

(sé)
RWANYINDO KAYIRANGWA Fanfan
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 **08/11/2017**

(sé)
Dr. NGIRENTE Edouard
Prime Minister

(sé)
RWANYINDO KAYIRANGWA Fanfan
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 **08/11/2017**

(sé)
Dr. NGIRENTE Edouard
Premier Ministre

(sé)
RWANYINDO KAYIRANGWA Fanfan
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République:

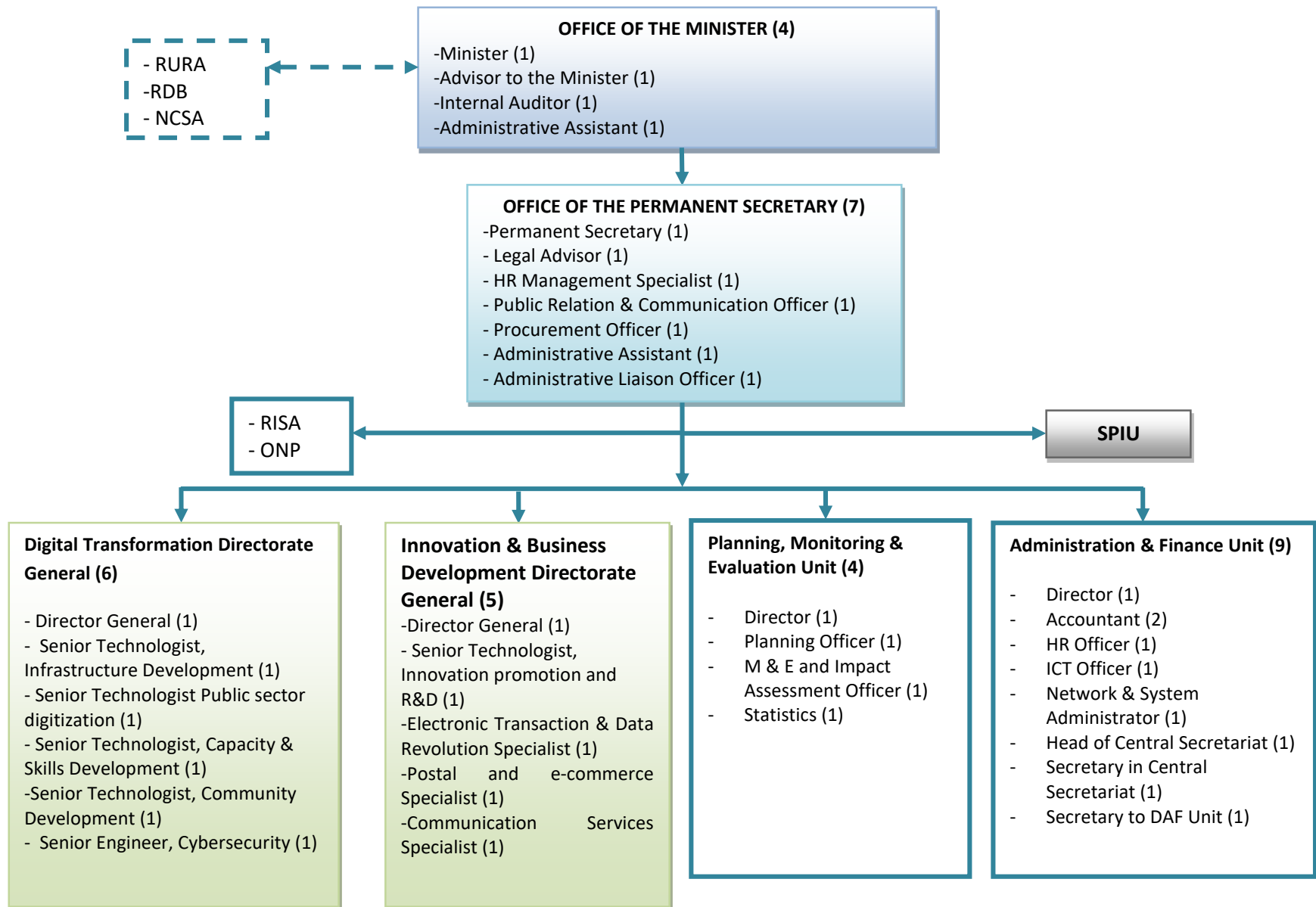
(sé)
BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I W' ITEKA RYA
MINISITIRI W'INTEBE N° 113/03 RYO
KU WA 08/11/2017 RIGENA
INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO, IBISABWA
KU MYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI BIGENERWA
ABAKOZI MURI MINISITERI
Y'IKORANABUHANGA
N'ITUMANAHU

ANNEX I TO PRIME MINISTER'S
ORDER N°113/03 OF 08/11/2017
DETERMINING MISSION AND
FUNCTIONS, ORGANISATIONAL
STRUCTURE, JOB PROFILES,
SALARIES AND FRINGE BENEFITS FOR
EMPLOYEES IN THE MINISTRY OF
INFORMATION TECHNOLOGY AND
COMMUNICATION

ANNEXE I A L'ARRETE DU PREMIER
MINISTRE N°113/03 DU 08/11/2017
PORTANT MISSION ET FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
PROFILS D'EMPLOIS, SALAIRES ET
AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DE LA
TECHNOLOGIE DE L'INFORMATION
ET DE LA COMMUNICATION

MINISTRY OF INFORMATION TECHNOLOGY & COMMUNICATION (MITEC) ORGANIZATIONAL CHART 2017



Official Gazette n° Special of 08/11/2017

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 113/03 ryo ku wa 08/11/2017 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisitiri y' Ikoranabuhanga n'Itumanaho

Kigali, ku wa **08/11/2017**

(sé)
Dr. NGIRENTE Edouard
Minisitiri w'Intebe

(sé)
RWANYINDO KAYIRANGWA Fanfan
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

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

Seen to be annexed to the Prime Minister's Order n° 113/03 of 08/11/2017 determining mission and functions, organizational structure, job profiles, salaries and fringe benefits for employees in the Ministry of Information Technology and Communication

Kigali, on **08/11/2017**

(sé)
Dr. NGIRENTE Edouard
Prime Minister

(sé)
RWANYINDO KAYIRANGWA Fanfan
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° 113/03 du 08/11/2017 portant mission et fonctions, structure organisationnelle, profils d'emploi, salaires et avantages accordés au personnel du Ministère de la Technologie de l'Information et de la Communication

Kigali, le **08/11/2017**

(sé)
Dr. NGIRENTE Edouard
Premier Ministre

(sé)
RWANYINDO KAYIRANGWA Fanfan
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° 113/03 RYO
KU WA 08/11/2017 RIGENA
INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO, IBISABWA KU
MYANYA Y'IMIRIMO, IMISHAHARA
N'IBINDI BIGENERWA ABAKOZI MURI
MINISITERI Y'IKORANABUHANGA
N'ITUMANAHU**

**ANNEX II TO PRIME MINISTER'S
ORDER N° 113/03 OF 08/11/2017
DETERMINING MISSION AND
FUNCTIONS, ORGANISATIONAL
STRUCTURE, JOB PROFILES,
SALARIES AND FRINGE BENEFITS
FOR EMPLOYEES IN THE MINISTRY
OF INFORMATION TECHNOLOGY
AND COMMUNICATION**

**ANNEXE II A L'ARRETE DU PREMIER
MINISTRE N° 113/03 DU 08/11/2017
PORTANT MISSION ET FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
PROFILS D'EMPLOIS, SALAIRES ET
AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DE LA
TECHNOLOGIE DE L'INFORMATION
ET DE LA COMMUNICATION**

MITEC JOB PROFILES 2017

Administrative Unit				Number of Job Positions
Office of the Minister	Minister	Minister	Political Appointee	1
	Advisor	Advisor to the Minister	A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering, Political Science, Public Administration, Management, Administrative Sciences, Development Studies, Marketing, Economics, Project Management, Public Policy with 5 years of working experience; Knowledge in A+, N+ and CCNA is an advantage; Or Master's Degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering, Political Science, Administrative Sciences, Public Administration, Management, Development Studies, Marketing, Economics, Project Management with 3 years of working experience; Knowledge in A+, N+ and CCNA is an advantage. <u>Key Technical Skills & Knowledge required:</u> - Extensive knowledge and understanding of ICT - Good knowledge of government policies; - Knowledge of youth sector policies, issues and programs; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills;	1

	Administrative Assistant	Administrative Assistant to the Minister	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (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
	Internal Auditor	Internal Auditor	A0 in Finance, Accounting or Management with specialization in Finance/Accounting Key Technical Skills & Knowledge required: - Detailed knowledge of financial and Audit Standards, HR & Financial regulations, Procedures and Financial software; - Planning Skill; - High Analytical skills; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
Sub total				4
Office of the PS	Permanent Secretary	Permanent Secretary	Political Appointee	1

	Administrative Assistant	Administrative Assistant to the PS	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Management, Sociology, Social Work, Law <u>Key Technical Skills & Knowledge required:</u> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Word Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage	1
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	Public Relations and Communication	Public Relations & Communication Officer	A0 in Communication, International Relations, Journalism, Marketing, Linguistics and Literature. <u>Key technical skills and knowledge required:</u> - Excellent communication skills both orally and in writing - Excellent interpersonal skills - Report writing and presentation skills - Computer skills - Creativity and initiative - Good organisational and time-management skills - Teamworking skills - Effective public relations and public speaking skills - Interviewing skills - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage	1
	Procurement	Procurement Officer	A0 in Procurement, Management, Accounting, Law, Public Finance, Economics <u>Key Technical Skills & Knowledge required:</u> - High Analytical Skills; - Negotiation Skills; - Knowledge of basic business and purchasing practices; - Excellent Communication Skills; - Knowledge of state contracting laws, regulations and procedures; - Knowledge of grades, qualities, supply and price trends of commodities; - Time Management Skills; - Decision making Skills; - Computer Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1

	Legal Advisor	Legal Advisor	A0 in law with 3 years of working experience; Or Master's Degree or Equivalent in Law with 1 year working experience. <u>Knowledge and technical skills required:</u> - Knowledge of Substantive Law and Legal Procedures; - Report writing and presentation skills; - Analytical and problem solving; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage	1
	Administrative Liaison Officer	Administrative Liaison Officer	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

	HRM Specialist	HRM Specialist	A0 in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Specialization in Human Resource Management with 3 years of working experience or Master's Degree in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Specialization in Human Resource Management <u>Knowledge and technical skills required:</u> - Deep knowledge of Rwandan Public Service and Labor Law; - Knowledge in Conflict Management; - Knowledge of Human Resources Concepts, Practices, Policies and Procedures; - Problem Solving Skills; - Computer Skills; - Judgement and Decision Making Skills; - Time Management Skills; - Interview Skills; - High Analytical Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/or French ;knowledge of all is an advantage	1
Sub total				7

Digital Transformation Directorate General	Director General	Director General of Digital Transformation	A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 5 years of working experience, Knowledge in A+, N+ and CCNA is an advantage; Or Master's Degree or Equivalent in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 3 years of working experience, Knowledge in A+, N+ and CCNA is an advantage; <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Research and development 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; - Planning and Coordination skills; - 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 a - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
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	ICT Infrastructure Development	Senior Technologist, Infrastructure Development	A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 3 years of working experience, Knowledge in A+, N+ and CCNA is an advantage; Or Master's Degree or Equivalent in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 1 year of working experience, Knowledge in A+, N+ and CCNA is an advantage; <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Research and development 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; - Planning and Coordination skills; - 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 a - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
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	Public Sector Digitization	Senior Technologist Public Sector Digitization	A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 3 years of working experience, Knowledge in A+, N+ and CCNA is an advantage; Or Master's Degree or Equivalent in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 1 year of working experience, Knowledge in A+, N+ and CCNA is an advantage; <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Research and development 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; - Planning and Coordination skills; - 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 a - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
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	ICT Skills Development Senior Technologist	Senior Technologist , Capacity skills Development (1)	A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 3 years of working experience, Knowledge in A+, N+ and CCNA is an advantage; Or Master's Degree or Equivalent in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 1 year of working experience, Knowledge in A+, N+ and CCNA is an advantage; Key Technical Skills & Knowledge required: - Knowledge of Research and development 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; - Planning and Coordination skills; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
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	Community Development	Senior Technologist, Community Development	A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 3 years of working experience, Knowledge in A+, N+ and CCNA is an advantage; Or Master's Degree or Equivalent in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 1 year of working experience, Knowledge in A+, N+ and CCNA is an advantage; Key Technical Skills & Knowledge required: - Knowledge of Research and development 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; - Planning and Coordination skills; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
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	Cybersecurity	Senior Engineer, Cybersecurity	A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 3 years of working experience, Knowledge in A+, N+, Security+, Linux+, CCNA, CCNA Security, MCITP, CCNP, CCSP is an advantage; Or Master's Degree or Equivalent in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 1 year of working experience, Knowledge in A+, N+, Security+, Linux+, CCNA, CCNA Security, MCITP, CCNP, CCSP is an advantage; Key Technical Skills & Knowledge required: - Knowledge of Research and development 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 a - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
Sub total				6

Innovation & Business Development Directorate General	Director General	Director General of Innovation & Business Development	A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 5 years of working experience, Knowledge in A+, N+ and CCNA is an advantage; Or Master's Degree or Equivalent in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 3 years of working experience, Knowledge in A+, N+ and CCNA is an advantage; Key Technical Skills & Knowledge required: - Knowledge of Research and development 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; - Planning and Coordination skills; - 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 a - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
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	Innovation promotion and R&D	Senior Technologist, Innovation promotion and R&D	A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 3 years of working experience, Knowledge in A+, N+ and CCNA is an advantage; Or Master's Degree or Equivalent in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with Knowledge in A+, N+ and CCNA is an advantage; Key Technical Skills & Knowledge required: - Knowledge of Research and development 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; - Planning and Coordination skills; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
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	Electronic Transaction	Senior Technologist, Electronic Transaction	A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 3 years of working experience, Knowledge in A+, N+ and CCNA is an advantage; Or Master's Degree or Equivalent in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with Knowledge in A+, N+ and CCNA is an advantage; Key Technical Skills & Knowledge required: - Knowledge of Research and development 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; - Planning and Coordination skills; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
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Postal and Delivery Services	Postal and e-commerce Specialist	A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 3 years of working experience, Knowledge in A+, N+ and CCNA is an advantage; Or Master's Degree or Equivalent in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with Knowledge in A+, N+ and CCNA is an advantage; Key Technical Skills & Knowledge required: - Knowledge of Research and development 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; - Planning and Coordination skills; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
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	Communication Services	Communication Services Specialist	A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 3 years of working experience, Knowledge in A+, N+ and CCNA is an advantage; Or Master's Degree or Equivalent in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with Knowledge in A+, N+ and CCNA is an advantage; Key Technical Skills & Knowledge required: - Knowledge of Research and development 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; - Planning and Coordination skills; - 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
Sub total				5

Planning, Monitoring & Evaluation Unit	Director of Unit	Director of Planning, Monitoring & Evaluation Unit	A0 in Management, Economics, Development Studies, Strategic Management, Project Management, Business Administration with 3 years of working experience or Master's Degree or Equivalent in Management, Economics, Development Studies, Strategic Management, Project Management, Business Administration with 1 year of working experience. <u>Key Technical Skills & Knowledge required:</u> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's Justice Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
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	Planning Officer	Planning Officer	A0 in Economics, Project Management, Management, Development Studies, Business Administration Key Technical Skills & Knowledge required: - Knowledge of results based management, logical framework approach, strategic planning processess 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
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	M & E and Impact Assessment Officer	M & E and Impact Assessment Officer	A0 in Economics, Project Management, Management, Development Studies, Business Administration Key Technical Skills & Knowledge required: - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's Public service and Labour Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
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	Statistician	Statistician	A0 in Statistics, Applied Mathematics, Economics <u>Key Technical Skills & Knowledge required:</u> - Deep understanding of Research Methodologies and Statistics Concepts; - Knowledge of Rwanda's Trade and Industrial Policies and Strategies; - Knowledge of various statistical software packages; - Knowledge to Prepares and publishes statistical and technical reports and research papers; - Knowledge of the theory, systems and application of statistical research methodology; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
Sub total				4

Finance & Administration Unit	Director of Unit	Director of Finance and Administration Unit	Accounting Professional Qualification recognised by IFAC (ACCA, CPA); Or A0 Public Finance, Finance, Accounting or Management with specialization in Finance/Accounting with 3 years of working experience Key Technical Skills & Knowledge required: - 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
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	Accounting	Accountant	A0 in Accounting, Public Finance, Management specialised in Accounting; Or Accounting Professional Qualification recognised by IFAC(ACCA, CPA). <u>Key Technical Skills & Knowledge required:</u> - Knowledge of cost analysis techniques; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software(SMART IFMIS); - Judgment & Decision Making Skills; - Knowledge to analyse complex financial information & Produce reports; - Deep understanding of financial accounts; - High Analytical Skills - Interpersonal skills; - Time management Skills - Complex Problem solving; -Flexibility Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2
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	Human Resources Officer	Human Resources Officer	A0 in Human Resource Management, Management, Public Administration, Administrative Sciences Key Technical Skills & Knowledge required: - Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources; - Knowledge in the Development of Human Resources Policies and procedures - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
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	ICT Officer	ICT Officer	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage Key Technical Skills & Knowledge required: - Knowledge of Rwanda's ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems - Proficient in Microsoft Office products - Proficient in basic networking protocols and standards - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
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	Network and System Administrator	Network and System Administrator	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage Key Technical Skills & Knowledge required: - Knowledge of Rwanda's ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems - Proficient in Microsoft Office products - Proficient in basic networking protocols and standards - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
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	Central Secretariat	Head of Central Secretariat	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 <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
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	Secretary to DAF Unit	Secretary to DAF Unit	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
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	Secretary	Secretary in Central Secretariat	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
Sub total				9
TOTAL				35

Official Gazette n°Special of 08/11/2017

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°113/03 ryo ku wa 08/11/2017 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisitiri y' Ikoranabuhanga n'Itumanaho

Kigali, ku wa **08/11/2017**

(sé)
Dr. NGIRENTE Edouard
Minisitiri w'Intebe

(sé)
RWANYINDO KAYIRANGWA Fanfan
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

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

Seen to be annexed to the Prime Minister's Order n° 113/03 of 08/11/2017 determining mission and functions, organizational structure, job profiles, salaries and fringe benefits for employees in the Ministry of Information Technology and Communication

Kigali, on **08/11/2017**

(sé)
Dr. NGIRENTE Edouard
Prime Minister

(sé)
RWANYINDO KAYIRANGWA Fanfan
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° 113/03 du 08/11/2017 portant mission et fonctions, structure organisationnelle, profils d'emploi, salaires et avantages accordés au personnel du Ministère de la Technologie de l'Information et de la Communication

Kigali, le **08/11/2017**

(sé)
Dr. NGIRENTE Edouard
Premier Ministre

(sé)
RWANYINDO KAYIRANGWA Fanfan
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° 113/03 RYO
KU WA 08/11/2017 RIGENA
INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO, IBISABWA KU
MYANYA Y'IMIRIMO, IMISHAHARA
N'IBINDI BIGENERWA ABAKOZI MURI
MINISITERI Y'IKORANABUHANGA
N'ITUMANAHU**

**ANNEX III TO PRIME MINISTER'S
ORDER N° 113/03 OF 08/11/2017
DETERMINING MISSION AND
FUNCTIONS, ORGANISATIONAL
STRUCTURE, JOB PROFILES,
SALARIES AND FRINGE BENEFITS
FOR EMPLOYEES IN THE MINISTRY
OF INFORMATION TECHNOLOGY
AND COMMUNICATION**

**ANNEXE III A L'ARRETE DU PREMIER
MINISTRE N°113/03 DU 08/11/2017
PORTANT MISSION ET FONCTIONS,
STRUCTURE ORGANISATIONNELLE
PROFILS D'EMPLOIS, SALAIRES ET
AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DE LA
TECHNOLOGIE DE L'INFORMATION
ET DE LA COMMUNICATION**

MITEC SALARY STRUCTURE 2017

POST	I.V	Level	Index	Basic Salary	Gross Salary (Rwf/Month)
Permanent Secretary	441	F	2869	1,265,229	1,617,505
Digital Transformation Directorate General	400	2.III	1890	756,000	1,085,309
Innovation & Business Development Directorate General	400	2.III	1890	756,000	1,085,309
Advisor to the Minister	400	2.III	1890	756,000	1,085,309
Director of Administration & Finance Unit	400	3.II	1369	547,600	786,131
Director of Planning, Monitoring & Evaluation Unit	400	3.II	1369	547,600	786,131
Senior Technologist, Infrastructure Development	400	3.II	1369	547,600	786,131
Senior Technologist Public sector digitization	400	3.II	1369	547,600	786,131
Senior Technologist, Capacity & Skills Development	400	3.II	1369	547,600	786,131
Senior Technologist, Community Development	400	3.II	1369	547,600	786,131
Senior Engineer, Cybersecurity	400	3.II	1369	547,600	786,131
Senior Technologist, Innovation promotion and R&D	400	3.II	1369	547,600	786,131
Electronic Transaction & Data Revolution Specialist	400	3.II	1369	547,600	786,131
Postal and e-commerce Specialist	400	3.II	1369	547,600	786,131
Communication Services Specialist	400	3.II	1369	547,600	786,131
Legal Advisor	400	3.II	1369	547,600	786,131
HR Management Specialist	400	3.II	1369	547,600	786,131
Human Resources Officer	350	4.II	1141	399,350	567,590
ICT Officer	350	4.II	1141	399,350	567,590
Network & System Administrator	350	4.II	1141	399,350	567,590
Planning Officer	350	4.II	1141	399,350	567,590
M & E and Impact Assessment Officer	350	4.II	1141	399,350	567,590
Public Relations & Communication Officer	350	4.II	1141	399,350	567,590
Statistician	350	4.II	1141	399,350	567,590
Accountant	350	5.II	951	332,850	473,075
Administrative Assistant to the Minister	350	5.II	951	332,850	473,075
Administrative Assistant to the PS	350	5.II	951	332,850	473,075
Administrative Liaison Officer	350	5.II	951	332,850	473,075
Internal Auditor	350	5.II	951	332,850	473,075
Procurement Officer	350	5.II	951	332,850	473,075
Head of Central Secretariat	350	7.II	660	231,000	328,317
Secretary in Central Secretariat	350	8.II	508	177,800	252,705
Secretary to DAF Unit	350	8.II	508	177,800	252,705

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Kigali, ku wa **08/11/2017**.

(sé)
Dr.NGIRENTE Edouard
Minisitiri w'Intebe

(sé)
RWANYINDO KAYIRANGWA Fanfan
Minisitiri w'Abakozi ba Leta n'Umurimo

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Premier Ministre

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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