

## ***Ibirimo/Summary/Sommaire***

***page/urup.***

### ***Amateka ya Minisitiri w'Intebe/Prime Minister's Orders/Arrêtés du Premier Ministre***

#### **N° 127/03 ryo ku wa 12/12/2017**

Iteka rya Minisitiri w'Intebe rigena inshingano, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisitiri y'Uburezi.....2

#### **N° 127/03 of 12/12/2017**

Prime Minister's Order determining mission, functions, organisational structure, job profiles, salaries and fringe benefits for employees in the Ministry of Education.....2

#### **N° 127/03 du 12/12/2017**

Arrêté du Premier Ministre portant mission, fonctions, structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel du Ministère de l'Education.....2

#### **N°128/03 ryo ku wa 12/12/2017**

Iteka rya Minisitiri w'Intebe rishyiraho imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi b'Inama y'Igihugu y'Amashuri Makuru.....90

#### **N° 128/03 of 12/12/2017**

Prime Minister's Order determining organizational structure, job profiles, salaries and fringe benefits for employees of Higher Education Council.....

#### **N°128/03 du 12/12/2017**

Arrêté du Premier Ministre déterminant la structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel du Conseil de l'Enseignement Supérieur.....90

#### **N°129/03 ryo ku wa 12/12/2017**

Iteka rya Minisitiri w'Intebe rishyiraho imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi b'Ikigo cya Leta gishinzwe guteza imbere ubumenyingiro n'imyigishirize y'imyuga mu Rwanda.....137

#### **N°129/03 of 12/12/2017**

Prime Minister's Order determining organizational structure, job profiles, salaries and fringe benefits for employees of the Workforce Development Authority.....137

#### **N°129/03 du 12/12/2017**

Arrêté du Premier Ministre déterminant la structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel de l'Office Rwandais de Développement de la main d'œuvre.....137

ITEKA RYA MINISITIRI W'INTEBE  
N°127/03 RYO KU WA 12/12/2017 RIGENA  
INSHINGANO, IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IBISABWA KU  
MYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI MURI  
MINISITERI Y'UBUREZI

PRIME MINISTER'S ORDER N° 127/03 OF  
12/12/2017 DETERMINING MISSION,  
FUNCTIONS, ORGANISATIONAL  
STRUCTURE, JOB PROFILES, SALARIES  
AND FRINGE BENEFITS FOR EMPLOYEES  
IN THE MINISTRY OF EDUCATION

ARRETE DU PREMIER MINISTRE N° 127/03  
DU 12/12/2017 PORTANT MISSION,  
FONCTIONS, STRUCTURE  
ORGANISATIONNELLE, PROFILS  
D'EMPLOIS, SALAIRES ET AVANTAGES  
ACCORDES AU PERSONNEL DU  
MINISTERE DE L'EDUCATION

### ISHAKIRO

### TABLE OF CONTENTS

### TABLE DES MATIERES

Ingingo ya mbere: icyo iri teka rigamije

Article One: Purpose of this Order

Article premier: Objet du présent arrêté

Ingingo ya 2: Inshingano

Article 2: Mission and functions

Article 2: Mission et fonctions

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

Article 3: Organizational structure and job  
profiles

Article 3: Structure organisationnelle et profils  
d'emplois

Ingingo ya 4: Igenwa ry'umushahara

Article 4: Determination of the salary

Article 4: Détermination du salaire

Ingingo ya 5: Ibigize umushahara mbumbe

Article 5: Composition of the gross salary

Article 5: Composition du salaire brut

Ingingo ya 6: Ibindi bigenerwa  
Umunyamabanga Uhoraho

Article 6: Fringe benefits for the Permanent  
Secretary

Article 6: Avantages alloués au Secrétaire  
Permanent

Ingingo ya 7: Ibindi bigenerwa *Head of  
Department*

Article 7: Fringe benefits for Head of  
Department

Article 7: Avantages alloués au Chef du  
Département au poste

Ingingo ya 8: Ibindi bigenerwa Abayobozi  
Bakuru, Umujyanama wa Minisitiri  
n'Umujyanama w'Umunyamabanga wa Leta

Article 8: Fringe benefits for Director Generals,  
Advisor to the Minister and Advisor to the  
Minister of State

Article 8: Avantages alloués aux Directeurs  
Généraux, au Conseiller du Ministre et au  
Conseiller du Secrétaire d'Etat

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

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

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

**Ingingo ya 10:** Indamunite z'urugendo rw'imodoka

**Article 10:** Mileage allowances

**Article 10:** Indemnités kilométriques

**Ingingo ya 11:** Abashinzwe gushyira mu bikorwa iri teka

**Article 11:** Authorities responsible for the implementation of this Order

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

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

**Article 12:** Repealing provision

**Article 12:** Disposition abrogatoire

**Ingingo ya 13:** Igihe iri teka ritangira gukurikizwa

**Article 13:** Commencement

**Article 13:** Entrée en vigueur

**ITEKA RYA MINISITIRI W'INTEBE N°127/03 RYO KU WA 12/12/2017 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IBISABWA KU MYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'UBUREZI**

**PRIME MINISTER'S ORDER N° 127/03 OF 12/12/2017 DETERMINING MISSION, FUNCTIONS, ORGANISATIONAL STRUCTURE, JOB PROFILES, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE MINISTRY OF EDUCATION**

**ARRETE DU PREMIER MINISTRE N° 127/03 DU 12/12/2017 PORTANT MISSION, FONCTIONS, STRUCTURE ORGANISATIONNELLE, PROFILS D'EMPLOIS, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DE L'EDUCATION**

**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 04/10/2017, imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet, in its session of 04/10/2017;

Après examen et adoption par le Conseil des Ministres, en sa séance du 04/10/2017;

**ATEGETSE:**

**HEREBY ORDERS:**

**ARRETE:**

**Ingingo ya mbere: Icyo iri teka rigamije**

**Article One: Purpose of this Order**

**Article premier: Objet du présent arrêté**

Iri teka rigena inshingano, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisitiri y'Uburezi (MINEDUC).

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

Le présent arrêté porte mission, fonctions, structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel du Ministère de l'Education (MINEDUC).

**Ingingo ya 2: Inshingano**

Minisiteri y'Uburezi ifite inshingano rusange yo guhindura Abanyarwanda abantu bafite ubumenyi buhagije hagamijwe kuzamura imibereho n'ubukungu by'Igihugu binyuze mu kugeza uburezi kuri bose yibanda ku kurwanya ubujiji, guteza imbere ubumenyi n'ikoranabuhanga, imitekerereze ihamye ndetse n'indangagaciro.

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

1 ° gutegura, gusubiramo, no kuyobora politiki z'uburezi n'ingamba bigamije kugera ku ntego z'icyerekezo cya 2020 ibinyujije mu gushyiraho, kumenyekanisha no guhuza ishyirwa mu bikorwa rya politiki, ingamba na gahunda z'uburezi hitawe cyane ku burezi bw'ibanze, ubw'amashuri yisumbuye n'amashuri makuru, kwigisha gusoma no kwandika, gushyiraho gahunda zihariye, no gukoresha ikoranabuhanga mu burezi;

2 ° gutegura amategeko no gushyiraho amabwiriza n'imirongo ngenderwaho bigamije guteza imbere uburezi hashingiwe kuri politiki y'Igihugu y'Uburezi ibinyujije mu:

**Article 2: Mission and functions**

The general mission of the Ministry of Education is to transform the Rwandan citizen into skilled human capital for socio-economic development of the country by ensuring equitable access to quality education focusing on combating illiteracy, promotion of science and technology, critical thinking and positive values.

Specifically, the Ministry of Education is responsible for:

1 ° developing, reviewing and guiding the implementation of education sector policies and strategies geared towards achieving vision 2020 through the elaboration, dissemination and coordination of the implementation of education sector policies, strategies and programs regarding basic education, post basic and higher education, literacy, special programs and information and communication technology in education;

2 ° developing laws and adopting regulations and guidelines for the promotion of education in line with national education policy through:

**Article 2: Mission et fonctions**

Le Ministère de l'Education a pour mission générale la transformation des citoyens rwandais en un capital humain qualifié pour le développement socio-économique du pays, en assurant l'accès équitable à l'éducation axée sur la lutte contre l'analphabétisme, la promotion de la science et de la technologie, la réflexion critique et des valeurs positives.

Plus particulièrement, le Ministère de l'Education est chargé de:

1 ° élaborer, revoir et orienter la mise en oeuvre des politiques sectorielles de l'éducation et des stratégies visées à atteindre la vision 2020 à travers l'élaboration, la dissémination et la coordination de la mise en oeuvre des politiques, des stratégies et des programmes de l'enseignement primaire, secondaire et supérieur, de l'alphabétisation, des programmes spéciaux et la technologie de l'information dans l'éducation;

2 ° préparer des lois et émettre des règlements et des directives visant la promotion de l'éducation en conformité avec la politique nationale de l'éducation à travers:

*Official Gazette n° Special of 14/12/2017*

- |   |  |  |
|---|--|--|
| <p>a. gutegura amategeko no gushyiraho amabwiriza n'imirongo migari bigamije guteza imbere uburezi;</p>   | <p>a. drafting laws, regulations and guidelines for the promotion of education;</p>  | <p>a. la préparation des lois et émettre des règlements et directives visant la promotion de l'éducation;</p>  |
| <p>b. gushyiraho no kumenyekanisha ibipimo by'ireme ngenderwaho bikoreshwa mu burezi;</p>   | <p>b. setting up and disseminating standard norms applicable to education sector;</p>  | <p>b. l'élaboration et la dissémination des normes standards applicables dans le secteur de l'éducation;</p>   |
| <p>3 ° gushyiraho no kugenzura uburyo bw'ikurikiranabikorwa n'igenzura mu burezi, ibinyujije mu:</p>  | <p>3 ° developing and managing education monitoring and evaluation systems through:</p>  | <p>3 ° élaborer et gérer les systèmes de suivi et d'évaluation dans l'éducation à travers:</p>   |
| <p>a. gukurikirana no kugenzura ishyirwa mu bikorwa rya politiki, ingamba na gahunda z'uburezi;</p>   | <p>a. monitoring and evaluation of education policies, strategies and programs;</p>  | <p>a. le suivi et l'évaluation des politiques, stratégies, et programmes du secteur de l'éducation;</p>  |
| <p>b. kugenzura ibipimo by'uburezi no guhuza imibare yatanze n'inzego z'ibanze;</p>   | <p>b. monitoring the education indicators and consolidate the data handled by decentralized entities;</p>  | <p>b. le suivi des indicateurs d'éducation et la consolidation des données traitées par des entités décentralisées;</p>  |
| <p>c. gukora raporo mu gihe runaka na buri mwaka zishyikirizwa Guverinoma, zigaragaza uruhare rwa za politiki, ingamba na gahunda z'uburezi ku iterambere ry'urwego rw'uburezi;</p> | <p>c. reporting periodically and annually to the Government on the impact of the education policies, programs, strategies and programs on the development of the education sector;</p> | <p>c. les rapports périodiques et annuels soumis au Gouvernement concernant l'impact des politiques, stratégies et programmes du secteur de l'éducation sur le développement de l'éducation;</p> |
| <p>4 ° gushyiraho ingamba zo gukusanya ibikenewe no kubikoresha neza mu burezi ibinyujije mu:</p>   | <p>4 ° developing strategies for resource mobilization and efficient utilization through:</p>  | <p>4 ° élaborer les stratégies de la mobilisation des ressources et leur utilisation rationnelle à travers:</p>  |

*Official Gazette n° Special of 14/12/2017*

- |  |   |  |
|--|---|--|
| a. gukusanya ibikenewe no kugenzura ikorehwa neza ryabyo mu kuzamura uburezi;  | a. mobilizing resources and supervision of its use to ensure rational utilization for the development of education; | a. la mobilisation des ressources et la supervision des activités afin d'assurer leur utilisation efficace dans le développement de l'éducation;             |
| b. guteza imbere ubufatanye n'ishoramari ry'abikorera hagamijwe kuzamura urwego rw'uburezi.                                | b. promoting partnership and private investment in the development of education.                                    | b. la promotion du partenariat et de l'investissement privé dans le développement sectoriel de l'éducation.  |
| 5 ° guteza imbere imyigishirize, imyigire n'ikoranabuhanga mu burezi ibinyujije mu:  | 5 ° promoting the teaching, learning and the good use of information and communication in education through:        | 5 ° promouvoir l'enseignement, l'apprentissage et l'utilisation de la technologie de l'information dans l'éducation à travers:                               |
| a. guteza imbere ikoranabuhanga mu burezi;   | a. promoting information and technologies in the area of education;   | a. la promotion de la technologie de l'information dans le domaine de l'éducation ;  |
| b. guteza imbere ikoranabuhanga nk'inkingi yo kwiga no kwigisha;   | b. promoting information and communication technology as a tool for learning and teaching;                          | b. la promotion de la technologie de l'information comme outil d'apprentissage et d'enseignement;  |
| 6 ° guteza imbere, gusesengura no kuyobora inzego z'uburezi mu iterambere ndetse no kubaka ubushobozi bwazo ibinyujije mu: | 6 ° developing, reviewing and guiding education sector for institutional development and capacity building through: | 6 ° développer, analyser et diriger le secteur de l'éducation en ce qui concerne le développement institutionnel et le renforcement des capacités à travers: |
| a. kugenzura gahunda zo kubaka amashuri ndetse n'itangwa ry'ibikoresho mu mashuri;   | a. overseeing the programs of school construction and the distribution of school equipment;                         | a. la supervision des programmes de construction et de la distribution des équipements des scolaires;  |
| b. kugenzura uburezi n'amahugurwa y'abarimu ndetse n'ay'abandi   | b. overseeing formal education and continuing training of teaching  | b. la supervision de l'éducation formelle et la formation continue   |

bakozi ba Minisiteri n'ibigo byayo.

staff and other staff of the Ministry and its agencies.

des enseignants et autres personnel du Ministère et de ses établissements.

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

**Ingingo ya 4: Igenwa ry'umushahara**

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

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

**Ingingo ya 5: Ibigize umushahara mbumbe**

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

- 1 ° umushahara fatizo;
- 2 ° indamunite y'icumbi;
- 3 ° indamunite y'urugendo;

**Article 3: Organizational structure and job profiles**

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

**Article 4: Determination of the salary**

Salaries for employees of the Ministry of Education 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 Education 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;

**Article 3: Structure organisationnelle et profils d'emplois**

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

**Article 4: Détermination du salaire**

Les salaires accordés au personnel du Ministère de l'Education 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 l'Education 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;



*Official Gazette n° Special of 14/12/2017*

4 ° inkunga ya Leta mu bwiteganyirize bw'umukozi;

5 ° inkunga ya Leta yo kuvuza umukozi.

4 ° State contribution for social security;

5 ° State contribution for medical care.

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

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

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

L'indemnité de transport visée à l'alinéa premier du présent article n'est pas allouée aux agents de l'Etat aux postes de niveau "F", "G" 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'Uburezi agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

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

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

3 ° amafaranga y'u Rwanda ibihumbi magana abiri (200.000 Frw) buri kwezi yo kwakira

**Article 6: Fringe benefits for the Permanent Secretary**

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

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

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

3 ° office entertainment allowance of two hundred thousand Rwandan francs (Frw

**Article 6: Avantages alloués au Secrétaire Permanent**

Le Secrétaire Permanent au sein du Ministère de l'Education bénéficie des avantages suivants:

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

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

3 ° les frais de représentation au service équivalant à deux cent mille francs rwandais (200.000 Frw) chaque mois

**Official Gazette n° Special of 14/12/2017**

abashyitsi mu kazi anyura kuri konti ya Minisitiri;

200.000) per month transferred to the Ministry's account;

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 Head of Department**

**Article 7: Fringe benefits for Head of Department**

**Article 7: Avantages alloués au Chef du Département**

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

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

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

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

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

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

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

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

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

**Ingingo ya 8: Ibindi bigenerwa Abayobozi Bakuru, Umujyanama wa Minisitiri n'Umujyanama w'Umunyamabanga wa Leta**

**Article 8: Fringe benefits for Director Generals, Advisor to the Minister and Advisor to the Minister of State**

**Article 8: Avantages alloués aux Directeurs Généraux, au Conseiller du Ministre et au Conseiller du Secrétaire d'Etat**

Umuyobozi Mukuru, Umujyanama wa Minisitiri n'Umujyanama w'Umunyamabanga wa Leta bari ku rwego rwa “2.III” bagenerwa buri wese ibindi bibafasha gutunganya umurimo mu buryo bukurikira:

The Director General, the Advisor to the Minister and the Advisor to the Minister of State on “2.III” job classification level are each entitled to the following fringe benefits:

Le Directeur Général, le Conseiller du Ministre et le Conseiller du Secrétaire d'Etat aux postes de niveau “2.III” bénéficient chacun des avantages suivants:

1 ° Umuyobozi Mukuru agenerwa 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;

2 ° Umujyanama wa Minisitiri n'Umujyanama w'Umunyamabanga wa Leta bagenerwa buri wese amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw);

3 ° koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

1 ° The Director General is entitled to seventy thousand Rwandan francs (Frw 70,000) per month for office land line communication allowance and seventy thousand Rwandan francs (Frw 70,000) per month for mobile phone communication allowance;

2 ° the Advisor to the Minister and the Advisor to the Minister of State are each entitled to seventy thousand Rwandan francs (Frw 70,000) per month for mobile phone communication allowance;

3 ° transport facilitation in accordance with the Instructions of the Minister in charge of transport.

1 ° le Directeur Général bénéficie des frais de communication par téléphone de bureau équivalant à soixante-dix mille francs rwandais (70.000 Frw) et des frais de communication par téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 Frw) par mois ;

2 ° le Conseiller du Ministre et le Conseiller du Secrétaire d'Etat bénéficient chacun des frais de communication par téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 Frw) par mois;

3 ° les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

**Ingingo ya 9: 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 9: 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 the following fringe benefits :

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

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

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.

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 10: Indamunite z'urugendo rw'imodoka**

Iyo Abayobozi Bakuru bari ku rwego rwa F, G 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 11: Abashinzwe gushyira mu bikorwa iri teka**

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

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

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

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 10: Mileage allowances**

When Senior Officials on levels F, G 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 11: Authorities responsible for the implementation of this Order**

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

**Article 12: 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 10: Indemnités kilométriques**

Lorsque les hauts cadres aux postes de niveaux F, G 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 11: Autorités chargées de l'exécution du présent arrêté**

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

**Article 12: Disposition abrogatoire**

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

*Official Gazette n° Special of 14/12/2017*

**Ingingo ya 13: Igihe iri teka ritangira gukurikizwa**

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

Kigali, ku wa **12/12/2017**

**(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 13: Commencement**

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

Kigali, on **12/12/2017**

**(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 13: Entrée en vigueur**

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

Kigali, le **12/12/2017**

**(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)**

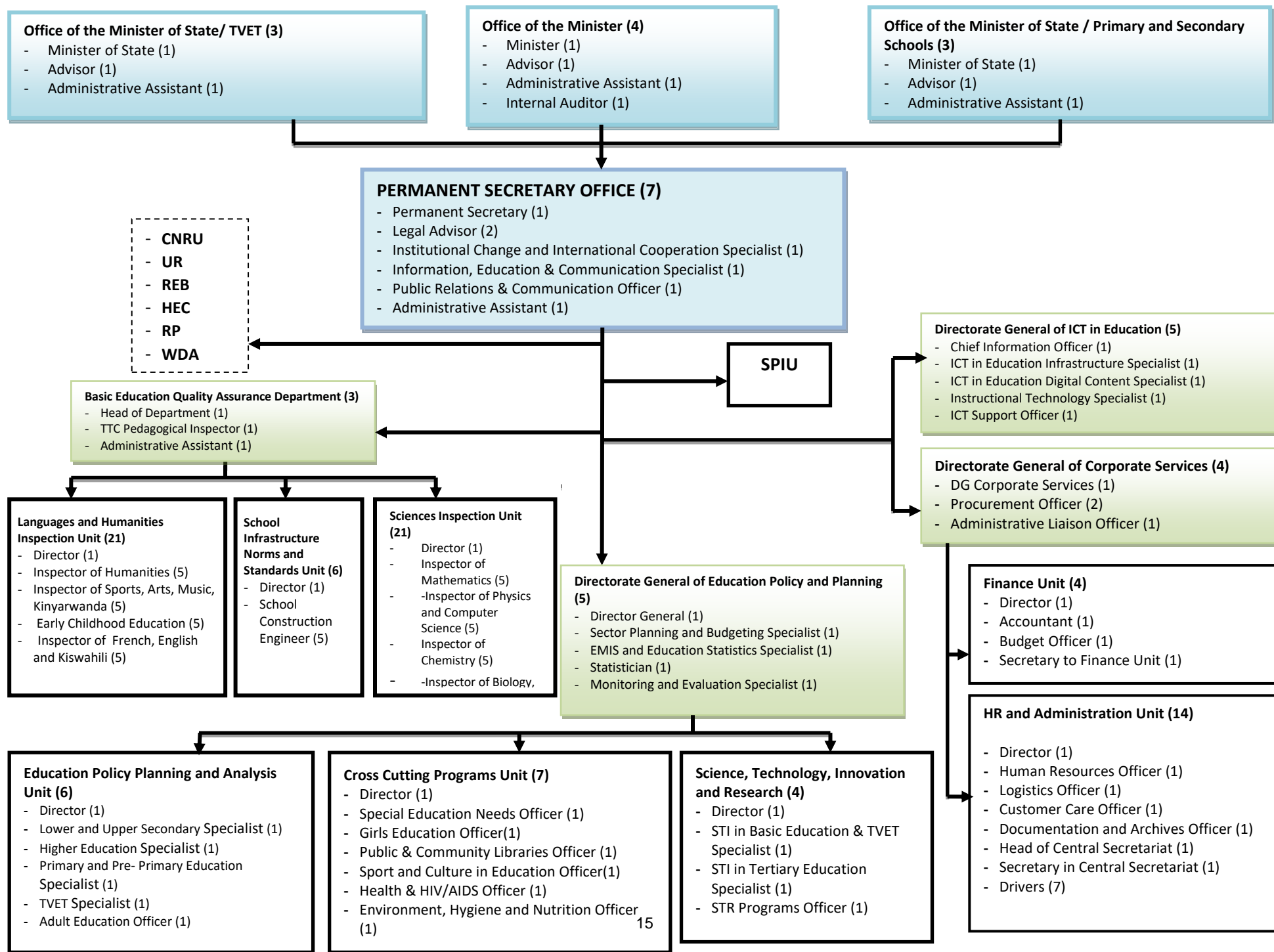
**BUSINGYE Johnston**  
Ministre de la Justice/Garde des Sceaux

**UMUGEREKA WA I W'ITEKA RYA MINISITIRI  
W'INTEBE N°127/03 RYO KU WA 12/12/2017  
RIGENA INSHINGANO, IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IBISABWA KU  
MYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI MURI MINISITERI  
Y'UBUREZI**

**ANNEX I TO PRIME MINISTER'S ORDER  
N°127/03 OF 12/12/2017 DETERMINING  
MISSION, FUNCTIONS, ORGANISATIONAL  
STRUCTURE, JOB PROFILES, SALARIES  
AND FRINGE BENEFITS FOR EMPLOYEES  
IN THE MINISTRY OF EDUCATION**

**ANNEXE I A L'ARRETE DU PREMIER MINISTRE  
N° 127/03 DU 12/12/2017 PORTANT MISSION,  
FONCTIONS, STRUCTURE  
ORGANISATIONNELLE, PROFILS D'EMPLOIS,  
SALAIRES ET AVANTAGES ACCORDES AU  
PERSONNEL DU MINISTERE DE L'EDUCATION**

## MINISTRY OF EDUCATION - ORGANIZATIONAL CHART (117)



*Official Gazette n° Special of 14/12/2017*

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°127/03 ryo ku wa 12/12/2017 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Uburezi**

Kigali, ku wa **12/12/2017**

**(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°127/03 of 12/12/2017 determining mission, functions, organisational structure, job profiles, salaries and fringe benefits for employees in the Ministry of Education**

Kigali, on **12/12/2017**

**(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°127/03 du 12/12/2017 portant mission, fonctions, structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel du Ministère de l'Education**

Kigali, le **12/12/2017**

**(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° 127/03 RYO KU WA  
12/12/2017 RIGENA INSHINGANO,  
IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO,  
IBISABWA KU MYANYA Y'IMIRIMO,  
IMISHAHARA N'IBINDI BIGENERWA  
ABAKOZI MURI MINISITERI Y'UBUREZI**

**ANNEX II TO PRIME MINISTER'S ORDER  
N°127/03 OF 12/12/2017 DETERMINING  
MISSION, FUNCTIONS, ORGANISATIONAL  
STRUCTURE, JOB PROFILES, SALARIES AND  
FRINGE BENEFITS FOR EMPLOYEES IN THE  
MINISTRY OF EDUCATION**

**ANNEXE II A L'ARRETE DU PREMIER  
MINISTRE N° 127/03 DU 12/12/2017 PORTANT  
MISSION, FONCTIONS, STRUCTURE  
ORGANISATIONNELLE, PROFILS  
D'EMPLOIS, SALAIRES ET AVANTAGES  
ACCORDES AU PERSONNEL DU MINISTERE  
DE L'EDUCATION**

MINEDUC JOB PROFILES				
Administrative unit	Job title		Required personal and professional profile	Proposed Jobs
Office of the Minister of Education	Minister of Education	Minister of Education	Political appointee	1
	Advisor	Advisor to the Minister of Education	<p>Bachelor's Degree in Education, Education Sciences, Education Public Policy, Education Planning, Public Administration, Management, Administrative Sciences, Economics, Applied Pedagogy, Psychology with 5 years of working experience; or Master's Degree in Education, Education Sciences, Public Policy, Public Administration, Management, Administrative Sciences, Economics with 3 years of working experience</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda Education Sector;</li> <li>- Good knowledge of government policy-making and legislative processes;</li> <li>- Knowledge of the Education sector;</li> <li>- Analytical, problem-solving and critical thinking skills;</li> <li>- Strong Leadership skills;</li> <li>- Technical understanding of system being analysed and how it affects the various business units;</li> <li>- Good at handling and meeting deadlines;</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> </ul>	1

			<ul style="list-style-type: none"> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	
	Administrative Assistant	Administrative Assistant to the Minister of Education	<p>A1 in Secretarial Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organisational, Interpersonal Skills;</li> <li>- Computer knowledge (Word Processing, Power Point and Internet);</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
	Internal Auditor	Internal Auditor	<p>Bachelor's Degree in Finance, Accounting or Management with specialisation in Finance/Accounting.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Detailed knowledge of financial and Audit Standards, HR &amp; Financial regulations, Procedures and Financial software;</li> <li>- Planning skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills.</li> <li>- Time management skills;</li> <li>- Excellent problem-solving skills and clear logical thinking;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1

<b>S/Total</b>				<b>4</b>
<b>Office of the State Minister in charge of TVET</b>	State Minister in charge of TVET	State Minister in charge of TVET	Political appointee	<b>1</b>

	Advisor	Advisor to the State Minister in charge of TVET	<p>Bachelor's Degree in Education, Education Sciences, Public policy, Public Administration, Management, Administrative Sciences, Economics, Civil Engineering, Electricity, Electromechanical with 5 years of working experience; or Master's Degree in Education, Education Sciences, Public policy, Public Administration, Management, Administrative Sciences, Economics, Civil Engineering, Electricity, Electromechanical with 3 years of working experience</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda Education Sector;</li> <li>- Good knowledge of government policy-making and legislative processes;</li> <li>- Knowledge of the Education sector;</li> <li>- Analytical, problem-solving and critical thinking skills;</li> <li>- Strong Leadership skills;</li> <li>- Technical understanding of system being analysed and how it affects the various business units;</li> <li>- Good at handling and meeting deadlines;</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
--	---------	---	---	---

	Administrative Assistant	Administrative to the State Minister in charge of TVET	<p>A1 in Secretarial Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Office Management skills;</li> <li>- Excellent Communication, Organisational, Interpersonal skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
<b>S/Total</b>				<b>3</b>
<b>Office of the State Minister in charge of Primary and Secondary Education</b>	State Minister in charge of Primary and Secondary Education	State Minister in charge of Primary and Secondary Education	Political appointee	<b>1</b>

	Advisor	Advisor to the State Minister in charge of Primary and Secondary Education	<p>Bachelor's Degree in Education, Education Sciences, Education Public Policy, Education Planning, Public Administration, Management, Administrative Sciences, Economics, Applied Pedagogy, Psychology with 5 years of working experience; or Master's Degree in Education, Education Sciences, Education Public Policy, Education Planning, Public Administration, Management, Administrative Sciences, Economics, Applied Pedagogy, Psychology with 3 years of working experience.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda Education Sector;</li> <li>- Good knowledge of government policy-making and legislative processes;- Knowledge of the Education sector;</li> <li>- Analytical, problem-solving and critical thinking skills;</li> <li>- Strong Leadership Skills;</li> <li>- Technical understanding of system being analysed and how it affects the various business units;</li> <li>- Good at handling and meeting deadlines;</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
--	---------	--	--	----------

	Administrative Assistant	Administrative Assistant to the State Minister in charge of Primary and Secondary Education	<p>A1 in Secretarial Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Office Management skills;</li> <li>- Excellent Communication, Organisational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
<b>S/Total</b>				<b>3</b>
<b>Office of the Permanent Secretary</b>	Permanent Secretary	Permanent Secretary	Political appointee	<b>1</b>



	Legal Advisor	Legal Advisor	<p>Bachelor's Degree in Law with 3 years of working experience or Master's Degree in Law.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Deep knowledge of Rwandan public service and labor law;</li> <li>- High analytical and problem solving skills;</li> <li>- Legal research and analysis in complex areas of law;</li> <li>- Knowledge of Substantive Law and Legal Procedures;</li> <li>- Decision making skills;</li> <li>- Experience in contract drafting and negotiation;</li> <li>- Excellent communication skills;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	2
--	---------------	---------------	--	---

	Institutional change and International Cooperation Specialist	Institutional change and International Cooperation Specialist	<p>Bachelor's Degree in Education, Education Sciences, Education Policy, Education Planning, Public Administration, Management, Administrative Sciences, Economics, Educational Management &amp; Administration, International Relations, with 3 years working experience ; or Master's Degree in Education, Education Sciences, Education Policy, Education Planning, Public Administration, Management, Administrative Sciences, Economics, Educational Management &amp; Administration, International Relations.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda Education Sector</li> <li>- Good knowledge of government policy-making and legislative processes;</li> <li>- Knowledge of the Education sector;</li> <li>- Analytical, problem-solving and critical thinking skills;</li> <li>- Strong Leadership skills;</li> <li>- Technical understanding of system being analysed and how it affects the various business units;</li> <li>- Good at handling and meeting deadlines;</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
--	---	---	---	----------

	Information, Education and Communication Specialist	Information, Education and Communication Specialist	<p>Bachelor's Degree in Journalism, Communication, International Relations, Marketing, Linguistics and Literature with 3 years of working experience or Master's Degree in Journalism, Communication, International Relations, Marketing, Linguistics and Literature.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing;</li> <li>- Excellent interpersonal skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer skills;</li> <li>- Creativity and initiative;</li> <li>- Good Organisational and time-management skills;</li> <li>- Team working skills;</li> <li>- Effective public relations and public speaking skills;</li> <li>- Interviewing skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
--	---	---	--	----------

	Public Relations & Communication Officer	Public Relations & Communications Officer	<p>Bachelor's Degree in Communication, International Relations, Journalism, Marketing, Linguistics and Literature.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing;</li> <li>- Excellent interpersonal skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer skills;</li> <li>- Creativity and initiative;</li> <li>- Good organisational and time-management skills;</li> <li>- Team working skills;</li> <li>- Effective public relations and public speaking skills;</li> <li>- Interviewing skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
	Administrative Assistant	Administrative Assistant to PS	<p>A1 in Secretarial Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Office Management skills;</li> <li>- Excellent Communication, Organisational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet);</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
<b>S/Total</b>				<b>7</b>

<b>Basic Education Quality Assurance Department</b>	Head of Department	Head of Basic Education Quality Assurance Department	<p>Bachelor's Degree in Education, Education Sciences, Education management &amp; Administration, Education Planning, and Pedagogy, with 5 years of relevant working experience or Master's Degree in Education, Education Sciences, Education management &amp; Administration, Education Planning, and Pedagogy, with 3 years of relevant working experience.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- General knowledge on Rwanda Education system and policies;</li> <li>- Knowledge of international learning best practices;</li> <li>- Knowledge of conventional learning inspection management;</li> <li>- Knowledge of common inspection reporting &amp; feedback approaches;</li> <li>- Good report writing and presentation skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Management and administrative skills;</li> <li>- Excellent interpersonal and communication skills required;</li> <li>- Excellent written communications skills;</li> <li>- Experience in writing project reports and managements plans;</li> <li>- Willingness to participate in field activities/ surveys and travel to remote areas within the country;</li> <li>- Strong analytical skills including analysis of both quantitative and qualitative data;</li> <li>- Excellent Organisational and time management skills;</li> <li>- Excellent information technology skills;</li> <li>- Integrity (ubunyangamugayo);</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
---	--------------------	--	---	----------

	TTC Pedagogical Inspector	TTC Pedagogical Inspector	<p>Bachelor's Degree in Arts and Humanities, Arts with Education or Bachelor's Degree in Education with Post Graduate Diploma in Education (PGDE).</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- General knowledge on Rwanda Education system and policies;</li> <li>- Knowledge of international learning best practices;</li> <li>- Knowledge of conventional learning inspection procedures;</li> <li>- Knowledge of common inspection reporting &amp; feedback approaches;</li> <li>- Good report writing and presentation skills;</li> <li>- Computer literacy;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Management and administrative skills;</li> <li>- Time management;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
--	---------------------------------	---------------------------------	---	----------

	Administrative Assistant	Administrative Assistant to the Head of Department	<p>A1 in Secretarial Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Office Management skills;</li> <li>- Excellent Communication, Organisational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet);</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
<b>S/Total</b>				<b>3</b>

School Infrastructure Norms & Standards Unit	Director of Unit	Director of School Infrastructure Norms & Standards Unit	<p>Bachelor's Degree in Civil/Structural Engineering or Architecture with 3 years of relevant working experience or a Master's Degree in Construction Project Management, Architecture or Civil Engineering, registrable and affiliated to a reputable professional body.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- General knowledge on Rwanda Education system and policies;</li> <li>- Knowledge of international learning best practices;</li> <li>- Knowledge of conventional learning inspection procedures;</li> <li>- Knowledge of common inspection reporting &amp; feedback approaches;</li> <li>- Prevailing building &amp; development standards &amp; regulations;</li> <li>- Building materials supply markets Local labour regimes &amp; laws;</li> <li>- Building design production &amp; construction processes; Procurement law and practices;</li> <li>- Computer literacy (CAD, Ms Project, Word, Excel &amp; Power point);</li> <li>- Good report writing and presentation skills;</li> <li>- Computer literacy;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Management and administrative skills;</li> <li>- Time management;</li> <li>- Synthesis skills;</li> <li>- Interpretation skills;</li> <li>- Analysis skills;</li> <li>- Communication skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
--	------------------	--	--	---



	Civil Engineer	School construction Civil Engineer	<p>Bachelor's Degree in Civil/Structural Engineering or Architecture.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Integrity;</li> <li>- Good knowledge of Education policies especially Education norms &amp; standards;</li> <li>- Prevailing building &amp; development standards &amp; regulations;</li> <li>- Building materials supply markets Local labour regimes &amp; laws;</li> <li>- Procurement law and practices;</li> <li>- Computer literacy (CAD, Ms Project, Word, Excel and Power point);</li> <li>- Time management skills;</li> <li>- Interpersonal skills;</li> <li>- Team working;</li> <li>- Synthesis skills;</li> <li>- Interpretation skills;</li> <li>- Analysis skills;</li> <li>- Communication skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>5</b>
<b>S/Total</b>				<b>6</b>

Languages and Humanities Inspection Unit	Director of Unit	Director of Languages and Humanities Inspection Unit	<p>Bachelor's Degree in Arts and Humanities, Arts with Education or Bachelor's Degree in Geography, History, Economics with Post Graduate Diploma in Education (PGDE), Education Sciences, Literature and linguistic with Education and 3 years working experience pertaining to teaching or a Master's Degree in Arts and Humanities, Arts with Education or Bachelor's Degree in Geography, History, Economics with Post Graduate Diploma in Education (PGDE), Education Sciences, Literature and linguistics with Education and 1 year working experience pertaining to teaching or curriculum development.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- General knowledge on Rwanda Education system and policies;</li> <li>- Knowledge of international learning best practices;</li> <li>- Knowledge of conventional learning inspection procedures;</li> <li>- Knowledge of common inspection reporting &amp; feedback approaches;</li> <li>- Good report writing and presentation skills;</li> <li>- Computer literacy;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Management and administrative skills;</li> <li>- Time management;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
--	------------------	--	---	---

	Inspector	Inspector of Humanities	<p>Bachelor's Degree in Arts and Humanities, Arts with Education or Bachelor's Degree in Geography, History, Economics with Post Graduate Diploma in Education (PGDE) and 3 years working experience pertaining to teaching or a Master's degree in Arts and Humanities, Arts with Education, and Geography, History, Economics with Post Graduate Diploma in Education (PGDE) and 1 year working experience pertaining to teaching or curriculum development.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- General knowledge on Rwanda Education system and policies;</li> <li>- Knowledge of international learning best practices;</li> <li>- Knowledge of conventional learning inspection procedures;</li> <li>- Knowledge of common inspection reporting &amp; feedback approaches;</li> <li>- Good report writing and presentation skills;</li> <li>- Computer literacy;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Management and administrative skills;</li> <li>- Time management;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	5
--	-----------	-------------------------	---	---

	Inspector	Inspector of Sports, Arts, Music and Kinyarwanda	<p>Bachelor's Degree in Arts and Humanities, Arts with Education or Bachelor's Degree in Sports, Music and Kinyarwanda with Post Graduate Diploma in Education (PGDE).</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- General knowledge on Rwanda Education system and policies;</li> <li>- Knowledge of international learning best practices;</li> <li>- Knowledge of conventional learning inspection procedures;</li> <li>- Knowledge of common inspection reporting &amp; feedback approaches;</li> <li>- Good report writing and presentation skills;</li> <li>- Computer literacy;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	5
--	-----------	--	--	---

	Inspector	Inspector of Early Childhood Education	<p>Bachelor's Degree in Early childhood Education, Special Education, Educational Psychology, Applied Pedagogy or Post Graduate Diploma in Education (PGDE).</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- General knowledge on Rwanda Education system and policies;</li> <li>- Knowledge of international learning best practices;</li> <li>- Knowledge of conventional learning inspection procedures;</li> <li>- Knowledge of common inspection reporting &amp; feedback approaches;</li> <li>- Good report writing and presentation skills;</li> <li>- Computer literacy;</li> <li>- Collaboration and team working skills;</li> <li>- Ability to communicate through verbal means with individuals, small groups and in front of audiences;</li> <li>- Ability to apply adult learning principles;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management;</li> <li>- Fluent in Kinyarwanda, English or French, knowledge of all these three (3) languages is an advantage.</li> </ul>	5
--	-----------	--	--	---

	Inspector	Inspector of French , English and Kiswahili	<p>Bachelor's Degree in Literature, Linguistic (French/English/Kiswahili) with Education or Bachelor's degree in Literature, Linguistic (French/Kiswahili/English) with Post Graduate Diploma in Education (PGDE).</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- General knowledge on Rwanda Education system and policies;</li> <li>- Knowledge of international learning best practices;</li> <li>- Knowledge of conventional learning inspection procedures;</li> <li>- Knowledge of common inspection reporting &amp; feedback approaches;</li> <li>- Good report writing and presentation skills;</li> <li>- Computer literacy;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>5</b>
<b>S/Total</b>				<b>21</b>
Science Inspection Unit	Director of Unit	Director of Science Inspection Unit	<p>Bachelor's Degree in Science (Mathematics/Physics/Computer Science) with Education and having 3 years relevant working experience or Master's Degree in Science (Mathematics/Physics/Computer Science) with Education with 1 year relevant working experience.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- General knowledge on Rwanda Education system and policies;</li> <li>- Knowledge of international learning best practices;</li> <li>- Knowledge of conventional learning inspection procedures;</li> <li>- Knowledge of common inspection reporting &amp; feedback approaches;</li> </ul>	<b>1</b>

			<ul style="list-style-type: none"> <li>- Good report writing and presentation skills;</li> <li>- Computer literacy;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Management and administrative skills;</li> <li>- Time management;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	
	Inspector	Inspector of Mathematics	<p>Bachelor's Degree in Science (Mathematics/Physics/Computer Science) with Education or Bachelor's Degree in Science (Mathematics/Physics/Computer Science) with Post Graduate Diploma in Education (PGDE).</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- General knowledge on Rwanda Education system and policies;</li> <li>- Knowledge of international learning best practices;</li> <li>- Knowledge of conventional learning inspection procedures;</li> <li>- Knowledge of common inspection reporting &amp; feedback approaches;</li> <li>- Good report writing and presentation skills;</li> <li>- Computer literacy;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	5

	Inspector	Inspector of Physics and Computer Sciences	<p>Bachelor's Degree in Science (Chemistry/Biology) with Education or Bachelor's Degree in Science (Chemistry/Biology) with Post Graduate Diploma in Education (PGDE).</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- General knowledge on Rwanda Education system and policies;</li> <li>- Knowledge of international learning best practices;</li> <li>- Knowledge of conventional learning inspection procedures;</li> <li>- Knowledge of common inspection reporting &amp; feedback approaches;</li> <li>- Good report writing and presentation skills;</li> <li>- Computer literacy;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	5
--	-----------	--	--	---



	Inspector	Inspector of Chemistry	<p>Bachelor's Degree in Science (Chemistry/Biology) with Education or Bachelor's Degree in Science (Chemistry/Biology) with Post Graduate Diploma in Education (PGDE).</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- General knowledge on Rwanda Education system and policies;</li> <li>- Knowledge of international learning best practices;</li> <li>- Knowledge of conventional learning inspection procedures;</li> <li>- Knowledge of common inspection reporting &amp; feedback approaches;</li> <li>- Good report writing and presentation skills;</li> <li>- Computer literacy;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	5
--	-----------	------------------------	--	---

	Inspector	Inspector of Biology, Home Science and Agriculture	<p>Bachelor's Degree in Science (Agriculture/Biology) with Education or Bachelor's Degree in Science (Agriculture/Biology) with Post Graduate Diploma in Education (PGDE).</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- General knowledge on Rwanda Education system and policies;</li> <li>- Knowledge of international learning best practices;</li> <li>- Knowledge of conventional learning inspection procedures;</li> <li>- Knowledge of common inspection reporting &amp; feedback approaches;</li> <li>- Good report writing and presentation skills;</li> <li>- Computer literacy;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>5</b>
<b>S/Total</b>				<b>21</b>
<b>Department Total</b>				<b>51</b>

<p><b>Directorate General of ICT in Education</b></p>	<p>Chief Information Officer</p>	<p>Chief Information Officer</p>	<p>Bachelor's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 7 years of working experience and Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (NET), LAMP/WAMP Framework or MCITP are an added advantage or Master's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 5 year of working experience in ICT.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's ICT Policies and Strategies as well as National ICT Policy;</li> <li>- Deep Understanding of information technology and telecommunications;</li> <li>- Capacity to research and analyse technology problems, issues, and program requirements;</li> <li>- Knowledge of computer hardware/software technologies;</li> <li>- Web application and content management;</li> <li>- Coordination and communication skills, Integrity;</li> <li>- Interpersonal skills;</li> <li>- Negotiation skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<p><b>1</b></p>
---	--	--	--	-----------------

	ICT Education Infrastructure Specialist	in ICT in Education Infrastructure Specialist	<p>Bachelor's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 5 years of working experience and Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (NET), LAMP/WAMP Framework or MCITP are an added advantage or Master's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 3 year of working experience in ICT.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's ICT Policies and Strategies as well as National ICT Policy;</li> <li>- Deep Understanding of information technology and telecommunications;</li> <li>- Capacity to research and analyse technology problems, issues, and program requirements;</li> <li>- Knowledge of computer hardware/software technologies;</li> <li>- Web application and content management;</li> <li>- Coordination and communication skills;</li> <li>- Integrity;</li> <li>- Interpersonal skills;</li> <li>- Negotiation skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
--	--	--	---	----------

	ICT in Education Digital content Specialist	ICT in Education digital Content Specialist	<p>Bachelor's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 5 years of working experience and Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (NET), LAMP/WAMP Framework or MCITP are an added advantage or Master's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 3 year of working experience in ICT.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's ICT Policies and Strategies as well as National ICT Policy;</li> <li>- Deep Understanding of information technology and telecommunications;</li> <li>- Capacity to research and analyse technology problems, issues, and program requirements;</li> <li>- Knowledge of computer hardware/software technologies;</li> <li>- Interpersonal skills;</li> <li>- Communication skills;</li> <li>- Negotiation skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
--	--	--	---	----------

	Instructional Technology Specialist	Instructional Technology Specialist	<p>Bachelor's Degree in Computer Science with Education with three years of working experience or Master's degree in Computer Science with Education.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's ICT Policies and Strategies as well as National ICT Policy;</li> <li>- Deep Understanding of information technology and telecommunications;</li> <li>- Capacity to research and analyse technology problems, issues, and program requirements;</li> <li>- Knowledge of computer hardware/software technologies;</li> <li>- Interpersonal skills;</li> <li>- Communication skills</li> <li>- Negotiation skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
--	-------------------------------------	-------------------------------------	---	----------

	ICT Support Officer	ICT Support Officer	<p>Bachelor's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering and Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (NET), LAMP/WAMP Framework or MCITP are an added advantage.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's ICT Policies and Strategies as well as National ICT Policy;</li> <li>- Deep Understanding of information technology and telecommunications;</li> <li>- Capacity to research and analyse technology problems, issues, and program requirements;</li> <li>- Knowledge of computer hardware/software technologies;</li> <li>- Interpersonal skills;</li> <li>- Communication skills;</li> <li>- Negotiation skills;</li> <li>- Problem-solving skills;</li> <li>- Analytical skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
<b>S/Total</b>				<b>5</b>

<b>Director General of Education Policy and Planning</b>	Director General	Director General of Education Policy and Planning	<p>Bachelor's Degree in Education, Education Sciences, Education Public Policy, Education Planning, Educational Management &amp; Administration with 5 years working Relevant experience; or Master's Degree in Education, Education Sciences, Education Public Policy, Education Planning, Educational Management &amp; Administration, with 3 years working relevant experience;</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda Education Sector;</li> <li>- Good knowledge of government policy-making and legislative processes;</li> <li>- Knowledge of the Education sector;</li> <li>- Analytical, problem-solving and critical thinking skills;</li> <li>- Strong Leadership skills;</li> <li>- Technical understanding of system being analysed and how it affects the various business units;</li> <li>- Good at handling and meeting deadlines;</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
--	------------------	---	---	----------



	Sector Planning and Budgeting Specialist	Sector Planning and Budgeting Specialist	<p>Bachelor's Degree in Education, Education Sciences, Education Public Policy, Education Planning, Economics, Project Management, Management, Development Studies, Business Administration, Educational Management &amp; Administration, Education &amp; Development with 3 years working Relevant experience ; or Master's Degree in Education, Education Sciences, Education Public Policy, Education Planning, Economics, Project Management, Management, Development Studies, Business Administration, Educational Management &amp; Administration, Education &amp; Development.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda Education Sector;</li> <li>- Good knowledge of government policy-making and legislative processes;</li> <li>- Knowledge of the Education sector;</li> <li>- Analytical, problem-solving and critical thinking skills;</li> <li>- Strong Leadership Skills;</li> <li>- Technical understanding of system being analysed and how it affects the various business units;</li> <li>- Good at handling and meeting deadlines;</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
--	--	--	--	----------

	EMIS and Education Statistics Specialist	EMIS and Education Statistics Specialist	<p>Bachelor's Degree in Statistics, Applied Mathematics, Economics, Computer Science, Computer Engineering, Information and Communication Technology, Management Information Technology, Information Management System with 3 years working relevant experience or a Master's Degree in Statistics, Applied Mathematics, Economics, Computer Science, Computer Engineering, Information and Communication Technology, Management Information Technology, Information Management System.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Deep understanding of Research Methodologies and Statistics Concepts;</li> <li>- Knowledge of various statistical software packages;</li> <li>- Knowledge to Prepares and publishes statistical and technical reports and research papers;</li> <li>- Knowledge of the theory, systems and application of statistical research methodology;</li> <li>- Computer skills;</li> <li>- Organisational skills;</li> <li>- Communication skills;</li> <li>- High analytical skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
--	---	---	---	----------

	Statistician	Statistician	<p>Bachelor's Degree in Statistics, Applied Mathematics, Economics.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Deep understanding of Research Methodologies and Statistics Concepts;</li> <li>- Knowledge of various statistical software packages;</li> <li>- Knowledge to Prepares and publishes statistical and technical reports and research papers;</li> <li>- Knowledge of the theory, systems and application of statistical research methodology;</li> <li>- Computer skills;</li> <li>- Organisational skills;</li> <li>- Communication skills;</li> <li>- High analytical skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
--	--------------	--------------	---	----------

	Monitoring and Evaluation Specialist	Monitoring and Evaluation Specialist	<p>Bachelor's Degree in Economics, Project Management, Management, Development Studies, Business Administration with specialisation on Development Studies and 3 years of working experience or Master's Degree in Bachelor's Degree in Economics, Project Management, Management, Development Studies, Business Administration specialisation on Development Studies.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda Education Sector;</li> <li>- Good knowledge of government policy-making and legislative processes;</li> <li>- Knowledge of the Education sector;</li> <li>- Analytical, problem-solving and critical thinking skills;</li> <li>- Strong Leadership Skills;</li> <li>- Technical understanding of system being analysed and how it affects the various business units;</li> <li>- Good at handling and meeting deadlines;</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
<b>S/Total</b>				<b>5</b>

<b>Education Policy Planning and Analysis Unit</b>	Director of Unit	Director of Education Policy Planning and Analysis Unit	<p>Bachelor's Degree in Education, Education Sciences, Education Public Policy, Education Planning, Educational Management &amp; Administration with 3 years working Relevant experience; or Master's Degree in Education, Education Sciences, Education Public Policy, Education Planning, Educational Management &amp; Administration with 1 year working Relevant experience.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda Education Sector;</li> <li>- Good knowledge of government policy-making and legislative processes;</li> <li>- Knowledge of the Education sector;</li> <li>- Analytical, problem-solving and critical thinking skills;</li> <li>- Strong Leadership skills;</li> <li>- Technical understanding of system being analysed and how it affects the various business units;</li> <li>- Good at handling and meeting deadlines;</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
--	------------------	---	---	----------

	Lower and Upper Secondary Specialist	Lower and Upper Secondary Specialist	<p>Bachelor's Degree in Education, Education Sciences, Education Public Policy, Education Planning, Educational Management &amp; Administration with 3 years working Relevant experience; or Master's Degree in Education, Education Sciences, Education Public Policy, Education Planning, Educational Management &amp; Administration.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda Education Sector;</li> <li>- Good knowledge of government policy-making and legislative processes;</li> <li>- Knowledge of the Education sector;</li> <li>- Analytical, problem-solving and critical thinking skills;</li> <li>- Strong Leadership skills;</li> <li>- Technical understanding of system being analysed and how it affects the various business units;</li> <li>- Good at handling and meeting deadlines;</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
--	---	---	---	----------

	Higher Education Specialist	Higher Education Specialist	<p>Bachelor's Degree in Education, Education Sciences, Education Public Policy, Education Planning, Educational Management &amp; Administration with 3 years working Relevant experience or Master's Degree in Education, Education Sciences, Education Public Policy, Education Planning, Educational Management &amp; Administration.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda Education Sector;</li> <li>- Good knowledge of government policy-making and legislative processes;</li> <li>- Knowledge of the Education sector;</li> <li>- Analytical, problem-solving and critical thinking skills;</li> <li>- Strong Leadership skills;</li> <li>- Technical understanding of system being analysed and how it affects the various business units;</li> <li>- Good at handling and meeting deadlines;</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
--	-----------------------------	-----------------------------	--	----------

	Primary and Pre-primary Education Specialist	Primary and Pre-primary Education Specialist	<p>Bachelor's Degree in Education, Education Sciences, Education Public Policy, Education Planning, Educational Management &amp; Administration with 3 years working Relevant experience; or Master's Degree in Education, Education Sciences, Education Public Policy, Education Planning, Educational Management &amp; Administration.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda Education Sector;</li> <li>- Good knowledge of government policy-making and legislative processes;</li> <li>- Knowledge of the Education sector;</li> <li>- Analytical, problem-solving and critical thinking skills;</li> <li>- Strong Leadership skills;</li> <li>- Technical understanding of system being analysed and how it affects the various business units;</li> <li>- Good at handling and meeting deadlines;</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
--	--	--	---	----------



	TVET Specialist	TVET Specialist	<p>Bachelor's Degree in Technology, Agriculture, Hospitality &amp; Recreation Arts with 3 years working Relevant experience; or Master's Degree in Technology, Agriculture, Hospitality &amp; Recreation Arts.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda Education Sector;</li> <li>- Good knowledge of government policy-making and legislative processes;</li> <li>- Knowledge of the Education sector;</li> <li>- Analytical, problem-solving and critical thinking skills;</li> <li>- Strong Leadership Skills;</li> <li>- Technical understanding of system being analysed and how it affects the various business units;</li> <li>- Good at handling and meeting deadlines;</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
--	-----------------	-----------------	---	----------

	Adult Education Officer	Adult Education Officer	<p>Bachelor's Degree in Education, Education Sciences, Education Public Policy, Education Planning, Educational Management &amp; Administration.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda Education Sector;</li> <li>- Good knowledge of government policy-making and legislative processes; Knowledge of the Education sector;</li> <li>- Analytical, problem-solving and critical thinking skills;</li> <li>- Strong Leadership skills;</li> <li>- Technical understanding of system being analysed and how it affects the various business units;</li> <li>- Good at handling and meeting deadlines;</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
<b>S/Total</b>				<b>6</b>

<b>Cross Cutting Programs Unit</b>	Director of Unit	Director of Cross Cutting Programs Unit	<p>Bachelor's Degree in Education, Education Sciences, Education Public Policy, Education Planning, Educational Management &amp; Administration with 3 years working Relevant experience or Master's Degree in Education, Education Sciences, Education Public Policy, Education Planning, Educational Management &amp; Administration with 1 year working Relevant experience.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda Education Sector;</li> <li>- Good knowledge of government policy-making and legislative processes;</li> <li>- Knowledge of the Education sector;</li> <li>- Analytical, problem-solving and critical thinking skills;</li> <li>- Strong Leadership skills;</li> <li>- Technical understanding of system being analysed and how it affects the various business units;</li> <li>- Good at handling and meeting deadlines;</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
------------------------------------	------------------	---	--	----------

	Public & Community Libraries Officer	Public & Community Libraries Officer	<p>Bachelor's Degree in Library and Information Science, Library Management, Linguistics and Literature, Arts and Publishing.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of Research and development in Library policies and strategies;</li> <li>- Excellent Organisational skills;</li> <li>- Ability to organize, schedule and utilize time well;</li> <li>- Ability to coordinate, organize and anticipate details for special programs and events;</li> <li>- Ability to coordinate and handle multiple priorities;</li> <li>- Effective management, Organisational, budgeting and planning skills;</li> <li>- Successful experience in the areas of decision making, project management, and budgeting;</li> <li>- Ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines;</li> <li>- Detail oriented and the ability to set priorities and objectives;</li> <li>- Organized, detail oriented, neat and able to meet deadlines;</li> <li>- Ability to work as a team coordinator;</li> <li>- Ability to work and make decisions with minimal supervision;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
--	--------------------------------------	--------------------------------------	---	---

	Girls' Education Officer	Girls' Education Officer	<p>Bachelor's Degree in Education, Education Sciences, Education Public Policy, Education Planning, Sociology specialisation in Education, Education &amp; Development.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda Education Sector;</li> <li>- Good knowledge of government policy-making and legislative processes;</li> <li>- Knowledge of the Education sector;</li> <li>- Analytical, problem-solving and critical thinking skills;</li> <li>- Strong Leadership Skills;</li> <li>- Technical understanding of system being analysed and how it affects the various business units;</li> <li>- Good at handling and meeting deadlines;</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
--	--------------------------	--------------------------	--	----------

	Special Needs Education Officer	Special Needs Education Officer	<p>Bachelor's Degree in Education, Education Sciences, Education Public Policy, Education Planning, Special Education, Sociology specialisation in Education, Education &amp; Development.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda Education Sector;</li> <li>- Good knowledge of government policy-making and legislative processes;</li> <li>- Knowledge of the Education sector;</li> <li>- Analytical, problem-solving and critical thinking skills;</li> <li>- Strong Leadership skills;</li> <li>- Technical understanding of system being analysed and how it affects the various business units;</li> <li>- Good at handling and meeting deadlines;</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
--	---------------------------------------	---------------------------------------	---	----------

	Sport and Culture in Education Officer	Sport and Culture in Education Officer	<p>Bachelor's Degree in Education, Physical Education, Education Sciences, Educational Planning, Applied Pedagogy.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda Education Sector;</li> <li>- Good knowledge of government policy-making and legislative processes;</li> <li>- Knowledge of the Education sector;</li> <li>- Analytical, problem-solving and critical thinking skills;</li> <li>- Strong Leadership skills;</li> <li>- Technical understanding of system being analysed and how it affects the various business units;</li> <li>- Good at handling and meeting deadlines;</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Good presentation skills and ability to communicate with various audiences, including end users and managers;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
--	---	---	--	----------

	Health HIV/AIDS Officer	&	Health HIV/AIDS Officer	&	<p>Bachelor's Degree in Public Health, Health Sciences, Education, Education Sciences, Educational Planning, Applied Pedagogy.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda Education Sector;</li> <li>- Good knowledge of government policy-making and legislative processes;</li> <li>- Knowledge of the Education sector;</li> <li>- Analytical, problem-solving and critical thinking skills;</li> <li>- Strong Leadership skills;</li> <li>- Technical understanding of system being analysed and how it affects the various business units;</li> <li>- Good at handling and meeting deadlines;</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
--	-------------------------------	---	-------------------------------	---	---	----------



	Environment, Hygiene and Nutrition Officer	Environment, Hygiene and Nutrition Officer	<p>Bachelor's Degree in Environmental Sciences, Health Sciences, Education, Education Sciences, Applied Pedagogy.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda Education Sector;</li> <li>- Good knowledge of government policy-making and legislative processes; Knowledge of the Education sector;</li> <li>- Analytical, problem-solving and critical thinking skills;</li> <li>- Strong Leadership skills;</li> <li>- Technical understanding of system being analysed and how it affects the various business units;</li> <li>- Good at handling and meeting deadlines;</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
<b>S/Total</b>				<b>7</b>

<b>Science, Technology, Innovation and Research Unit</b>	Director of Unit	Director of Technology, Innovation and Research Unit	<p>Bachelor's Degree in Applied Sciences, Physics, Chemistry and Biomedical Engineering, Pharmacy, Environmental Sciences, Electrical Engineering, Mechanical Engineering, Oils and Gas Technologies, Biotechnology, Biology, Industrial Economics, Geo-Economics, Environment Economics, Agro-Processing, Computing and Information Theory, Applied Mathematics, Econometrics, Biostatistics, Operational Research with 3 years working relevant experience or Master's Degree in Applied Sciences, Physics, Chemistry and Biomedical Engineering, Pharmacy, Environmental Sciences, Electrical Engineering, Mechanical Engineering, Oils and Gas Technologies, Biotechnology, Biology, Industrial Economics, Geo-Economics, Environment Economics, Agro-Processing, Computing and Information Theory, Applied Mathematics, Econometrics, Biostatistics, Operational Research with 1 year working relevant experience.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda Education Sector;</li> <li>- Good knowledge of government policy-making and legislative processes;</li> <li>- Knowledge of the Education sector;</li> <li>- Knowledge in science and R&amp;D programs planning and implementation;</li> <li>- Knowledge in planning, coordination, monitoring and evaluation program;</li> <li>- Knowledge in science, technology and innovation for development program management is preferred;</li> <li>- Strong analytical and leadership skills;</li> <li>- Strong Leadership skills;</li> <li>- Technical understanding of system being analysed and how it affects the various business units;</li> </ul>	<b>1</b>
--	------------------	--	---	----------

			<ul style="list-style-type: none"> <li>- Good at handling and meeting deadlines;</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	
	STI in Basic Education Specialist	STI in Basic Education & TVET Specialist	<p>Bachelor's Degree in Applied Sciences, Physics, Chemistry and Biomedical Engineering, Pharmacy, Environmental Sciences, Electrical Engineering, Mechanical Engineering, Oils and Gas Technologies, Biotechnology, Biology, Industrial Economics, Geo-Economics, Environment Economics, Agro-Processing, Computing and Information Theory, Applied Mathematics, Econometrics, Biostatistics, Operational Research, with 3 years working relevant experience or Master's Degree in Applied Sciences, Physics, Chemistry and Biomedical Engineering, Pharmacy, Environmental Sciences, Electrical Engineering, Mechanical Engineering, Oils and Gas Technologies, Biotechnology, Biology, Industrial Economics, Geo-Economics, Environment Economics, Agro-Processing, Computing and Information Theory, Applied Mathematics, Econometrics, Biostatistics, Operational Research.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda Education Sector;</li> </ul>	1

			<ul style="list-style-type: none"> <li>- Good knowledge of government policy-making and legislative processes;</li> <li>- Knowledge of the Education Sector;</li> <li>- Knowledge in science and R&amp;D programs planning and implementation;</li> <li>- Knowledge in planning, coordination, monitoring and evaluation program;</li> <li>- Knowledge in science, technology and innovation for development program management is preferred;</li> <li>- Analytical and leadership skills;</li> <li>- Leadership skills;</li> <li>- Technical understanding of system being analysed and how it affects the various business units;</li> <li>- Good at handling and meeting deadlines;</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	
--	--	--	---	--

	STI in Tertiary Education Specialist	STI in Tertiary Education Specialist	<p>Bachelor's Degree in Applied Sciences, Physics, Chemistry and Biomedical Engineering, Pharmacy, Environmental Sciences, Electrical Engineering, Mechanical Engineering, Oils and Gas Technologies, Biotechnology, Biology, Industrial Economics, Geo-Economics, Environment Economics, Agro-Processing, Computing and Information Theory, Applied Mathematics, Econometrics, Biostatistics, Operational Research, with 3 years working relevant experience or Master's Degree in Applied Sciences, Physics, Chemistry and Biomedical Engineering, Pharmacy, Environmental Sciences, Electrical Engineering, Mechanical Engineering, Oils and Gas Technologies, Biotechnology, Biology, Industrial Economics, Geo-Economics, Environment Economics, Agro-Processing, Computing and Information Theory, Applied Mathematics, Econometrics, Biostatistics, Operational Research.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda Education Sector;</li> <li>- Good knowledge of government policy-making and legislative processes;</li> <li>- Knowledge of the Education sector;</li> <li>- Knowledge in science and R&amp;D programs planning and implementation;</li> <li>- Knowledge in planning, coordination, monitoring and evaluation program;</li> <li>- Knowledge in science, technology and innovation for development program management is preferred;</li> <li>- Analytical and leadership skills;</li> <li>- Leadership skills;</li> <li>- Technical understanding of system being analysed and how it affects the various business units;</li> <li>- Good at handling and meeting deadlines;</li> </ul>	<b>1</b>
--	--------------------------------------	--------------------------------------	---	----------

			<ul style="list-style-type: none"> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	
	STR Programs Officer	STR Programs Officer	<p>Bachelor's Degree in Applied Sciences, Physics, Chemistry and Biomedical Engineering, Pharmacy, Environmental Sciences, Electrical Engineering, Mechanical Engineering, Oils and Gas Technologies, Biotechnology, Biology, Industrial Economics, Geo-Economics, Environment Economics, Agro-Processing, Computing and Information Theory, Applied Mathematics, Econometrics, Biostatistics, Operational Research.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda Education Sector;</li> <li>- Good knowledge of government policy-making and legislative processes;</li> <li>- Knowledge of the Education sector;</li> <li>- Knowledge in science and R&amp;D programs planning and implementation;</li> <li>- Knowledge in planning, coordination, monitoring and evaluation program ;</li> <li>- Knowledge in science, technology and innovation for development program management is preferred;</li> </ul>	1

			<ul style="list-style-type: none"> <li>- Analytical and leadership skills;</li> <li>- Leadership skills;</li> <li>- Technical understanding of system being analysed and how it affects the various business units;</li> <li>- Good at handling and meeting deadlines;</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	
<b>S/Total</b>				<b>4</b>
<b>Office of the General Director of Corporate Services</b>	General Director of Corporate Services	General Director of Corporate Services	<p>Bachelor's Degree in Economics, Management, Business Administration, Public Administration, Administrative Sciences, Strategic Management, Public Finance, Accounting, Human Resource Management, Development Studies with 5 years of working experience or Master's Degree in Economics, Management, Business Administration, Public Administration, Strategic Management, Public Finance, Accounting, Human Resource Management, Development Studies with 3 years of working experience .</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of Human Resources Policy and procedures;</li> <li>- Knowledge of Accounting principles and practices and financial data reporting;</li> </ul>	<b>1</b>

			<ul style="list-style-type: none"> <li>- Knowledge of Rwanda Public Servant &amp; Labour laws and Financial Law;</li> <li>- Knowledge of Electronic equipment and computer hardware and software;</li> <li>- Leadership skills;</li> <li>- Coordination, Planning &amp; Organisational skills;</li> <li>- Interpersonal Skills;</li> <li>- Effective Communication skills;</li> <li>- Judgment and Decision Making skills;</li> <li>- Complex Problem Solving;</li> <li>- Negotiation skills;</li> <li>- Time Management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	
	Administrative Liaison Officer	Administrative Liaison Officer	<p>A1 in Secretarial Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Office Management skills;</li> <li>- Excellent Communication, Organisational, Interpersonal skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet)</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
	Procurement Officer	Procurement Officer	Bachelor's Degree in Procurement, Management, Accounting, Law, Public Finance, Economics.	2



			<u><b>Key technical skills &amp; knowledge required:</b></u> <ul style="list-style-type: none"> <li>- High Analytical skills;</li> <li>- Negotiation skills;</li> <li>- Knowledge of basic business and purchasing practices;</li> <li>- Excellent Communication skills;</li> <li>- Knowledge of state contracting laws, regulations and procedures;</li> <li>- Knowledge of grades, qualities, supply and price trends of commodities;</li> <li>- Time Management skills;</li> <li>- Decision making skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	
<b>S/Total</b>				<b>4</b>

<b>Finance Unit</b>	Finance Unit	Director of Finance Unit	<p>Bachelor's Degree in Finance, Accounting or Management Specialised in Finance/Accounting with 3 years of working experience or Master's Degree in Finance, Accounting or Management Specialized in Finance/Accounting with 1 year working experience.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's financial management standards and procedures;</li> <li>- Knowledge of Accounting principles and practices and financial data reporting;</li> <li>- Knowledge of Management of Material Resources;</li> <li>- Knowledge of supply chain management;</li> <li>- Knowledge of Rwanda Public Financial Law;</li> <li>- Leadership and management skills;</li> <li>- Planning and Organisational, Budgeting skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software (SMART IFMIS);</li> <li>- Time management skills</li> <li>- Interviewing skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Problem solving;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
---------------------	--------------	--------------------------	---	----------

	Accountant	Accountant	<p>Accounting Professional Qualification recognized by IFAC (ACCA, CPA) or Bachelor's Degree in Finance, Accounting or Management with specialisation in Finance/Accounting.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Knowledge to analyse complex financial information &amp; Produce reports;</li> <li>- Deep understanding of financial accounts;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making skills;</li> <li>- High Analytical skills;</li> <li>- Interpersonal skills;</li> <li>- Time management skills;</li> <li>- Complex Problem solving;</li> <li>- Flexibility skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
--	------------	------------	---	----------

	Budget Officer	Budget Officer	<p>Bachelor's Degree in Finance, Accounting, Management, Economics.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Planning and Organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making skills;</li> <li>- Deep understanding of financial accounts;</li> <li>- High Analytical skills;</li> <li>- Interpersonal skills;</li> <li>- Time management skills</li> <li>- Complex Problem solving;</li> <li>- Flexibility skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
--	----------------	----------------	--	----------

	Secretary	Secretary to the Finance Unit	<p>A1 in Secretariat Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication skills;</li> <li>- Computer skills;</li> <li>- Interpersonal skills;</li> <li>- Organisational skills;</li> <li>- Stress Management skills;</li> <li>- Time Management skills;</li> <li>- Bookkeeping skills;</li> <li>- Analytical &amp; Problem solving skills;</li> <li>- Decision Making skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
<b>S/Total</b>				<b>4</b>

<b>Human Resources &amp; Administration Unit</b>	Director of Unit	Director of Human Resources & Administration Unit	<p>Bachelor's Degree in Human Resources Management, Management with Specialisation in Human Resource, Business Administration with specialisation in Human Resource, Public Administration, Administrative Sciences with 3 years of working experience or Master's Degree in Human Resources Management, Management with Specialisation in Human Resource, Business Administration with specialisation in Human Resource, Public Administration, Administrative Sciences with 1 year of working experience.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of human resources concepts, practices, policies, and procedures;</li> <li>- Knowledge of Organisational structure, workflow, and operating procedures;</li> <li>- Knowledge in Monitoring &amp; System Evaluation;</li> <li>- Leadership and management skills;</li> <li>- Planning and organisational skills;</li> <li>- High Analytical skills;</li> <li>- Communication skills;</li> <li>- Time management skills</li> <li>- Interviewing skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Problem Solving skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
--	------------------	---	---	----------

	Human Resource Officer	Human Resource Officer	<p>Bachelor's Degree in Human Resource Management, Management, Public Administration, Administrative Sciences.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources;</li> <li>- Knowledge in the Development of Human Resources Policies and procedures- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
--	------------------------	------------------------	--	----------

	Logistics Officer	Logistics Officer	<p>Bachelor's Degree in Store Management, Management, Finance, Economics, Accounting, Business Administration, Public Administration, Administrative Sciences.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of Management of Material Resources;</li> <li>- Knowledge of supply chain management;</li> <li>- Organisational skills;</li> <li>- Computer skills;</li> <li>- Communication skills;</li> <li>- Report writing &amp; Presentation skills;</li> <li>- Analytical skills;</li> <li>- Interpersonal skills;</li> <li>- Time management skills;</li> <li>- Negotiation skills;</li> <li>- Team working skills</li> <li>- Problem Solving skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
--	-------------------	-------------------	--	----------



	Customer Care Officer	Customer Care Officer	<p>Bachelor's Degree in Business Administration, Marketing, Public Relations, Office Administration Management.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Integrity;</li> <li>- Planning and organisational skills;</li> <li>- Computer literacy, particularly Word, Excel and Power point;</li> <li>- Time management skills;</li> <li>- Interpersonal skills;</li> <li>- Team working and collaboration skills;</li> <li>- Dynamic and able to work in conducive and non-conducive environment;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
	Documentation & Archives	Documentation & Archives Officer	<p>A1 in Library &amp; information Science, Office Management, Biblioteconomy or Bachelor's Degree in Library &amp; Information Science.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Proficiency in information technology;</li> <li>- Computer literacy;</li> <li>- Bookkeeping skills;</li> <li>- Knowledge of integrated document management;</li> <li>- Knowledge of archive management software;</li> <li>- Knowledge of the documentation management system(DMS) would be an advantage;</li> <li>- Organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Planning skills;</li> <li>- Communication skills;</li> <li>- Report writing &amp; Presentation skills;</li> </ul>	<b>1</b>

			<ul style="list-style-type: none"> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	
	Head of Central Secretariat	Head of Central Secretariat	<p>A1 in Secretariat Studies, Office Management, Library and Information Science with 2 years working experience or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Library and Information Science.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication skills;</li> <li>- Computer skills;</li> <li>- Interpersonal skills;</li> <li>- Organisational skills;</li> <li>- Stress Management skills;</li> <li>- Time Management skills;</li> <li>- Bookkeeping skills;</li> <li>- Analytical &amp; Problem solving skills;</li> <li>- Decision Making skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>

	Drivers	Drivers	<p>Driving license B Category with good driving record and mechanical skills.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Strong customer service orientation skills;</li> <li>- Team Working and collaborative skills;</li> <li>- General Mechanical Skills;</li> <li>- Diligent attention to safety skills;</li> <li>- Organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Communicational skills;</li> <li>- Good knowledge of routes within main area of operation;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	7
--	---------	---------	---	---

	Secretary	Secretary in Central Secretariat	<p>A1 in Secretariat Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law.</p> <p><b><u>Key technical skills &amp; knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication skills;</li> <li>- Computer Skills;- Interpersonal Skills;</li> <li>- Organisational skills;</li> <li>- Stress Management skills;</li> <li>- Time Management skills;</li> <li>- Bookkeeping Skills;</li> <li>- Analytical &amp; Problem solving skills;</li> <li>- Decision Making skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
<b>S/Total</b>				<b>14</b>
<b>Total</b>				<b>117</b>

*Official Gazette n° Special of 14/12/2017*

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°127/03 ryo ku wa 12/12/2017 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Uburezi

Kigali, ku wa 12/12/2017

(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'Ububabera/Intumwa Nkuru ya Leta

Seen to be annexed to Prime Minister's Order n°127/03 of 12/12/2017 determining mission, functions, organisational structure, job profiles, salaries and fringe benefits for employees in the Ministry of Education

Kigali, on 12/12/2017

(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°127/03 du 12/12/2017 portant mission, fonctions, structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel du Ministère de l'Education

Kigali, le 12/12/2017

(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° 127/03 RYO KU WA  
12/12/2017 RIGENA INSHINGANO,  
IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO,  
IBISABWA KU MYANYA Y'IMIRIMO,  
IMISHAHARA N'IBINDI BIGENERWA  
ABAKOZI MURI MINISITERI Y'UBUREZI**

**ANNEX III TO PRIME MINISTER'S ORDER  
N°127/03 OF 12/12/2017 DETERMINING  
MISSION, FUNCTIONS, ORGANISATIONAL  
STRUCTURE, JOB PROFILES, SALARIES AND  
FRINGE BENEFITS FOR EMPLOYEES IN THE  
MINISTRY OF EDUCATION**

**ANNEXE III A L'ARRETE DU PREMIER  
MINISTRE N° 127/03 DU 12/12/2017 PORTANT  
MISSION, FONCTIONS, STRUCTURE  
ORGANISATIONNELLE, PROFILS  
D'EMPLOIS, SALAIRES ET AVANTAGES  
ACCORDES AU PERSONNEL DU MINISTERE  
DE L'EDUCATION**

# MINEDUC - SALARY STRUCTURE

N°	POST	I.V	Level	Index	Gross Salary (Rwf/Month)
1	Permanent Secretary	441	F	2869	1,617,505
2	Head of Basic Education Quality Assurance Department	400	1.IV	2608	1,497,610
3	Director General of Education, Policy and Planning	400	2.III	1890	1,085,308
4	Director General of Corporate	400	2.III	1890	1,085,308
5	Chief Information Officer (CIO)	400	2.III	1890	1,085,309
6	Advisor to the Minister	400	2.III	1890	1,085,308
7	ICT in Education Infrastructure	400	3.II	1369	786,132
8	ICT in Education Digital Content Specialist	400	3.II	1369	786,133
9	Instructional Technology Specialist	400	3.II	1369	786,134
10	Director of Education Policy Planning and Analysis Unit	400	3.II	1369	814,962
11	Director of School Infrastructure Norms and Standards Unit	400	3.II	1369	786,131
12	Director of Languages and Humanities Inspection Unit	400	3.II	1369	786,131
13	Director of Sciences Inspection Unit	400	3.II	1369	786,131
14	Director of Cross Cutting Programmes	400	3.II	1369	786,131
15	Director of Science, Technology, Innovation and Research	400	3.II	1369	814,962
16	Director of Finance Unit	400	3.II	1369	786,131
17	Director of Human Resource and Administration Unit	400	3.II	1369	786,131
18	Legal Advisor	400	3.II	1369	786,131
19	Sector Planning and Budgeting Specialist	400	3.II	1369	786,131
20	EMIS & Education Statistics Specialist	400	3.II	1369	786,131
21	Lower and Upper Secondary Specialist	400	3.II	1369	786,131
22	Higher Education Specialist	400	3.II	1369	786,131
23	Primary and Pre-Primary Education Specialist	400	3.II	1369	786,131
24	TVET Specialist	400	3.II	1369	786,131
25	STI in Basic Education & TVET Specialist	400	3.II	1369	786,131
26	STI in Tertiary Education Specialist	400	3.II	1369	786,131
27	Institutional Change & International Cooperation Specialist	400	3.II	1369	786,131
28	Monitoring and Evaluation Specialist	400	3.II	1369	786,131
29	Information, Education & Communication Specialist	400	3.II	1369	786,131
30	Civil Engineers / - School Construction Engineer	350	4.III	1313	653,152
31	Inspector of Mathematics	350	4.III	1313	653,152
32	Inspector of Physics and Computer Science	350	4.III	1313	653,152
33	Inspector of Chemistry	350	4.III	1313	653,152
34	Inspector of Biology, Home Science and Agriculture	350	4.III	1313	653,152
35	Inspector of Early Childhood Education	350	4.III	1313	653,152

N°	POST	I.V	Level	Index	Gross Salary (Rwf/Month)
36	Inspector of Humanities	350	4.III	1313	653,152
37	Inspector of Sports, Arts, Music, Kinvarwanda	350	4.III	1313	653,152
38	Inspector of French, English and Kiswahili	350	4.III	1313	653,152
39	TTC Pedagogical Inspector	350	4.III	1313	653,152
40	Special Education Needs Officer	350	4.II	1141	567,590
41	Girls Education Officer	350	4.II	1141	567,590
42	Statistician	350	4.II	1141	567,590
43	Adult Education Officer	350	4.II	1141	567,590
44	Environment, Hygiene, and Nutrition Officer	350	4.II	1141	567,590
45	Sport & Culture in Education Officer	350	4.II	1141	567,590
46	Public & Community Libraries Officer	350	4.II	1141	567,590
47	Health and HIV/AIDS Officer	350	4.II	1141	567,590
48	STR Programs Officer	350	4.II	1141	567,590
49	ICT Support Officer	350	4.II	1141	567,590
50	Human Resource Officer	350	4.II	1141	567,590
51	Public Relations and Communication Officer	350	4.II	1141	567,590
52	Procurement Officer	350	5.II	951	473,075
53	Internal Auditor	350	5.II	951	473,075
54	Budget Officer	350	5.II	951	473,075
55	Accountant	350	5.II	951	473,075
56	Logistics Officer	350	5.II	951	473,075
57	Administrative Assistant to the Ministers	350	5.II	951	473,075
58	Administrative Assistant to the PS	350	5.II	951	473,075
59	Administrative Liaison Officer	350	5.II	951	473,075
60	Customer Care Officer	350	6.II	793	394,478
61	Documentation and Archives Officer	350	6.II	793	394,478
62	Head of Central Secretariat	350	7.II	660	328,317
63	Administrative Assistant to Head of Department	350	7.II	660	328,317
64	Secretary to the Central Secretariat	350	8.II	508	252,705
65	Secretary to DF unit	350	8.II	508	252,705
66	Driver	350	9.II	391	194,503



*Official Gazette n° Special of 14/12/2017*

**Bibonywe** kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 127/03 ryo ku wa 12/12/2017 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Uburezi

Kigali, ku wa 12/12/2017

(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°127/03 of 12/12/2017 determining mission, functions, organisational structure, job profiles, salaries and fringe benefits for employees in the Ministry of Education**

Kigali, on 12/12/2017

(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°127/03 du 12/12/2017 portant mission, fonctions, structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel du Ministère de l'Education**

Kigali, le 12/12/2017

(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°128/03 RYO KU WA 12/12/2017  
RISHYIRAHU IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IBISABWA  
KU MYANYA Y'IMIRIMO,  
IMISHAHARA N'IBINDI BIGENERWA  
ABAKOZI B'INAMA Y'IGIHUGU  
Y'AMASHURI MAKURU

PRIME MINISTER'S ORDER N° 128/03  
OF 12/12/2017 DETERMINING  
ORGANIZATIONAL STRUCTURE, JOB  
PROFILES, SALARIES AND FRINGE  
BENEFITS FOR EMPLOYEES OF  
HIGHER EDUCATION COUNCIL

ARRETE DU PREMIER MINISTRE  
N°128/03 DU 12/12/2017 DETERMINANT  
LA STRUCTURE  
ORGANISATIONNELLE, PROFILS  
D'EMPLOIS, SALAIRES ET  
AVANTAGES ACCORDES AU  
PERSONNEL DU CONSEIL DE  
L'ENSEIGNEMENT SUPERIEUR

### ISHAKIRO

### TABLE OF CONTENTS

### TABLE DES MATIERES

Ingingo ya mbere: icyo iri teka rigamije

Article One: Purpose of this Order

Article premier: Objet du présent arrêté

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

Article 2: Organizational structure and job  
profiles

Article 2: Structure organisationnelle et  
profils d'emplois

Ingingo ya 3: Igenwa ry'umushahara

Article 3: Determination of the salary

Article 3: Détermination du salaire

Ingingo ya 4: Ibigize umushahara mbumbe

Article 4: Composition of the gross salary

Article 4: Composition du salaire brut

Ingingo ya 5: Ibindi bigenerwa Umuyobozi  
Mukuru wa HEC

Article 5: Fringe benefits for the Director  
General of HEC

Article 5: Avantages alloués au Directeur  
Général de HEC

Ingingo ya 6: Ibindi bigenerwa Abayobozi  
ba za *Departments*

Article 6: Fringe benefits for Heads of  
Departments

Article 6: Avantages alloués aux Chefs de  
Départements

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

Article 7: Fringe benefits for Senior Officials  
on "2.III" job level

Article 7: Avantages alloués aux Hauts  
Cadres au poste de niveau "2.III"

Ingingo ya 8: Ibindi bigenerwa Abayobozi  
b'Amashami n'abakozi ba Leta 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 au poste d'emplois de  
niveau "3"

**Ingingo ya 9:** Indamunite z’urugendo rw’imodoka

**Article 9:** Mileage allowances

**Article 9:** Indemnités kilométriques

**Ingingo ya 10:** Abashinzwe gushyira mu bikorwa iri teka

**Article 10:** Authorities responsible for the implementation of this Order

**Article 10:** Autorités chargées de l’exécution du présent arrêté

**Ingingo ya 11:** Ivanwaho ry’ingingo zinyuranyije n’iri teka

**Article 11:** Repealing provision

**Article 11:** Disposition abrogatoire

**Ingingo ya 12:** Igihe iri teka ritangira gukurikizwa

**Article 12:** Commencement

**Article 12:** Entrée en vigueur

**ITEKA RYA MINISITIRI W'INTEBE  
N°128/03 RYO KU WA 12/12/2017  
RISHYIRAHU IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IBISABWA KU  
MYANYA Y'IMIRIMO, IMISHAHARA  
N'IBINDI BIGENERWA ABAKOZI  
B'INAMA Y'IGIHUGU Y'AMASHURI  
MAKURU**

**Minisitiri w'Intebe;**

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

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

Ashingiye ku Itegeko n° 20/2017 ryo ku wa 28/04/2017 rishyiraho Inama y'Igihugu y'Amashuri Makuru rikanagena inshingano, imiterere n'imikorere byayo, cyane cyane, mu ngingo zaryo, iya 27 n'iya 28;

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

Inama y'Abaminisitiri yateranye ku wa 04/10/2017 imaze kubisuzuma no kubyemeza;

**ATEGETSE:**

**PRIME MINISTER'S ORDER N° 128/03  
OF 12/12/2017 DETERMINING  
ORGANIZATIONAL STRUCTURE, JOB  
PROFILES, SALARIES AND FRINGE  
BENEFITS FOR EMPLOYEES OF  
HIGHER EDUCATION COUNCIL**

**The Prime Minister;**

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

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

Pursuant to Law n° 20/2017 of 28/04/2017 establishing Higher Education Council and determining its mission, organisation and functioning, especially in Articles 27 and 28;

On proposal by the Minister of Public Service and Labour;

After consideration and approval by the Cabinet, in its session of 04/10/2017;

**ORDERS:**

**ARRETE DU PREMIER MINISTRE  
N°128/03 DU 12/12/2017 DETERMINANT  
LA STRUCTURE  
ORGANISATIONNELLE, PROFILS  
D'EMPLOIS, SALAIRES ET  
AVANTAGES ACCORDES AU  
PERSONNEL DU CONSEIL DE  
L'ENSEIGNEMENT SUPERIEUR**

**Le Premier Ministre;**

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

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

Vu la Loi n° 20/2017 du 28/04/2017 portant création du Conseil National de l'Enseignement Supérieur et déterminant ses missions, son organisation et son fonctionnement, spécialement en ses articles 27 et 28;

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

Après examen et adoption par le Conseil des Ministres, en sa séance du 04/10/2017;

**ARRETE:**

**Ingingo ya mbere: Icyo iri teka rigamije**

Iri teka rishyiraho imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi b'Inama y'Igihugu y'Amashuri Makuru (HEC).

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

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

**Ingingo ya 3: Igenwa ry'umushahara**

Imishahara y'Abakozi muri HEC 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 HEC biri ku mugereka wa III w'iri teka.

**Ingingo ya 4: Ibigize umushahara mbumbe**

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

1 ° umushahara fatizo;

**Article One: Purpose of this Order**

This Order determines organizational structure, job profiles, salaries and fringe benefits for employees of Higher Education Council (HEC).

**Article 2: Organizational structure and job profiles**

The organizational structure and job profiles for HEC are respectively in Annexes I and II of this Order.

**Article 3: Determination of the salary**

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

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

**Article 4: Composition of the gross salary**

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

1 ° basic salary;

**Article premier: Objet du présent arrêté**

Le présent arrêté détermine la structure organisationnelle, les profils d'emplois, les salaires et avantages accordés au personnel du Conseil National de l'Enseignement Supérieur (HEC).

**Article 2: Structure organisationnelle et profils d'emplois**

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

**Article 3: Détermination du salaire**

Les salaires accordés au personnel de HEC 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 poste d'emploi au sein de HEC sont en annexe III du présent arrêté.

**Article 4: Composition du salaire brut**

Le salaire brut mensuel pour chaque agent comprend principalement ce qui suit:

1 ° le salaire de base;

*Official Gazette n° Special of 14/12/2017*

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

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

The transport allowance specified in Paragraph One of this Article shall not be granted to officials positioned on levels "E", "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 a special transport allowance in accordance with Instructions of the Minister in charge of public service.

L'indemnité de transport visée à l'alinéa premier du présent article n'est pas allouée aux agents de l'Etat aux postes de niveau "E", "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 au poste de niveau "3" qui bénéficient de l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

**Ingingo ya 5: Ibindi bigenerwa Umuyobozi Mukuru wa HEC**

Umuyobozi Mukuru wa HEC uri ku rwego rwa "E" agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

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

**Article 5: Fringe benefits for the Director General of HEC**

The Director General of HEC on "E" job classification level is entitled to the following fringe benefits:

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

**Article 5: Avantages alloués au Directeur Général de HEC**

Le Directeur Général de HEC au poste de niveau "E" bénéficie des avantages suivants:

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

2 ° amafaranga y'u Rwanda ibihumbi mirongo ine (40.000 Frw) buri kwezi y'itumanaho rya interineti igendanwa n'ibihumbi ijana na mirongo itanu (150.000 Frw) by'itumanaho rya telefoni igendanwa buri kwezi;

3 ° amafaranga y'u Rwanda ibihumbi magana atatu (300.000 Frw) buri kwezi yo kwakira abashyitsi mu kazi anyura kuri konti ya HEC;

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

2 ° forty thousand Rwandan francs (Frw 40,000) per month for wireless internet connection communication allowance and one hundred and fifty thousand Rwandan francs (Frw 150,000) per month for mobile phone communication allowance;

3 ° three hundred thousand Rwandan francs (300,000 Frw) per month for office entertainment allowance transferred to HEC's account;

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

2 ° les frais de communication d'internet sans fil équivalant à quarante mille francs rwandais (40.000 Frw) par mois et ceux de communication par téléphone portable équivalant à cent cinquante mille francs rwandais (150.000 Frw) par mois;

3 ° les frais de représentation au service équivalant à trois cent mille francs rwandais (300.000 Frw) chaque mois et domiciliés au compte de HEC;

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

**Ingingo ya 6: Ibindi bigenerwa Abayobozi ba za Departments**

Abayobozi ba za *Departments* bari ku rwego rwa “F” bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

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

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

**Article 6: Fringe benefits for Heads of Departments**

Heads of Departments on “F” job level are each entitled to the following fringe benefits:

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

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

**Article 6: Avantages alloués aux Chefs de Départements**

Les Chefs de Départements aux postes de niveau “F” bénéficient chacun des avantages suivants:

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

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

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

Abayobozi bari ku rwego rwa “2.III” bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

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

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

Abayobozi b’Amashami n’abakozi ba Leta 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 Senior Officials on “2.III” job level**

Senior Officials on “2.III” job level are each entitled to the following fringe benefits:

- 1 ° seventy thousand Rwandan francs (Frw 70,000) per month for mobile phone communication allowance;
- 2 ° transport facilitation in accordance with Instructions of the Minister in charge of transport.

**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. 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 of public service.

**Article 7: Avantages alloués aux Hauts Cadres au poste de niveau “2.III”**

Les Hauts Cadres au poste de niveau “2.III” bénéficient chacun 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 au poste d’emplois de niveau “3”**

Les Directeurs d’Unités et Cadres aux postes d’emplois 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.



Abayobozi b'Amashami bari ku rwego rw'imirimo rwa "3.II" bafite itsinda ry'abakozi ba Leta bayobora hashingiwe ku mbonerahamwe y'imyanya y'imirimo, 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**

Leta igenera indamunite y'urugendo Abayobozi bari ku rwego rwa "E", "F" na "2.III" iyo bagiye mu butumwa imbere mu Gihugu bakoresheje imodoka zabo, hakurikijwe ibiteganywa n'amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

**Ingingo ya 10: Abashinzwe gushyira mu bikorwa iri teka**

Minisitiri w'Uburezi, Minisitiri w'Imari n'Igenamigambi, Minisitiri w'Abakozi ba Leta n'Umurimo na Minisitiri w'Ibikorwaremezo 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 are also each entitled to an office landline communication allowance of one hundred thousand Rwandan francs (Frw 100.000) per month.

**Article 9: Mileage allowances**

The State pays mileage allowances to Senior Officials on levels "E", "F" and "2.III" when they go on official mission inside the country by using their vehicles, in accordance with the Ministerial Instructions of the Minister in charge of transport.

**Article 10: Authorities responsible for the implementation of this Order**

The Minister of Education, the Minister of Finance and Economic Planning, the Minister of Public Service and Labour and the Minister of Infrastructure 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 au poste de niveau "3.II" ayant des agents de l'Etat placés sous leurs responsabilités suivant la structure organisationnelle, 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**

L'Etat octroie des indemnités kilométriques aux Hauts Cadres au poste de niveau "E", "F" et "2.III" lorsqu'ils vont en mission officielle à l'intérieur du pays en utilisant leurs véhicules, conformément aux instructions du Ministre ayant le transport dans ses attributions.

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

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

**Article 11: Disposition abrogatoire**

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

*Official Gazette n° Special of 14/12/2017*

**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 **12/12/2017**

**(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 **12/12/2017**

**(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 **12/12/2017**

**(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)**

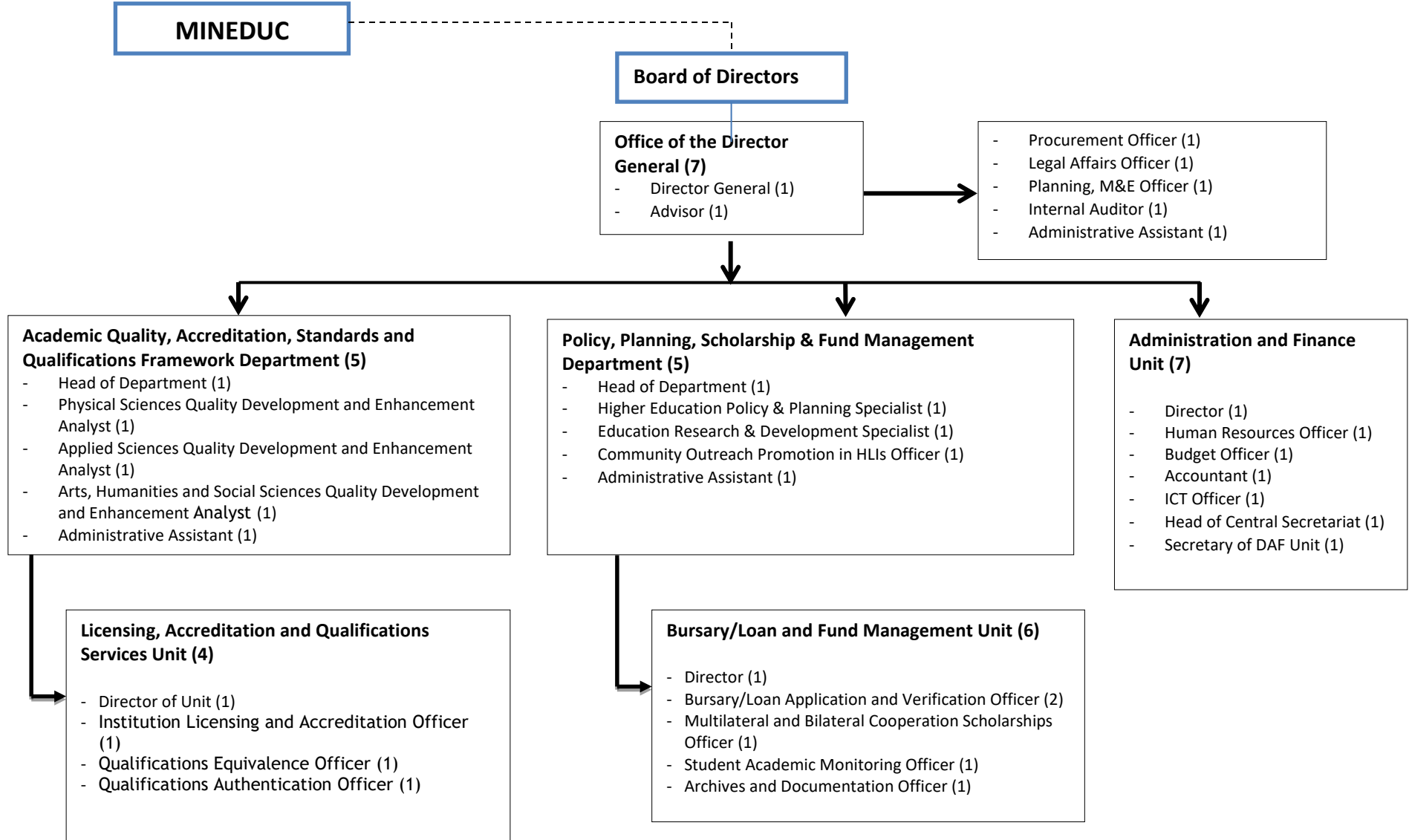
**BUSINGYE Johnston**  
Ministre de la Justice/Garde des Sceaux

**UMUGEREKA WA I W'ITEKA RYA  
MINISITIRI W'INTEBE N° 128/03 RYO  
KU WA 12/12/2017 RISHYIRAHU  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IBISABWA KU MYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI B'INAMA  
Y'IGIHUGU Y'AMASHURI MAKURU**

**ANNEXE I TO PRIME MINISTER'S  
ORDER N°128/03 OF 12/12/2017  
DETERMINING ORGANIZATIONAL  
STRUCTURE, JOB PROFILES,  
SALARIES AND FRINGE BENEFITS  
FOR EMPLOYEES OF HIGHER  
EDUCATION COUNCIL**

**ANNEXE I A L'ARRETE DU PREMIER  
MINISTRE N°128/03 DU 12/12/2017  
DETERMINANT STRUCTURE  
ORGANISATIONNELLE, PROFILS  
D'EMPLOIS, SALAIRES ET  
AVANTAGES ACCORDES AU  
PERSONNEL DU CONSEIL NATIONAL  
L'ENSEIGNEMENT SUPERIEUR**

## HEC - ORGANIZATIONAL CHART



*Official Gazette n° Special of 14/12/2017*

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°128/03 ryo ku wa 12/12/2017 rishyiraho imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Inama y'Igihugu y'Amashuri Makuru

Kigali, ku wa 12/12/2017

(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° 128/03 of 12/12/2017 determining organizational structure, job profiles, salaries and fringe benefits for employees of Higher Education Council

Kigali, on 12/12/2017

(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°128/03 du 12/12/2017 déterminant structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel du Conseil National de l'Enseignement Supérieur

Kigali, le 12/12/2017

(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° 128/03 RYO  
KU WA 12/12/2017 RISHYIRAHU  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IBISABWA KU MYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI B'INAMA  
Y'IGIHUGU Y'AMASHURI MAKURU**

**ANNEXE II TO PRIME MINISTER'S  
ORDER N°128/03 OF 12/12/2017  
DETERMINING ORGANIZATIONAL  
STRUCTURE, JOB PROFILES,  
SALARIES AND FRINGE BENEFITS  
FOR EMPLOYEES OF HIGHER  
EDUCATION COUNCIL**

**ANNEXE II A L'ARRETE DU PREMIER  
MINISTRE N° 128/03 DU 12/12/2017  
DETERMINANT STRUCTURE  
ORGANISATIONNELLE, PROFILS  
D'EMPLOIS, SALAIRES ET  
AVANTAGES ACCORDES AU  
PERSONNEL DU CONSEIL NATIONAL  
L'ENSEIGNEMENT SUPERIEUR**

### HEC-JOB PROFILES

Administrative unit	Job title	Position	Required personal and professional profile	Proposed Jobs
Office of the Director General	Director General	Director General	Political Appointee	1
	Advisor to Director General	Advisor to Director General	<p>Bachelor's Degree in Law with 3 years of working experience or Master's Degree in Law with 1 year of working experience.</p> <p><b><u>Key Technical skills and Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Deep knowledge of Rwandan public service and labor law;</li> <li>- High analytical and problem solving skills;</li> <li>- Legal research and analysis in complex areas of law;</li> <li>- Knowledge of Substantive Law and Legal Procedures;</li> <li>- Decision making skills;</li> <li>- Experience in contract drafting and negotiation;</li> <li>- Excellent communication skills;</li> <li>- Very effective organization skills;</li> <li>- Team working skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1

	Legal Affairs Officer	Legal Affairs Officer	<p>Bachelor's Degree in Law.</p> <p><b><u>Key technical skills and knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- High analytical and problem solving skills;</li> <li>- Legal research and analysis in complex areas of law;</li> <li>- Knowledge of Substantive Law and Legal Procedures;</li> <li>- Decision making skills;</li> <li>- Experience in contract drafting and negotiation;</li> <li>- Excellent communication skills;</li> <li>- Very effective organization skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
	Internal Auditor	Internal Auditor	<p>Bachelor's Degree in Finance, Accounting or Management with specialization in Finance/Accounting.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Detailed knowledge of financial and Audit Standards, HR &amp; Financial regulations, Procedures and Financial software;</li> <li>- Planning Skill;</li> <li>- High Analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Time management skills;</li> <li>- Excellent problem;</li> <li>- solving skills and clear logical thinking;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1



	Planning, M&E Officer	Planning, M&E Officer	<p>Bachelor's Degree in Economics, Project Management, Management, Development Studies, Business Administration.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of Rwanda's Education Sector Policies and Strategies;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
--	-----------------------	-----------------------	---	---

	Procurement Office	Procurement Officer	<p>Bachelor's Degree in Procurement, Management, Accounting, Law, Public Finance, Economics.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- High Analytical Skills;</li> <li>- Negotiation Skills;</li> <li>- Knowledge of basic business and purchasing practices;</li> <li>- Excellent Communication Skills;</li> <li>- Knowledge of state contracting laws, regulations and procedures;</li> <li>- Knowledge of grades, qualities, supply and price trends of commodities;</li> <li>- Time Management Skills;</li> <li>- Decision making Skills;</li> <li>- Computer Skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
--	--------------------	---------------------	---	---

	Administrative Assistant	Administrative Assistant to the ED	<p>A1 in Secretarial Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet);</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
<b>S/Total</b>				<b>7</b>

<b>Academic Quality, Accreditation, Standards and Qualifications Framework Department</b>	Head of Department	Head of Academic Quality, Accreditation, Standards and Qualifications Framework Department	<p>Bachelor's Degree in Education, Education Sciences, Education Public Policy, Education Planning, Special Education, Educational Management &amp; Administration with 7 years of relevant working experience or Master's Degree in Education, Education Sciences, Education Public Policy, Education Planning, Special Education, Educational Management &amp; Administration with 5 years relevant working experience.</p> <p><b><u>Key Technical Skills and Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda Education Sector;</li> <li>- Good knowledge of government policy-making and legislative processes;</li> <li>- Knowledge of the Education sector;</li> <li>- Strong Analytical, problem-solving and critical thinking skills;</li> <li>- Strong Leadership Skills;</li> <li>- Technical understanding of system being analyzed and how it affects the various business units;</li> <li>- Good at handling and meeting deadlines;</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
---	--------------------	--	---	---

	Administrative Assistant	Administrative Assistant	<p>A1 in Secretarial Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Office Management Skills;- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet);</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
--	--------------------------	--------------------------	--	---

	Science and Technology Quality Assurance Analyst	Physical Sciences Quality Development & Enhancement Analyst	<p>A Master's Degree in the field of Science and Technology with 3 years working experience in the academics or research. Have skills of communication, IT, and demonstrable commitment to meet the quality standards or a PhD in Science and Technology.</p> <p><b><u>Technical Skills and Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Report writing and presentation skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Management and administrative skills;</li> <li>- Time management;</li> <li>- General knowledge on Rwanda Education system and policies;</li> <li>- Effective computer skills;</li> <li>- Synthesis skills;</li> <li>- Interpretation skills;</li> <li>- Analysis skills;</li> <li>- Communication skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
--	--	---	--	---

	Applied Sciences Quality Development and Enhancement Analyst	Applied Sciences Quality Development and Enhancement Analyst	<p>A Master's Degree in any field of Agriculture, Animal Sciences, Veterinary Medicine with 3 years working experience in the academics or research. Have skills of communication, IT, and demonstrable commitment to meet the quality standards or a PhD in Agriculture, Animal Sciences, and Veterinary Medicine.</p> <p><b><u>Technical Skills and Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Report writing and presentation skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Management and administrative skills;</li> <li>- Time management;</li> <li>- General knowledge on Rwanda Education system and policies;</li> <li>- Effective computer skills;</li> <li>- Synthesis skills;</li> <li>- Interpretation skills;</li> <li>- Analysis skills;</li> <li>- Communication skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
--	--	--	--	---

	Arts, Humanities and Social Sciences Quality Development and Enhancement Analyst	Arts, Humanities and Social Sciences Quality Development and Enhancement Analyst	<p>A Master's Degree in any field of Arts &amp; Social Sciences with 3 years working experience in the academics or research. Have skills of communication, IT, and demonstrable commitment to meet the quality standards or a PhD in Arts &amp; Social Sciences.</p> <p><b><u>Technical Skills and Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Report writing and presentation skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Management and administrative skills;</li> <li>- Time management;</li> <li>- General knowledge on Rwanda Education system and policies;</li> <li>- Effective computer skills;</li> <li>- Synthesis skills;</li> <li>- Interpretation skills;</li> <li>- Analysis skills;</li> <li>- Communication skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
<b>S/Total</b>				<b>5</b>



<b>Licensing, Accreditation &amp; Qualifications Unit</b>	Director of Unit	Director of Licensing, Accreditation & Qualifications Unit	<p>Bachelor's Degree in Education, Education Sciences, Education Public Policy, Education Planning, Special Education, Educational Management &amp; Administration with 3 years of relevant working experience or Master's Degree in in Education, Education Sciences, Education Public Policy, Education Planning, Special Education, Educational Management &amp; Administration with 1 years relevant working experience.</p> <p><b><u>Key Technical Skills and Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda Education Sector;</li> <li>- Good knowledge of government policy-making and legislative processes;</li> <li>- Knowledge of the Education sector;</li> <li>- Excellent Analytical, problem-solving and critical thinking skills;</li> <li>- Leadership Skills;</li> <li>- Technical understanding of system being analyzed and how it affects the various business units;</li> <li>- Good at handling and meeting deadlines;</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
---	------------------	--	--	---

	Institution Licensing & Accreditation Officer	Institution Licensing and Accreditation Officer	<p>Bachelor's Degree in Education, Education Sciences, Education Public Policy, Education Planning, Special Education, Educational Management &amp; Administration with 3 years of relevant working experience or Master's Degree in Education, Education Sciences, Education Public Policy, Education Planning, Special Education, Educational Management &amp; Administration with 1 years relevant working experience.</p> <p><b><u>Key Technical Skills and Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge and understanding of the Rwanda Education Sector;</li> <li>- Knowledge of government policy-making and legislative processes;</li> <li>- Knowledge of the Education sector;</li> <li>- Analytical, problem-solving and critical thinking skills;</li> <li>- Leadership Skills;</li> <li>- Technical understanding of system being analyzed and how it affects the various business units;</li> <li>- Good at handling and meeting deadlines;</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
--	--	--	--	---

	Qualifications Equivalence Officer	Qualifications Equivalence Officer	<p>Bachelor's Degree in Educational Sciences, Law.</p> <p><b><u>Key Technical Skills and Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Integrity;</li> <li>- Good knowledge of Rwanda Education system and policies;</li> <li>- Good knowledge of local and international QFs;</li> <li>- Ability to be flexible and solve problems;</li> <li>- Interpersonal skills;</li> <li>- Team working and collaboration skills;</li> <li>- Communication skills;</li> <li>- Fluency in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
	Qualifications Authentication Officer	Qualifications Authentication Officer	<p>Bachelor's Degree in Educational Sciences, Law.</p> <p><b><u>Key Technical Skills and Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Integrity;</li> <li>- Good knowledge of Rwanda Education system and policies;</li> <li>- Good knowledge of local and international QFs;</li> <li>- Interpersonal skills;</li> <li>- Team working and collaboration skills;</li> <li>- Communication skills;</li> <li>- Fluency in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
<b>S/Total</b>				<b>4</b>

<b>Policy, Planning, Scholarships &amp; Fund Management Department</b>	Head of Department	Head of Policy, Planning, Scholarships & Fund Management Department	<p>Bachelor's Degree in Economics, Management, Development Studies, Project Management, Strategic Management, Business Administration with at least 7 years of working experience, or Master's Degree in Economics, Management, Development Studies, Project Management, Strategic Management, Business Administration with 5 years of working experience.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge in planning, Monitoring and Evaluation, project planning, project proposal writing, project management, research and data analysis, reporting, budgeting;</li> <li>- Excellent leadership skills;</li> <li>- Organizational Skills;</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven Skills;</li> <li>- Interpersonal Skills;</li> <li>- Effective communication skills;</li> <li>- Time Management Skills;</li> <li>- Decision making Skills;</li> <li>- Computer Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Problems solving Skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
--	--------------------	---	--	---

	Administrative Assistant	Administrative Assistant	<p>A1 in Secretarial Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Office Management Skills;</li> <li>- Excellent Communication, Organizational, Interpersonal Skills;</li> <li>- Computer knowledge (Word Processing, Power Point and Internet);</li> <li>- Analytical and problem solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
--	--------------------------	--------------------------	---	---

	High Education Policy & Planning	High Education Policy & Planning Specialist	<p>Bachelor's Degree in Economics, Project Management, Management, Development Studies, Business Administration with 3 years of working experience or Master's Degree in Economics, Project Management, Management, Development Studies, Business Administration.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of Rwanda's Education Sector Policies and Strategies;</li> <li>- Knowledge of drafting Action Plans and Operational Plans;</li> <li>- Knowledge to conduct policy and analysis and draft proposals;</li> <li>- Knowledge of Monitoring and Evaluation concepts, systems and tools;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical &amp; Complex Problem Solving Skills;</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage;</li> </ul>	1
--	--	--	--	---

	Education Research & Development Specialist	Education Research & Development Specialist	<p>Bachelor's Degree in Education, Education Sciences, Education Planning, Educational Management &amp; Administration, Education &amp; Development, Applied Pedagogy, Psychology, Management with 3 years working experience; or Master's Degree in Education, Education Sciences, Education Planning, Educational Management &amp; Administration, Education &amp; Development, Applied Pedagogy, Psychology, Management.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Good knowledge of Rwandan Education system;</li> <li>- Ability to identify field and/or policy issues, develop innovative problem; solving strategies and work independently;</li> <li>- A research experience in Education and project design;</li> <li>- Computer Skills;</li> <li>- Organizational Skills;</li> <li>- Communication Skills;</li> <li>- High analytical Skills;</li> <li>- Time management Skills;</li> <li>- Team working Skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
--	---	---	---	---

	Community Outreach Promotion in HLI Officer	Community Outreach Promotion in HLI Officer	<p>Bachelor's Degree in Education Sciences, Education Planning, Educational Management &amp; Administration, Applied Pedagogy, Psychology, Management, Political Sciences, Community Development, Public Administration, Administrative Sciences, Development Studies, Economics with 3 years of working experience.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda Education sector;</li> <li>- Strong knowledge in Rwanda Education principles and strategies; -Analytical, problem-solving and critical thinking skills;</li> <li>- Strong Leadership Skills;</li> <li>- Good at handling and meeting deadlines;</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Good presentation skills, and ability to communicate with various audiences;</li> <li>- including end users and managers;</li> <li>- Self-starter with leadership skills in order to take charge of or facilitate requirement;</li> <li>- gathering sessions;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
<b>S/Total</b>				<b>5</b>



Bursary/Loan and Fund Management Unit	Director of Unit	Director of Bursary/Loan and Fund Management Unit	<p>Bachelor's Degree in Finance, Economics, Management, Business Administration, with 3 years of working experience or Master's Degree in Finance, Economics, Management, Business Administration, with 1 year of working experience.</p> <p><b><u>Key Technical Skills &amp; Knowledge required</u></b></p> <ul style="list-style-type: none"> <li>- Strong Leadership Skills;</li> <li>- Analytical, problem-solving and critical thinking skills;</li> <li>- Strong Leadership Skills;</li> <li>- Good at handling and meeting deadlines;</li> <li>- Ability to prepare briefing papers, background reports and minutes of meetings in an environment in which a high standard of written work is essential;</li> <li>- Excellent organisational and administrative skills;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Ability to work on own initiative and under pressure;</li> <li>- Excellent interpersonal and communication skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
---------------------------------------	------------------	---	--	---

	Bursary/Loan Application and Verification Officer	Bursary/Loan Application and Verification Officer	<p>Bachelor's Degree in Economics, Management, Public Administration, Administrative Sciences, Business Administration.</p> <p><b><u>Key Technical Skills &amp; Knowledge required</u></b></p> <ul style="list-style-type: none"> <li>- Strong Leadership Skills;</li> <li>- Analytical, problem-solving and critical thinking skills;</li> <li>- Strong Leadership Skills;</li> <li>- Good at handling and meeting deadlines;</li> <li>- Ability to prepare briefing papers, background reports and minutes of meetings in an environment in which a high standard of written work is essential;</li> <li>- Excellent organisational and administrative skills;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Ability to work on own initiative and under pressure;</li> <li>- Excellent interpersonal and communication skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	2
--	--	--	--	---

	Multilateral and Bilateral Cooperation Scholarships	Multilateral and Bilateral Cooperation Scholarships Officer	<p>Bachelor's Degree in Education, Economics, Management, Public Administration, Administrative Sciences, Business Administration, Development.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Strong Leadership Skills;</li> <li>- Analytical, problem-solving and critical thinking skills.;</li> <li>- Strong Leadership Skills;</li> <li>- Good at handling and meeting deadlines;</li> <li>- Ability to prepare briefing papers, background reports and minutes of meetings in an environment in which a high standard of written work is essential;</li> <li>- Excellent organisational and administrative skills;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Ability to work on own initiative and under pressure;</li> <li>- Excellent interpersonal and communication skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
--	---	---	--	---

	Student Welfare & Monitoring Officer	Student Welfare & Academic Monitoring Officer	<p>Bachelor's Degree in Education, Economics, Management, Public Administration, Administrative Sciences, Business Administration, Development Studies.</p> <p><b><u>Key Technical Skills &amp; Knowledge required</u></b></p> <ul style="list-style-type: none"> <li>- Strong Leadership Skills,</li> <li>- Analytical, problem-solving and critical thinking skills;</li> <li>- Strong Leadership Skills;</li> <li>- Good at handling and meeting deadlines;</li> <li>- Ability to prepare briefing papers, background reports and minutes of meetings in an environment in which a high standard of written work is essential;</li> <li>- Excellent organisational and administrative skills;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Ability to work on own initiative and under pressure;</li> <li>- Excellent interpersonal and communication skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
--	--------------------------------------	---	--	---

	Archives & Documentation	Archives & Documentation Officer	<p>A1 in Library &amp; information Science, Office Management, Biblioteconomy with 3 years working experience or Bachelors Degree in Library &amp; information Science.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Proficiency in information technology;</li> <li>- Computer literacy;</li> <li>- Bookkeeping Skills;</li> <li>- Knowledge of integrated document management;</li> <li>- Knowledge of archive management software;</li> <li>- Knowledge of the documentation management system(DMS) would be an advantage;</li> <li>- Organizational Skills;</li> <li>- Interpersonal Skills;</li> <li>- Planning Skills;</li> <li>- Communication Skills;</li> <li>- Report writing &amp; Presentation skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
<b>S/Total</b>				<b>6</b>

Finance and Administration Unit	Director of Unit	Director of Finance & Administration Unit	<p>Bachelor's Degree in Finance, Accounting, Management Specialized in Finance/Accounting with 3 years of working experience. Accounting Professional Qualification recognised by IFAC (ACCA, CPA) with 1 year of working experience.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's financial management standards and procedures;</li> <li>- Knowledge of Accounting principles and practices and financial data reporting;</li> <li>- Knowledge of Management of Material Resources;</li> <li>- Knowledge of supply chain management;</li> <li>- Knowledge of Rwanda Public Financial Law;</li> <li>- Leadership and management skills;</li> <li>- Planning and organisational, Budgeting skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software (SMART IFMIS);</li> <li>- Time management Skills;</li> <li>- Interviewing Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Problem solving;</li> <li>- Fluency in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
---------------------------------	------------------	---	--	---

	Accountant	Accountant	<p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or Bachelor's Degree in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Knowledge to analyse complex financial information &amp; Produce reports;</li> <li>- Deep understanding of financial accounts;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- High Analytical Skills;</li> <li>- Interpersonal skills;</li> <li>- Time management Skills;</li> <li>- Complex Problem solving;</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
--	------------	------------	--	---

	Human Resource Officer	Human Resources Officer	<p>Bachelor's Degree in Human Resource Management, Management, Public Administration, Administrative Sciences.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources;</li> <li>- Knowledge in the Development of Human Resources Policies and procedures;</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
--	------------------------	-------------------------	---	---



	ICT Officer	ICT Officer	<p>Bachelor's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (NET), LAMP/WAMP Framework or MCITP are an added advantage.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's ICT policies and strategies;</li> <li>- Highly proficient with Microsoft Windows operating systems;</li> <li>- Proficient in Microsoft Office products;</li> <li>- Proficient in basic networking protocols and standards;</li> <li>- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;</li> <li>- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills;</li> <li>- Analytical, Problem-solving and Negotiation Skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
--	-------------	-------------	---	---

	Head of Central Secretariat	Head of Central Secretariat	<p>A1 in Secretariat Studies, Office Management, Library and Information Science with 2 years of working experience or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law, Library and Information Science.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Analytical &amp; Problem solving Skills;</li> <li>- Decision Making Skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
--	-----------------------------	-----------------------------	--	---

	Budget Officer	Budget Officer	<p>Bachelor's Degree in Finance, Accounting, Management, Economics.</p> <ul style="list-style-type: none"> <li>- <b><u>Key Technical Skills &amp; Knowledge required:</u></b></li> <li>- Knowledge of cost analysis techniques;</li> <li>- Planning and organizational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software (SMART IFMIS);</li> <li>- Judgment &amp; Decision Making Skills;</li> <li>- Deep understanding of financial accounts ;</li> <li>- High Analytical Skills ;</li> <li>- Interpersonal skills;</li> <li>- Time management Skills ;</li> <li>- Complex Problem solving;</li> <li>- -Flexibility Skills;</li> <li>- -Fluent in Kinyarwanda and English or French ; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
--	----------------	----------------	--	---

	Secretary	Secretary to DAF Unit	<p>A1 in Secretariat Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
<b>S/Total</b>				<b>7</b>
<b>Total</b>				<b>34</b>

*Official Gazette n° Special of 14/12/2017*

**Bibonywe** kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°128/03 ryo ku wa 12/12/2017 rishyiraho imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Inama y'Igihugu y'Amashuri Makuru

Kigali, ku wa 12/12/2017

(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°128/03 of 12/12/2017 determining organizational structure, job profiles, salaries and fringe benefits for employees of Higher Education Council

Kigali, on 12/12/2017

(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°128/03 du 12/12/2017 déterminant structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel du Conseil National de l'Enseignement Supérieur**

Kigali, le 12/12/2017

(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° 128/03 RYO  
KU WA 12/12/2017 RISHYIRAHU  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IBISABWA KU MYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI B'INAMA  
Y'IGIHUGU Y'AMASHURI MAKURU**

**ANNEXE III TO PRIME MINISTER'S  
ORDER N°128/03 OF 12/12/2017  
DETERMINING ORGANIZATIONAL  
STRUCTURE, JOB PROFILES,  
SALARIES AND FRINGE BENEFITS  
FOR EMPLOYEES OF HIGHER  
EDUCATION COUNCIL**

**ANNEXE III A L'ARRETE DU PREMIER  
MINISTRE N° 128/03 DU 12/12/2017  
DETERMINANT STRUCTURE  
ORGANISATIONNELLE, PROFILS  
D'EMPLOIS, SALAIRES ET  
AVANTAGES ACCORDES AU  
PERSONNEL DU CONSEIL NATIONAL  
L'ENSEIGNEMENT SUPERIEUR**

**HEC - SALARY STRUCTURE**

<b>NO</b>	<b>POST</b>	<b>I.V</b>	<b>Level</b>	<b>Index</b>	<b>Gross Salary (Rwf/Month)</b>
1	Director General	500	E	3156	2,011,950
2	Head of Academic Quality, Accreditation, Standards and Qualifications framework Department	441	F	2869	1,613,167
3	Head of Policy, Planning, Scholarship & Fund Management Department	441	F	2869	1,613,167
4	Physical Sciences Quality Development and Enhancement Analyst	400	2.III	1890	1,122,068
5	Applied Sciences Quality Development and Enhancement Analyst	400	2.III	1890	1,122,068
6	Arts, Humanities and Social Sciences Quality Development and Enhancement Analyst	400	2.III	1890	1,122,068
7	Director of Licensing, Accreditation and Qualifications Services Unit	400	3.II	1369	784,009
8	Director of Bursary/Loan and Fund Management Unit	400	3.II	1369	784,008
9	Director of Administration and Finance Unit	400	3.II	1369	784,008
10	Higher Education Policy & Planning Specialist	400	3.II	1369	784,008
11	Education Research & Development Specialist	400	3.II	1369	784,008
12	Advisor	400	3.II	1369	784,009
13	Legal Affairs Officer	400	4.III	1313	744,659
14	Institution Licensing & Accreditation Officer	400	4.II	1141	647,110
15	Human Resources Officer	400	4.II	1141	647,110
16	Procurement Officer	400	5.II	951	539,353
17	Plannig, M&E Officer	400	5.II	951	539,353
18	Qualifications Equivalence Officer	400	5.II	951	539,353
19	Qualifications Authentication Officer	400	5.II	951	539,353
20	Community Outreach Promotion in HLIs Officer	400	5.II	951	539,353
21	Bursary/Loan Application and Verification Officer	400	5.II	951	539,353
22	Multilateral and Bilateral Cooperation Scholarships Officer	400	5.II	951	539,353
23	Student and Academic Monitoring Officer	400	5.II	951	539,353
24	Internal Auditor	400	5.II	951	539,353
25	ICT Officer	400	5.II	951	539,353
26	Budget Officer	400	5.II	951	539,353
27	Accountant	400	5.II	951	539,353
28	Administrative Assistant to the Director General	400	5.II	951	539,353
29	Archives and Documentation Officer	400	6.II	793	449,744
30	Administrative Assistant	400	7.II	660	374,314
31	Head of Central Secretariat	400	7.II	660	374,314
32	Secretariat to DAF Unit	400	7.II	508	288,109

*Official Gazette n° Special of 14/12/2017*

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°128/03 ryo ku wa 12/12/2017 rishyiraho imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Inama y'Igihugu y'Amashuri Makuru**

Kigali, ku wa 12/12/2017

**(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° 128/03 of 12/12/2017 determining organizational structure, job profiles, salaries and fringe benefits for employees of Higher Education Council**

Kigali, on 12/12/2017

**(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°128/03 du 12/12/2017 déterminant structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel du Conseil National de l'Enseignement Supérieur**

Kigali, le 12/12/2017

**(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°129/03 RYO KU WA 12/12/2017  
RISHYIRAHU IMBONERAHAMWE  
Y'IMYANYA Y'IMIRIMO, IBISABWA  
KU MYANYA Y'IMIRIMO,  
IMISHAHARA N'IBINDI BIGENERWA  
ABAKOZI B'IKIGO CYA LETA  
GISHINZWE GUTEZA IMBERE  
UBUMENYINGIRO N'IMYIGISHIRIZE  
Y'IMYUGA MU RWANDA

PRIME MINISTER'S ORDER N° 129/03  
OF 12/12/2017 DETERMINING  
ORGANIZATIONAL STRUCTURE, JOB  
PROFILES, SALARIES AND FRINGE  
BENEFITS FOR EMPLOYEES OF THE  
WORKFORCE DEVELOPMENT  
AUTHORITY

ARRETE DU PREMIER MINISTRE  
N°129/03 DU 12/12/2017 DETERMINANT  
LA STRUCTURE  
ORGANISATIONNELLE, PROFILS  
D'EMPLOIS, SALAIRES ET  
AVANTAGES ACCORDES AU  
PERSONNEL DE L'OFFICE RWANDAIS  
DE DEVELOPPEMENT DE LA MAIN  
D'OEUVRE

### ISHAKIRO

### TABLE OF CONTENTS

### TABLE DE MATIERES

Ingingo ya mbere: icyo iri teka rigamije

Article One: Purpose of this Order

Article premier: Objet du présent arrêté

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

Article 2: Organizational structure and job  
profiles

Article 2: Structure organisationnelle et  
profils d'emplois

Ingingo ya 3: Igenwa ry'umushahara

Article 3: Determination of the salary

Article 3: Détermination du salaire

Ingingo ya 4: Ibigize umushahara mbumbe

Article 4: Composition of the gross salary

Article 4: Composition du salaire brut

Ingingo ya 5: Ibindi bigenerwa Umuyobozi  
Mukuru

Article 5: Fringe benefits for the Director  
General

Article 5: Avantages alloués au Directeur  
Général

Ingingo ya 6: Ibindi bigenerwa *Heads of  
Departments*

Article 6: Fringe benefits for the Heads of  
Departments

Article 6: Avantages alloués aux Chefs de  
Départements

Ingingo ya 7: Ibindi bigenerwa Abayobozi  
b'Amashami n'abakozi ba Leta bari ku  
rwego rw'umurimo rwa "3"

Article 7: Fringe benefits for Directors of  
Units and officials on "3" job level

Article 7: Avantages alloués aux Directeurs  
d'Unités et aux cadres aux postes d'emploi  
de niveau "3"

Ingingo ya 8: Indamunite z'urugendo

Article 8: Mileage allowances

Article 8: Indemnités kilométriques

**Ingingo ya 9:** Abashinzwe gushyira mu bikorwa iri teka

**Article 9:** Authorities responsible for the implementation of this Order

**Article 9:** Autorités chargées de l'exécution du présent arrêté

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

**Article 10:** Repealing provision

**Article 10:** Disposition abrogatoire

**Ingingo ya 11:** Igihe iri teka ritangira gukurikizwa

**Article 11:** Commencement

**Article 11:** Entrée en vigueur

**ITEKA RYA MINISITIRI W'INTEBE N°129/03 RYO KU WA 12/12/2017 RISHYIRAHU IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IBISABWA KU MYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'IKIGO CYA LETA GISHINZWE GUTEZA IMBERE UBUMENYINGIRO N'IMYIGISHIRIZE Y'IMYUGA MU RWANDA**

**PRIME MINISTER'S ORDER N° 129/03 OF 12/12/2017 DETERMINING ORGANIZATIONAL STRUCTURE, JOB PROFILES, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE WORKFORCE DEVELOPMENT AUTHORITY**

**ARRETE DU PREMIER MINISTRE N°129/03 DU 12/12/2017 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, PROFILS D'EMPLOIS, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DE L'OFFICE RWANDAIS DE DEVELOPPEMENT DE LA MAIN D'OEUVRE**

**Minisitiri w'Intebe;**

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

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

Ashingiye ku Itegeko n° 42/2016 ryo ku wa 18/10/2016 rishyiraho Ikigo cya Leta gishinzwe Guteza Imbere Ubumenyigiro n'Imyigishirize y'Imyuga mu Rwanda rikanagena inshingano, imiterere n'imikorere byacyo, cyane cyane mu ngingo zaryo, iya 26 n'iya 27;

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

**The Prime Minister;**

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

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

Pursuant to Law n° 42/2016 of 18/10/2016 establishing the Workforce Development Authority and determining its mission, organization and functioning, especially in Articles 26 and 27;

On proposal by the Minister of Public Service and Labour;

**Le Premier Ministre;**

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

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

Vu la Loi n° 42/2016 du 18/10/2016 portant création de l'Office Rwandais de Développement de la Main d'œuvre et déterminant ses missions, son organisation et son fonctionnement, spécialement en ses articles 26 et 27;

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

Inama y'Abaminisitiri, yateranye ku wa 04/10/2017, imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet, in its session of 04/10/2017;

Après examen et adoption par le Conseil des Ministres, en sa séance du 04/10/2017;

**ATEGETSE:**

**ORDERS:**

**ARRETE:**

**Ingingo ya mbere: Icyo iri teka rigamije**

Iri teka rishyiraho Imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi mu Kigo cya Leta gishinzwe Guteza Imbere Ubumenyigiro n'Imyigishirize y'Imyuga mu Rwanda (WDA).

**Article One: Purpose of this Order**

This Order determines organizational structure, job profiles, salaries and fringe benefits for employees of the Workforce Development Authority (WDA).

**Article premier: Objet du présent arrêté**

Le présent arrêté détermine la structure organisationnelle, les profils d'emplois, les salaires et avantages accordés au personnel de l'Office Rwandais de Développement de la Main d'œuvre (WDA).

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

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

**Article 2: Organizational structure and job profiles**

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

**Article 2: Structure organisationnelle et profils d'emplois**

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

**Ingingo ya 3: Igenwa ry'umushahara**

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

**Article 3: Determination of the salary**

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

**Article 3: Détermination du salaire**

Les salaires accordés au personnel de WDA 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 WDA biri ku mugereka wa III w'iri teka.

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

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

**Ingingo ya 4: Ibigize umushahara mbumbe**

Umushahara mbumbe wa buri kwezi ku mukozi wa WDA 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 Abayobozi bari ku nzego z’imirimo za “F” na “1.IV” boroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n’ibintu mu nshingano ze. Ntigenerwa kandi abakozi bari ku rwego rwa “3” bagenerwa indamunite yihariye y’urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

**Ingingo ya 5: Ibindi bigenerwa Umuyobozi Mukuru**

Umuyobozi Mukuru wa WDA agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

1. amafaranga y’u Rwanda ibihumbi ijana (100.000 Frw) y’itumanaho rya telefoni yo

**Article 4: Composition of the gross salary**

The monthly gross salary for each employee of WDA 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 “1.IV” 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 5: Fringe benefits for the Director General**

The Director General of WDA is entitled to the following fringe benefits:

1. one hundred thousand Rwandan francs (Frw 100,000) per month for office

**Article 4: Composition du salaire brut**

Le salaire brut mensuel pour chaque agent de WDA comprend principalement ce qui suit:

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 visée à l’alinéa premier du présent article n’est pas allouée aux Agents de l’Etat aux postes de niveau “F” et “1.IV” 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 5: Avantages alloués au Directeur Général**

Le Directeur Général de WDA bénéficie des avantages suivants:

1. cent mille francs rwandais (100.000 Frw) par mois de frais de communication

*Official Gazette n° Special of 14/12/2017*

mu biro buri kwezi n'ibihumbi ijana (100.000 Frw) buri kwezi y'itumanaho rya telefoni igendanwa;

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

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

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

2. two hundred thousand Rwandan francs (Frw 200,000) per month for office entertainment allowance transferred to the WDA's account;

3. transport facilitation in accordance with the Minister in charge of transport.

par téléphone de bureau et cent mille francs rwandais (100.000 Frw) par mois de communication par téléphone portable;

2. deux cent mille francs rwandais (200.000 Frw) par mois de frais de représentation au service domiciliés au compte de WDA;

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

**Ingingo ya 6: Ibindi bigenerwa Heads of Departments**

*Heads of Departments* bari ku rwego rwa "G/1.IV" bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

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

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

**Article 6: Fringe benefits for the Heads of Departments**

Heads of Departments on "G/1.IV" job level are each entitled to the following fringe benefits:

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

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

**Article 6: Avantages alloués aux Chefs de Départements**

Les Chefs de Départements aux postes de niveau "G/1.IV" bénéficient chacun des avantages suivants:

1. cent mille francs Rwandais (100.000 Frw) de frais de communication par téléphone de bureau par mois et cent mille francs rwandais (100.000 Frw) par mois de communication par téléphone portable;

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

**Ingingo ya 7: Ibindi bigenerwa Abayobozi b'Amashami n'abakozi ba Leta bari ku rwego rw'umurimo rwa "3"**

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

1. amafaranga y'u Rwanda ibihumbi mirongo itatu (30.000 Frw) buri kwezi y'itumanaho rya telefoni igendanwa;
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 y'imyanya y'imirimo ya WDA, bagenerwa kandi amafaranga ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi y'itumanaho rya telefoni yo mu biro.

**Ingingo ya 8: Indamunite z'urugendo**

Leta igenera indamunite y'urugendo Umuyobozi Mukuru uri ku rwego rwa "F" n'Abayobozi bari ku rwego rwa "G/1.IV" iyo bagiye mu butumwa imbere mu Gihugu bakoresheje imodoka zabo, hakurikijwe ibiteganywa n'amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

**Article 7: 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. 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 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 WDA are also each entitled to an office landline communication allowance of one hundred thousand Rwandan francs (Frw 100,000) per month.

**Article 8: Mileage allowances**

The State pays mileage allowances to the Director General on level "F" and Senior Officials on levels "G/1.IV" when they go on official mission inside the country by using their vehicles, in accordance with the Instructions of the Minister in charge of transport.

**Article 7: Avantages alloués aux Directeurs d'Unités et aux cadres aux postes d'emploi de niveau "3"**

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

1. trente mille francs rwandais (30.000 Frw) par mois de frais de communication par téléphone portable;
2. une 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 de WDA, bénéficient également chacun des frais de communication par téléphone de bureau équivalant à cent mille francs Rwandais (100.000 Frw) par mois.

**Article 8: Indemnités kilométriques**

L'Etat octroie des indemnités kilométriques au Directeur Général au poste de niveau "F" et aux Hauts Cadres aux postes de niveaux "G/1.IV" lorsqu'ils vont en mission officielle à l'intérieur du pays en utilisant leurs véhicules, conformément aux instructions du Ministre ayant le transport dans ses attributions.

*Official Gazette n° Special of 14/12/2017*

**Ingingo ya 9: Abashinzwe gushyira mu bikorwa iri teka**

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

**Article 9: Authorities responsible for the implementation of this Order**

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

**Article 9: Autorités chargées de l'exécution du présent arrêté**

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

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

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

**Article 10: Repealing provision**

All prior provisions contrary to this Order are repealed.

**Article 10: Disposition abrogatoire**

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

**Ingingo ya 11: Igihe iri teka ritangira gukurikizwa**

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

**Article 11: Commencement**

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

**Article 11: Entrée en vigueur**

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

Kigali, ku wa **12/12/2017**

Kigali, on **12/12/2017**

Kigali, le **12/12/2017**



(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)

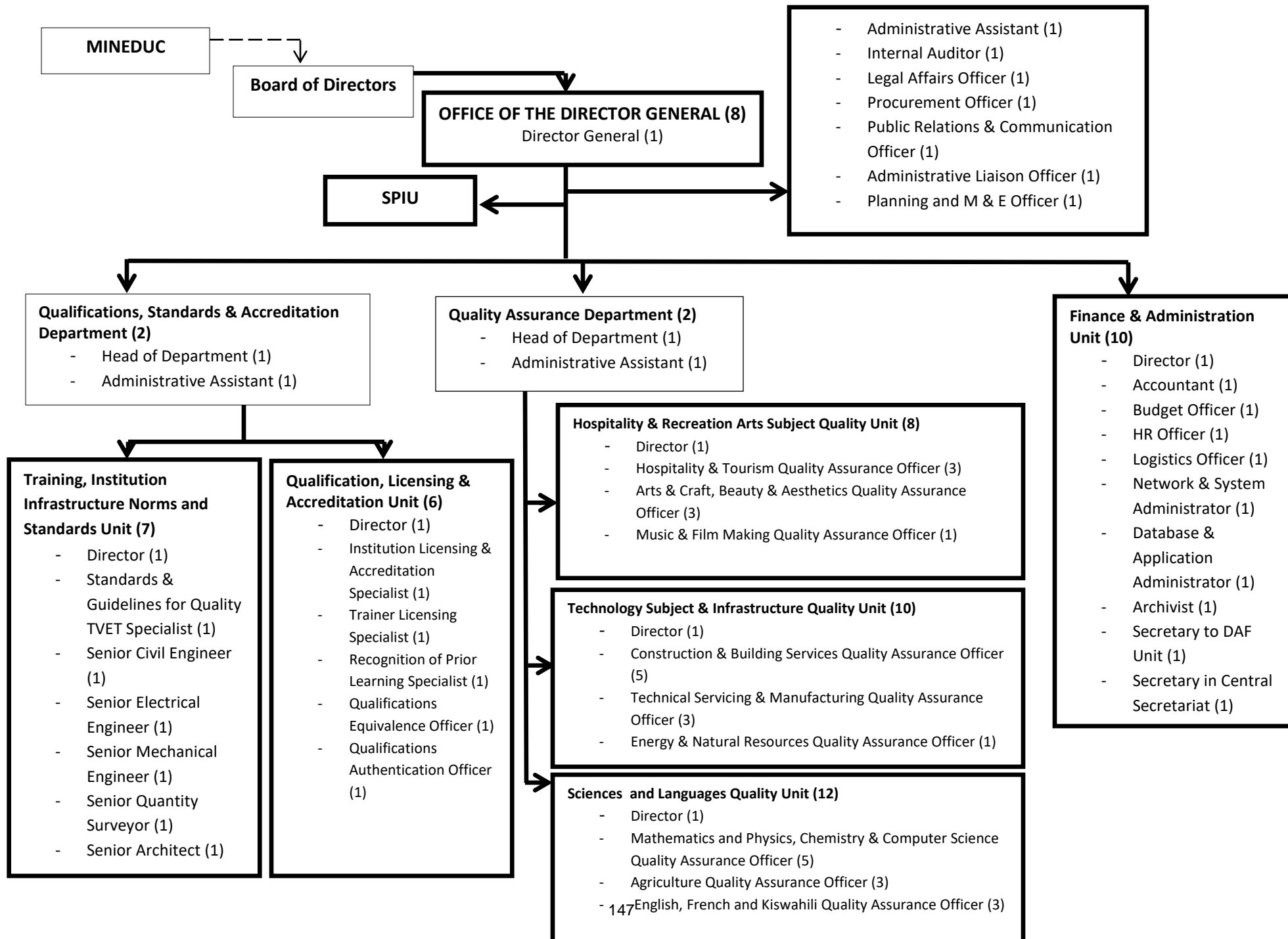
**BUSINGYE Johnston**  
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I W'ITEKA RYA  
MINISITIRI W'INTEBE N°129/03 RYO  
KU WA 12/12/2017 RISHYIRAHU  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IBISABWA KU MYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI B'IKIGO CYA  
LETA GISHINZWE GUTEZA IMBERE  
UBUMENYINGIRO N'IMYIGISHIRIZE  
Y'IMYUGA MU RWANDA

ANNEXE I TO PRIME MINISTER'S  
ORDER N°129/03 OF 12/12/2017  
DETERMINING ORGANIZATIONAL  
STRUCTURE, JOB PROFILES,  
SALARIES AND FRINGE BENEFITS  
FOR EMPLOYEES OF THE  
WORKFORCE DEVELOPMENT  
AUTHORITY

ANNEXE I A L'ARRETE DU PREMIER  
MINISTRE N°129/03 DU 12/12/2017  
DETERMINANT STRUCTURE  
ORGANISATIONNELLE, PROFILS  
D'EMPLOIS, SALAIRES ET  
AVANTAGES ACCORDES AU  
PERSONNEL DE L'OFFICE RWANDAIS  
DE DEVELOPPEMENT DE LA MAIN  
D'OEUVRE

# WORKFORCE DEVELOPMENT AUTHORITY (WDA)-ORGANIZATIONAL CHART



*Official Gazette n° Special of 14/12/2017*

**Bibonywe** kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°129/03 ryo ku wa 12/12/2017 rishyiraho imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Ikigo cya Leta gishinzwe Guteza Imbere Ubumenyigiro n'Imyigishirize y'Imyuga mu Rwanda

Kigali, ku wa 12/12/2017

(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°129/03 of 12/12/2017 determining organizational structure, job profiles, salaries and fringe benefits for employees of the Workforce Development Authority**

Kigali, on 12/12/2017

(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°129/03 du 12/12/2017 déterminant structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel de l'Office Rwandais de Développement de la Main d'œuvre**

Kigali, le 12/12/2017

(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° 129/03 RYO  
KU WA 12/12/2017 RISHYIRAHU  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IBISABWA KU MYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI B'IKIGO CYA  
LETA GISHINZWE GUTEZA IMBERE  
UBUMENYINGIRO N'IMYIGISHIRIZE  
Y'IMYUGA MU RWANDA

ANNEXE II TO PRIME MINISTER'S  
ORDER N°129/03 OF 12/12/2017  
DETERMINING ORGANIZATIONAL  
STRUCTURE, JOB PROFILES,  
SALARIES AND FRINGE BENEFITS  
FOR EMPLOYEES OF THE  
WORKFORCE DEVELOPMENT  
AUTHORITY

ANNEXE II A L'ARRETE DU PREMIER  
MINISTRE N°129/03 DU 12/12/2017  
DETERMINANT STRUCTURE  
ORGANISATIONNELLE, PROFILS  
D'EMPLOIS, SALAIRES ET  
AVANTAGES ACCORDES AU  
PERSONNEL DE L'OFFICE RWANDAIS  
DE DEVELOPPEMENT DE LA MAIN  
D'OEUVRE

<b>WORKFORCE DEVELOPMENT AUTHORITY-WDA JOB PROFILES</b>				
<b>Administrative unit</b>	<b>Job title</b>	<b>Position</b>	<b>Required personal and professional profile</b>	<b>Proposed Jobs</b>
<b>Office of the Director General</b>	Director General	Director General	Political Appointee	1
	Legal Affairs Officer	Legal Affairs Officer	<p>Bachelor's Degree in Law</p> <p><b><u>Key technical skills and knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- High analytical and problem-solving skills;</li> <li>- Legal research and analysis in complex areas of law;</li> <li>- Knowledge of Substantive Law and Legal Procedures;</li> <li>- Decision making skills;</li> <li>- Experience in contract drafting and negotiation;</li> <li>- Excellent communication skills;</li> <li>- Very effective organization skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1

	Public Relations & Communication Officer	Public Relations & Communication Officer	<p>Bachelor's Degree in Communication, International Relations, Journalism, Marketing, Linguistics and Literature.</p> <p><b><u>Key technical skills and knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing;</li> <li>- Excellent interpersonal skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer skills;</li> <li>- Creativity and initiative;</li> <li>- Good organisational and time-management skills;</li> <li>- Team working skills;</li> <li>- Effective public relations and public speaking skills;</li> <li>- Interviewing skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
--	---	---	---	---

	Internal Auditor	Internal Auditor	<p>Bachelor's Degree in Finance, Accounting or Management with specialization in Finance/Accounting.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Detailed knowledge of financial and Audit Standards, HR &amp; Financial regulations, Procedures and Financial software;</li> <li>- Planning skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Time management skills;</li> <li>- Excellent problem-solving skills and clear logical thinking;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
--	------------------	------------------	--	---



	Planning, M&E Officer	Planning, Monitoring & Evaluation Officer	<p>Bachelor's Degree in Economics, Project Management, Management, Development Studies, Business Administration.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of results based management, logical framework approach, strategic planning processes and tools;</li> <li>- Knowledge of Rwanda's education sector policies and strategies;</li> <li>- Knowledge of drafting action plans and operational plans;</li> <li>- Knowledge to conduct policy analysis and draft proposals;</li> <li>- Knowledge of monitoring and evaluation concepts, systems and tools;</li> <li>- Computer skills;</li> <li>- Organizational skills;</li> <li>- Communication skills;</li> <li>- High analytical &amp; complex problem-solving skills;</li> <li>- Judgment &amp; decision making skills;</li> <li>- Time management skills;</li> <li>- Team working skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
--	-----------------------	---	---	---

	Procurement Office	Procurement Officer	<p>Bachelor's Degree in Procurement, Management, Accounting, Law, Public Finance, Economics.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- High analytical skills;</li> <li>- Negotiation skills;</li> <li>- Knowledge of basic business and purchasing practices;</li> <li>- Excellent communication skills;</li> <li>- Knowledge of state contracting laws, regulations and procedures;</li> <li>- Knowledge of grades, qualities, supply and price trends of commodities;</li> <li>- Time management skills;</li> <li>- Decision making skills;</li> <li>- Computer skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
--	--------------------	---------------------	---	---

	Administrative Assistant Liaison office	Administrative Liaison Officer	<p>A1 in Secretarial Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Office management skills;</li> <li>- Excellent communication, organizational, interpersonal skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet);</li> <li>- Analytical and problem-solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
	Administrative Assistant	Administrative Assistant to the Director General	<p>A1 in Secretarial Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Office management skills;</li> <li>- Excellent communication, organizational, interpersonal skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet);</li> <li>- Analytical and problem-solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
<b>S/Total</b>				<b>8</b>

<b>Qualifications, Standards &amp; Accreditation Department</b>	Head of Department	Head of Qualifications, Standards & Accreditation Department	<p>Bachelor's Degree in Education, Education Sciences, Education Public Policy, Education Planning, Special Education, Educational Management &amp; Administration with 7 years of relevant working experience or Master's Degree in Education, Education Sciences, Education Public Policy, Education Planning, Special Education, Educational Management &amp; Administration with 5 years relevant working experience.</p> <p><b><u>Key Technical Skills and Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda Education Sector;</li> <li>- Good knowledge of Government policy-making and legislative processes;</li> <li>- Knowledge of the education sector;</li> <li>- Strong analytical, problem-solving and critical thinking skills;</li> <li>- Strong leadership skills;</li> <li>- Technical understanding of system being analyzed and how it affects the various business units;</li> <li>- Good at handling and meeting deadlines;</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
---	--------------------	--	---	---

	Administrative Assistant	Administrative Assistant	<p>A1 in Secretarial Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Office management skills;</li> <li>- Excellent communication, organizational, interpersonal Skills;</li> <li>- Computer knowledge (Work Processing, Power Point and Internet);</li> <li>- Analytical and problem-solving skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
<b>S/Total</b>				<b>2</b>

<b>Training, Institution infrastructure Norms and Standards Unit</b>	Director of unit	Director of Training, Institution infrastructure Norms and Standards Unit	<p>Bachelor's Degree in Civil Engineering, Building Science and Sustainable Design, Architecture, Urban Planning, Design &amp; Management, Structural Engineering with 3 years of relevant working experience or a Master's degree in Civil Engineering, Building Science and Sustainable Design, Architecture, Urban Planning, Design &amp; Management, Structural Engineering, Construction Project Management, registrable and affiliated to a reputable professional body.</p> <p><b><u>Key Technical Skills and Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Integrity;</li> <li>- Good knowledge of Education policies especially Education norms &amp; standards;</li> <li>- Prevailing building &amp; development standards &amp; regulations;</li> <li>- Building materials supply markets local labour regimes &amp; laws;</li> <li>- Building design production &amp; construction processes;</li> <li>- Procurement law and practices;</li> <li>- Computer literacy (CAD, Ms Project, Word, Excel &amp; Power Point);</li> <li>- Time management skills;</li> <li>- Interpersonal skills;</li> <li>- Team working and collaboration skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
--	------------------	--	---	---

	Standards and Guidelines for Quality TVET Specialist	Standards and Guidelines for Quality TVET Specialist	<p>Bachelor's Degree in Technology, Agriculture, Hospitality &amp; Recreation Arts with 3 years of relevant working experience or Master's Degree in Technology, Agriculture, Hospitality &amp; Recreation Arts with 1 year of relevant working experience.</p> <p><b><u>Key Technical Skills and Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Integrity;</li> <li>- Good knowledge of Rwanda education system and policies;</li> <li>- Ability to be flexible and solve problems;</li> <li>- Good organization skills and time management skills;</li> <li>- Computer literacy (particularly good skills in Word, Excel and Power Point);</li> <li>- Interpersonal skills;</li> <li>- Team working and collaboration skills;</li> <li>- Communication skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
--	--	--	--	---

	Senior Electrical Engineer	Senior Electrical Engineer	<p>Bachelor's Degree in Electrical Engineering, Electrical &amp; Electronic with 3 years of working experience or Master's Degree in Electrical Engineering, Electrical &amp; Electronics with 1 year of working experience.</p> <p><b><u>Key Technical Skills and Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Integrity;</li> <li>- Good knowledge of education policies especially Education norms &amp; standards;</li> <li>- Prevailing building &amp; development standards &amp; regulations;</li> <li>- Building materials supply markets local labour regimes &amp; laws;</li> <li>- Procurement law and practices;</li> <li>- Computer literacy (CAD, Ms Project, Word, Excel and Power Point);</li> <li>- Time management skills;</li> <li>- Interpersonal skills;</li> <li>- Team working;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
--	----------------------------------	----------------------------------	--	---



	Senior Mechanical Engineer	Senior Mechanical Engineer	<p>A Bachelor's Degree in Mechanical Engineering, Electrical Mechanical Engineering, Electro- Mechanical Engineering with 3 years of working experience or Master's Degree in Mechanical Engineering, Electrical Mechanical Engineering, Electro-Mechanical Engineering with 1 year of working experience.</p> <p><b><u>Key Technical Skills and Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Integrity;</li> <li>- Good knowledge of education policies especially education norms &amp; standards;</li> <li>- Prevailing building &amp; development standards &amp; regulations;</li> <li>- Building materials supply markets local labour regimes &amp; laws;</li> <li>- Procurement law and practices;</li> <li>- Computer literacy (CAD, Ms Project, Word, Excel and Power Point);</li> <li>- Time management skills;</li> <li>- Interpersonal skills;</li> <li>- Team working;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
--	----------------------------	----------------------------	--	---

	Senior Civil Engineer	Senior Civil Engineer	<p>Bachelor's Degree in Civil Engineering, Construction with 3 years of working experience; registrable and affiliated to a reputable professional body or Master's Degree in Civil Engineering, Construction with 1 year of working experience.</p> <p><b><u>Key Technical Skills and Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Integrity;</li> <li>- Good knowledge of education policies especially education norms &amp; standards;</li> <li>- Prevailing building &amp; development standards &amp; regulations;</li> <li>- Building materials supply markets local labour regimes &amp; laws;</li> <li>- Procurement law and practices;</li> <li>- Computer literacy (CAD, Ms Project, Word, Excel and Power Point);</li> <li>- Time management skills;</li> <li>- Interpersonal skills;</li> <li>- Team working;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
--	-----------------------	-----------------------	--	---

	Senior Quantity Surveyor	Senior Quantity Surveyor	<p>Bachelor's Degree in Quantity Surveying, Civil Engineering, Construction Management with 3 years of working experience or Master's Degree in Quantity Surveying, Civil Engineering, Construction Management with 1 year of working experience.</p> <p><b><u>Key Technical Skills and Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Integrity;</li> <li>- Good knowledge of education policies especially education norms &amp; standards;</li> <li>- Prevailing building &amp; development standards &amp; regulations;</li> <li>- Building materials supply markets local labour regimes &amp; laws;</li> <li>- Procurement law and practices;</li> <li>- Computer literacy (CAD, Ms Project, Word, Excel and Power Point);</li> <li>- Time management skills;</li> <li>- Interpersonal skills;</li> <li>- Team working;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
--	--------------------------	--------------------------	---	---

	Senior Architect	Senior Architect	<p>Bachelor's Degree in Architecture, Civil Engineering with 3 years of working experience or Master's Degree in Architecture, Civil Engineering with 1 year of working experience.</p> <p><b><u>Key Technical Skills and Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Integrity;</li> <li>- Good knowledge of Education policies especially Education norms &amp; standards;</li> <li>- Prevailing building &amp; development standards &amp; regulations;</li> <li>- Building materials supply markets local labour regimes &amp; laws;</li> <li>- Procurement law and practices;</li> <li>- Computer literacy (CAD, Ms Project, Word, Excel and Power Point);</li> <li>- Time management skills;</li> <li>- Interpersonal skills;</li> <li>- Team working;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
<b>S/Total</b>				<b>7</b>

<b>Qualification, Licensing &amp; Accreditation Unit</b>	<b>Director of Unit</b>	<b>Director of Qualification, Licensing &amp; Accreditation Unit</b>	<p>Bachelor's Degree in Education, Education Sciences, Education Public Policy, Education Planning, Special Education, Educational Management &amp; Administration with 3 years of relevant working experience or Master's Degree in in Education, Education Sciences, Education Public Policy, Education Planning, Special Education, Educational Management &amp; Administration with 1 year relevant working experience.</p> <p><b><u>Key Technical Skills and Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwanda Education Sector;</li> <li>- Good knowledge of Government policy-making and legislative processes;</li> <li>- Knowledge of the education sector;</li> <li>- Excellent analytical, problem-solving and critical thinking skills;</li> <li>- Leadership skills;</li> <li>- Technical understanding of system being analyzed and how it affects the various business units;</li> <li>- Good at handling and meeting deadlines;</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage</li> </ul>	1
--	-------------------------	--	--	---

	Institution Licensing & Accreditation Specialist	Institution Licensing & Accreditation Specialist	<p>Bachelor's Degree in Education, Education Sciences, Education Public Policy, Education Planning, Special Education, Educational Management &amp; Administration with 3 years of working experience or Master's Degree in Education, Education Sciences, Education Public Policy, Education Planning, Special Education, Educational Management &amp; Administration with 1 year of working experience.</p> <p><b><u>Key Technical Skills and Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge and understanding of the Rwanda education sector;</li> <li>- Knowledge of Government policy-making and legislative processes;</li> <li>- Knowledge of the education sector;</li> <li>- Analytical, problem-solving and critical thinking skills;</li> <li>- Leadership skills;</li> <li>- Technical understanding of system being analyzed and how it affects the various business units;</li> <li>- Good at handling and meeting deadlines;</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
--	---	---	--	---

	Trainer Licensing Specialist	Trainer Licensing Specialist	<p>Bachelor's Degree in Education, Education Sciences, Education Public Policy, Education Planning, Special Education, Educational Management &amp; Administration with 3 years working experience or Master's Degree in Education, Education Sciences, Education Public Policy, Education Planning, Special Education, Educational Management &amp; Administration with 1 year working experience.</p> <p><b><u>Key Technical Skills and Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge and understanding of the Rwanda education sector;</li> <li>- Knowledge of Government policy-making and legislative processes;</li> <li>- Knowledge of the education sector;</li> <li>- Analytical, problem-solving and critical thinking skills;</li> <li>- Leadership skills;</li> <li>- Technical understanding of system being analyzed and how it affects the various business units;</li> <li>- Good at handling and meeting deadlines;</li> <li>- Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes;</li> <li>- Able to work well with both internal and external clients;</li> <li>- Good presentation skills, and ability to communicate with various audiences, including end users and managers;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
--	------------------------------------	------------------------------------	--	---

	Recognition of Prior Learning Specialist	Recognition of Prior Learning Specialist	<p>Bachelor's Degree in Education, Education Sciences, Education Public Policy, Education Planning, Special Education, Educational Management &amp; Administration with 3 years working experience or Master's Degree in Education, Education Sciences, Education Public Policy, Education Planning, Special Education, Educational Management &amp; Administration with 1 year working experience.</p> <p><b><u>Key Technical Skills and Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Competency evaluation standards &amp; procedures;</li> <li>- Standard practice of Recognition of Prior Learning (RPL);</li> <li>- Good Knowledge of competence recognition against set standards;</li> <li>- Learner PLAR coaching &amp; mentoring skills;</li> <li>- Confidentiality and professionalism;</li> <li>- Computer literacy, particularly Word, Excel and Power Point;</li> <li>- Interpersonal skills;</li> <li>- Team working;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
--	--	--	---	---



	Qualifications Equivalence Officer	Qualifications Equivalence Office	<p>Bachelor's Degree in Educational Sciences, Law.</p> <p><b><u>Key Technical Skills and Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Integrity;</li> <li>- Good knowledge of Rwanda education system and policies;</li> <li>- Good knowledge of local and international QFs;</li> <li>- Ability to be flexible and solve problems;</li> <li>- Interpersonal skills;</li> <li>- Team working and collaboration skills;</li> <li>- Communication skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
	Qualifications Authentication Officer	Qualifications Authentication Office	<p>Bachelor's Degree in Educational Sciences, Law.</p> <p><b><u>Key Technical Skills and Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Integrity;</li> <li>- Good knowledge of Rwanda education system and policies;</li> <li>- Good knowledge of local and international QFs;</li> <li>- Interpersonal skills;</li> <li>- Team working and collaboration skills;</li> <li>- Communication skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
<b>S/Total</b>				<b>6</b>
<b>Total Division</b>				<b>15</b>

<b>Quality Assurance Department</b>	Head of Department	Head of Quality Assurance Department	<p>Bachelor's Degree in Education, Education Sciences, Education Public Policy, Education Planning, Special Education, Educational Management &amp; Administration with 7 years of relevant working experience or Master's Degree in Education, Education Sciences, Education Public Policy, Education Planning, Special Education, Educational Management &amp; Administration with 5 years relevant working experience.</p> <p><b><u>Key Technical Skills and Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Integrity;</li> <li>- Good knowledge of Rwandan &amp; international Education policies especially the Qualification Framework, Accreditation, licensing and Education norms &amp; standards, and quality assurance;</li> <li>- Records and information management and publication;</li> <li>- Computer literacy, particularly Word, Excel and Power Point;</li> <li>- Time management skills;</li> <li>- Interpersonal skills;</li> <li>- Team working and collaboration skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
-------------------------------------	--------------------	--------------------------------------	---	---

	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication skills;</li> <li>- Computer skills;</li> <li>- Interpersonal skills;</li> <li>- Organizational skills;</li> <li>- Stress management skills;</li> <li>- Time management skills;</li> <li>- Bookkeeping skills;</li> <li>- Analytical &amp; Problem-solving skills;</li> <li>- Decision making skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
<b>S/Total</b>				<b>2</b>

<b>Hospitality &amp; Recreation Arts Subject Quality Unit</b>	Director of Unit	Director of Hospitality & Recreation Arts Subject Quality Unit	<p>Bachelor's Degree in Hospitality and Tourism Management, Hotel Management, Tourism Language.</p> <p><b><u>Key Technical Skills and Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- General knowledge on Rwanda education system and policies;</li> <li>- Knowledge of international learning best practices;</li> <li>- Knowledge of conventional learning inspection procedures;</li> <li>- Knowledge of common inspection reporting &amp; feedback approaches;</li> <li>- Good report writing and presentation skills;- Computer literacy;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Management and administrative skills;</li> <li>- Time management;</li> <li>- Synthesis skills;</li> <li>- Interpretation skills;</li> <li>- Analysis skills;</li> <li>- Communication skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
---	------------------	--	--	---

	Hospitality & Tourism Quality Assurance Officer	Hospitality & Tourism Quality Assurance Officer	<p>Bachelor's Degree in Hospitality and Tourism Management, Hotel Management, Tour &amp; Travel Management.</p> <p><b><u>Technical Skills and Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- General knowledge on Rwanda Education system and policies;</li> <li>- Knowledge of international learning best practices;</li> <li>- Knowledge of conventional learning inspection procedures;</li> <li>- Knowledge of common inspection reporting &amp; feedback approaches;</li> <li>- Good report writing and presentation skills;</li> <li>- Computer literacy;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management;</li> <li>- Effective computer skills;</li> <li>- Synthesis skills;</li> <li>- Interpretation skills;</li> <li>- Analysis skills;</li> <li>- Communication skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	3
--	---	---	---	---

	Arts & Craft, Beauty & Aesthetics Quality Assurance Officer	Arts & Craft, Beauty & Aesthetics Quality Assurance Officer	<p>Bachelor's Degree or Advance Diploma in Fine Art, Music, Graphic Arts, cinematograph.</p> <p><b><u>Key Technical Skills and Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Report writing and presentation skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Management and administrative skills;</li> <li>- Time management;</li> <li>- General knowledge on Rwanda education system and policies;</li> <li>- Effective computer skills;</li> <li>- Synthesis skills;</li> <li>- Interpretation skills;</li> <li>- Analysis skills;</li> <li>- Communication skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	3
--	--	--	---	---

	Music & Film Making Quality Assurance Officer	Music & Film Making Quality Assurance Officer	<p>Engineering in TVET options with at least three years' experience in TVET training.</p> <p><b><u>Key Technical Skills and Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Report writing and presentation skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Management and administrative skills;</li> <li>- Time management;</li> <li>- General knowledge on Rwanda education system and policies;</li> <li>- Effective computer skills;</li> <li>- Synthesis skills;</li> <li>- Interpretation skills;</li> <li>- Analysis skills;</li> <li>- Communication skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
<b>S/Total</b>				<b>8</b>

<b>Technology Subject &amp; Infrastructure Quality Unit</b>	Director of Unit	Director of Technology Subject & Infrastructure Quality Unit	<p>A Bachelor's Degree in Civil/Structural Engineering or Architecture with 3 years of relevant working experience or a Master's Degree in Construction Project Management, Architecture or Civil Engineering, registrable and affiliated to a reputable professional body.</p> <p><b><u>Key Technical Skills and Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- General knowledge on Rwanda Education system and policies;</li> <li>- Knowledge of international learning best practices;</li> <li>- Knowledge of conventional learning inspection procedures;</li> <li>- Knowledge of common inspection reporting &amp; feedback approaches;</li> <li>- Prevailing building &amp; development standards &amp; regulations;</li> <li>- Building materials supply markets Local labour regimes &amp; laws;</li> <li>- Building design production &amp; construction processes;</li> <li>- Procurement law and practices;</li> <li>- Computer literacy (CAD, Ms Project, Word, Excel &amp; Power Point);</li> <li>- Good report writing and presentation skills;</li> <li>- Computer literacy;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Management and administrative skills;</li> <li>- Time management;</li> <li>- Synthesis skills;</li> <li>- Interpretation skills;</li> <li>- Analysis skills;</li> <li>- Communication skills;</li> </ul>	1
---	------------------	--	--	---



			<ul style="list-style-type: none"> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	
--	--	--	---	--

	Construction & Building Services Quality Assurance Officer	Construction & Building Services Quality Assurance Officer	<p>Bachelor's Degree in Civil/Structural Engineering or Architecture.</p> <p><b><u>Key Technical Skills and Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Integrity;</li> <li>- Good knowledge of Education policies especially education norms &amp; standards;</li> <li>- Prevailing building &amp; development standards &amp; regulations;</li> <li>- Building materials supply markets local labour regimes &amp; laws;</li> <li>- Procurement law and practices;</li> <li>- Computer literacy (CAD, Ms Project, Word, Excel and Power Point);</li> <li>- Time management skills;</li> <li>- Interpersonal skills;</li> <li>- Team working;</li> <li>- Synthesis skills;</li> <li>- Interpretation skills;</li> <li>- Analysis skills;</li> <li>- Communication skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	5
--	--	--	---	---

	Technical Servicing & Manufacturing Quality Assurance Officer	Technical Servicing & Manufacturing Quality Assurance Officer	<p>Bachelor's Degree in Mechanical or Electrical Engineering.</p> <p><b><u>Key Technical Skills and Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Integrity;</li> <li>- Good knowledge of education policies especially education norms &amp; standards;</li> <li>- Prevailing building &amp; development standards &amp; regulations;</li> <li>- Building materials supply markets local labour regimes &amp; laws;</li> <li>- Procurement law and practices;</li> <li>- Computer literacy (CAD, Ms Project, Word, Excel and Power Point);</li> <li>- Time management skills;</li> <li>- Interpersonal skills;</li> <li>- Team working;</li> <li>- Synthesis skills;</li> <li>- Interpretation skills;</li> <li>- Analysis skills;</li> <li>- Communication skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	3
--	---	---	---	---

	Energy Natural Resources Quality Assurance Officer	&	Energy Natural Resources Quality Assurance Officer	&	<p>Bachelor's Degree in Mechanical or Electrical Engineering, Energy, Mining &amp; Mineral Processing.</p> <p><b><u>Key Technical Skills and Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Integrity;</li> <li>- Good knowledge of education policies especially education norms &amp; standards;</li> <li>- Prevailing building &amp; development standards &amp; regulations;</li> <li>- Building materials supply markets local labour regimes &amp; laws;</li> <li>- Procurement law and practices;</li> <li>- Computer literacy (CAD, Ms Project, Word, Excel and Power Point);</li> <li>- Time management skills;</li> <li>- Interpersonal skills;</li> <li>- Team working;</li> <li>- Synthesis skills;</li> <li>- Interpretation skills;</li> <li>- Analysis skills;</li> <li>- Communication skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
<b>S/Total</b>						<b>10</b>

<b>Science and Languages Quality Unit</b>	Director of Unit	Director of Science and Languages Quality Unit	<p>Bachelor's Degree in Science (Mathematics/Physics/Computer Science) with Education and having 3 years relevant working experience or Master's Degree in Science (Mathematics/Physics/Computer Science) with Education with 1 year relevant working experience.</p> <p><b><u>Key Technical Skills and Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- General knowledge on Rwanda education system and policies;</li> <li>- Knowledge of international learning best practices;</li> <li>- Knowledge of conventional learning inspection procedures;</li> <li>- Knowledge of common inspection reporting &amp; feedback approaches;</li> <li>- Good report writing and presentation skills;</li> <li>- Computer literacy;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Management and administrative skills;</li> <li>- Time management.;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
---	------------------	--	---	---

	Mathematics, Physics, Chemistry, Computer Science Quality Assurance Officer	Mathematics, Physics, Chemistry & Computer Science Quality Assurance Officer	<p>Bachelor's Degree in Science (Mathematics/Physics/Computer Science) with Education or Bachelor's Degree in Science (Mathematics/Physics/Computer Science) with Post Graduate Diploma in Education (PGDE).</p> <p><b><u>Key Technical Skills and Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- General knowledge on Rwanda education system and policies;</li> <li>- Knowledge of international learning best practices;</li> <li>- Knowledge of conventional learning inspection procedures;</li> <li>- Knowledge of common inspection reporting &amp; feedback approaches;</li> <li>- Good report writing and presentation skills;</li> <li>- Computer literacy;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	5
--	---	--	--	---

	Agriculture Quality Assurance Officer	Agriculture Quality Assurance Officer	<p>Bachelor's Degree in Agriculture with Education or Bachelor's Degree in Agriculture with Post Graduate Diploma in Education (PGDE).</p> <p><b><u>Key Technical Skills and Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- General knowledge on Rwanda education system and policies;</li> <li>- Knowledge of international learning best practices;</li> <li>- Knowledge of conventional learning inspection procedures;</li> <li>- Knowledge of common inspection reporting &amp; feedback approaches;</li> <li>- Good report writing and presentation skills;</li> <li>- Computer literacy;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	3
--	--	--	--	---

	English, French and Kiswahili Quality Assurance Officer	English, French and Kiswahili Quality Assurance Officer	<p>Bachelor's Degree in Education Sciences, Literature and Linguistic with Education or Bachelor's Degree in Literature and Linguistic with Education with Post Graduate Diploma in Education (PGDE).</p> <p><b><u>Key Technical Skills and Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- General knowledge on Rwanda Education system and policies;</li> <li>- Knowledge of international learning best practices;</li> <li>- Knowledge of conventional learning inspection procedures;</li> <li>- Knowledge of common inspection reporting &amp; feedback approaches;</li> <li>- Good report writing and presentation skills;</li> <li>- Computer literacy;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	3
<b>S/Total</b>				<b>12</b>
<b>Total Division</b>				<b>32</b>



<b>Finance and Administration Unit</b>	Director of Unit	Director of Finance & Administration Unit	<p>Bachelor's Degree in Finance, Accounting, Management Specialized in Finance/Accounting with 3 years of working experience. Accounting Professional Qualification recognized by IFAC (ACCA, CPA) with 1 year of working experience</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's financial management standards and procedures;</li> <li>- Knowledge of accounting principles and practices and financial data reporting;</li> <li>- Knowledge of management of material resources;</li> <li>- Knowledge of supply chain management;</li> <li>- Knowledge of Rwanda Public Financial Law;</li> <li>- Leadership and management skills;</li> <li>- Planning and organisational, budgeting skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software (SMART IFMIS);</li> <li>- Time management skills;</li> <li>- Interviewing skills;</li> <li>- Judgment &amp; decision making skills;</li> <li>- Complex problem-solving;</li> <li>- Fluency in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
--	------------------	---	---	----------

	Accountant	Accountant	<p>Accounting Professional Qualification recognized by IFAC (ACCA, CPA) or Bachelor's Degree in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Knowledge to analyse complex financial information &amp; Produce reports;</li> <li>- Deep understanding of financial accounts;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software (SMART IFMIS);</li> <li>- Judgment &amp; decision making skills;</li> <li>- High analytical Skills;</li> <li>- Interpersonal skills;</li> <li>- Time management Skills;</li> <li>- Complex Problem-solving;</li> <li>- Flexibility Skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
--	------------	------------	--	---

	Budget Officer	Budget Officer	<p>Bachelor's Degree in Finance, Accounting, Management, Economics.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of cost analysis techniques;</li> <li>- Planning and organisational skills;</li> <li>- Communication skills;</li> <li>- Strong IT skills, particularly in Financial software (SMART IFMIS);</li> <li>- Judgment &amp; decision making skills;</li> <li>- Deep understanding of financial accounts;</li> <li>- High analytical skills;</li> <li>- Interpersonal skills;</li> <li>- Time management skills;</li> <li>- Complex problem-solving;</li> <li>- Flexibility skills;</li> <li>- Fluency in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
--	----------------	----------------	--	---

	Human Resources Officer	Human Resources Officer	<p>Bachelor's Degree in Human Resource Management, Management, Public Administration, Administrative Sciences.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of analysis of the existing system including policies, strategies and plans related to human resources;</li> <li>- Knowledge in the development of human resources policies and procedures;</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Administrative skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
--	-------------------------	-------------------------	---	---

	Logistics Officer	Logistics Officer	<p>Bachelor's Degree in Store Management, Management, Finance, Accounting, Economics, Public Administration, Administrative Sciences.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of management of material resources;</li> <li>- Knowledge of supply chain management;</li> <li>- Organizational skills;</li> <li>- Computer skills;</li> <li>- Communication skills;</li> <li>- Report writing &amp; Presentation skills;</li> <li>- Analytical skills;</li> <li>- Interpersonal Skills;</li> <li>- Time management skills;</li> <li>- Negotiation skills;</li> <li>- Team working skills;</li> <li>- Problem-solving skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	<b>1</b>
--	-------------------	-------------------	--	----------

	Network & System Administrator	Network & System Administrator	<p>Bachelor's Degree 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.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's ICT policies and strategies;</li> <li>- Highly proficient with Microsoft Windows operating systems;</li> <li>- Proficient in Microsoft Office products;</li> <li>- Proficient in basic networking protocols and standards;</li> <li>- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;</li> <li>- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;</li> <li>- Interpersonal Skills;</li> <li>- Communication skills;</li> <li>- Analytical, problem-solving and negotiation skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
--	--------------------------------------	--------------------------------------	---	---

	Database & Application Administrator	Database & Application Administrator	<p>Bachelor's Degree 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.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of Rwanda's ICT policies and strategies;</li> <li>- Highly proficient with Microsoft Windows operating systems;</li> <li>- Proficient in Microsoft Office products;</li> <li>- Proficient in basic networking protocols and standards;</li> <li>- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;</li> <li>- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;</li> <li>- Interpersonal skills;</li> <li>- Communication skills;</li> <li>- Analytical, problem-solving and negotiation skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
--	--------------------------------------	--------------------------------------	---	---

	Archivist	Archivist	<p>Bachelor's Degree in Library &amp; information Science or A1 in Library &amp; information Science, Office Management, Bibliotheconomy.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Proficiency in information technology;</li> <li>- Computer literacy;</li> <li>- Bookkeeping skills;</li> <li>- Knowledge of integrated document management;</li> <li>- Knowledge of archive management software;</li> <li>- Knowledge of the documentation management system(DMS) would be an advantage;</li> <li>- Organizational Skills;</li> <li>- Interpersonal Skills;</li> <li>- Planning Skills;</li> <li>- Communication skills;</li> <li>- Report writing &amp; Presentation skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
--	-----------	-----------	--	---



	Secretary to DAF Unit	Secretary to DAF Unit	<p>A1 in Secretariat Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
--	--------------------------	--------------------------	--	---

	Secretary	Secretary in Central Secretariat	<p>A1 in Secretariat Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of Office Administration;</li> <li>- Communication Skills;</li> <li>- Computer Skills;</li> <li>- Interpersonal Skills;</li> <li>- Organizational Skills;</li> <li>- Stress Management Skills;</li> <li>- Time Management Skills;</li> <li>- Bookkeeping Skills;</li> <li>- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.</li> </ul>	1
<b>S/Total</b>				<b>10</b>
<b>Total</b>				<b>65</b>

*Official Gazette n° Special of 14/12/2017*

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°129/03 ryo ku wa 12/12/2017 rishyiraho imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Ikigo cya Leta gishinzwe Guteza Imbere Ubumenyingiro n'Imyigishirize y'Imyuga mu Rwanda**

Kigali, ku wa **12/12/2017**

**(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° 129/03 of 12/12/2017 determining organizational structure, job profiles, salaries and fringe benefits for employees of the Workforce Development Authority**

Kigali, on **12/12/2017**

**(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°129/03 du 12/12/2017 déterminant structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel de l'Office Rwandais de Développement de la Main d'œuvre**

Kigali, le **12/12/2017**

**(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°129/03 RYO  
KU WA 12/12/2017 RISHYIRAHU  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, IBISABWA KU MYANYA  
Y'IMIRIMO, IMISHAHARA N'IBINDI  
BIGENERWA ABAKOZI B'IKIGO CYA  
LETA GISHINZWE GUTEZA IMBERE  
UBUMENYINGIRO N'IMYIGISHIRIZE  
Y'IMYUGA MU RWANDA

ANNEXE III TO PRIME MINISTER'S  
ORDER N°129/03 OF 12/12/2017  
DETERMINING ORGANIZATIONAL  
STRUCTURE, JOB PROFILES,  
SALARIES AND FRINGE BENEFITS  
FOR EMPLOYEES OF THE  
WORKFORCE DEVELOPMENT  
AUTHORITY

ANNEXE III A L'ARRETE DU PREMIER  
MINISTRE N°129/03 DU 12/12/2017  
DETERMINANT STRUCTURE  
ORGANISATIONNELLE, PROFILS  
D'EMPLOIS, SALAIRES ET  
AVANTAGES ACCORDES AU  
PERSONNEL DE L'OFFICE RWANDAIS  
DE DEVELOPPEMENT DE LA MAIN  
D'OEUVRE

**WORKFORCE DEVELOPMENT AUTHORITY (WDA) - SALARY STRUCTURE**

N°	POST	I.V	Level	Index	Gross Salary (Rwf/Month)
1	Director General	441	F	2869	1,684,119
2	Head of Qualifications, Standards & Accreditation Department	400	1.IV	2608	1,497,610
3	Head of Quality Assurance Department	400	1.IV	2608	1,497,610
4	Director of Training, Institution Infrastructure Norms and Standards Unit	400	3.II	1369	786,131
5	Director of Qualification, Licensing & Accreditation Unit	400	3.II	1369	786,131
6	Director of Hospitality & Recreation Arts Subject Quality Unit	400	3.II	1369	786,131
7	Director of Technology Subject & Infrastructure Quality Unit	400	3.II	1369	786,131
8	Director of Science and Languages Quality Unit	400	3.II	1369	786,131
9	Director of Finance & Administration Unit	400	3.II	1369	786,131
10	Standards & Guidelines for Quality TVET Specialist	400	3.II	1369	786,131
11	Senior Civil Engineer	400	3.II	1369	786,131
12	Senior Electrical Engineer	400	3.II	1369	786,131
13	Senior Mechanical Engineer	400	3.II	1369	786,131
14	Senior Quantity Surveyor	400	3.II	1369	786,131
15	Senior Architect	400	3.II	1369	786,131
16	Institution Licensing & Accreditation Specialist	400	3.II	1369	786,131
17	Trainer Licensing Specialist	400	3.II	1369	786,131
18	Recognition of Prior Learning Specialist	400	3.II	1369	786,131
19	Legal Affairs Officer	400	4.III	1313	746,459
20	Human Resources Officer	400	4.II	1141	648,675
21	Public Relations and Communication Officer	400	4.II	1141	648,675
22	Qualifications Equivalence Officer	400	5.II	951	540,657
23	Qualifications Authentication Officer	400	5.II	951	540,657
24	Hospitality & Tourism Quality Assurance Officer	400	5.II	951	540,657
25	Arts & Craft, Beauty & Aesthetics Quality Assurance Officer	400	5.II	951	540,657
26	Music & Film Making Quality Assurance Officer	400	5.II	951	540,657
27	Construction & Building Services Quality Assurance Officer	400	5.II	951	540,657
28	Technical Servicing & Manufacturing Quality Assurance Officer	400	5.II	951	540,657
29	Energy & Natural Resources Quality Assurance Officer	400	5.II	951	540,657
30	Mathematics, Physics, Chemistry & Computer Science Quality Assurance Officer	400	5.II	951	540,657
31	Agriculture Quality Assurance Officer	400	5.II	951	540,657
32	English, French and Kiswahili Quality Assurance Officer	400	5.II	951	540,657
33	Planning, M&E Officer	400	5.II	951	540,657
34	Network & System Administrator	400	5.II	951	540,657
35	Database and Application Administrator	400	5.II	951	540,657
36	Internal Auditor	400	5.II	951	540,657
37	Procurement Officer	400	5.II	951	540,657
38	Budget Officer	400	5.II	951	540,657

39	Accountant	400	5.II	951	540,657
40	Logistics Officer	400	5.II	951	540,657
41	Administrative Assistant to the DG	400	5.II	951	540,657
42	Administrative Liaison Officer	400	5.II	951	540,657
43	Archivist	400	6.II	793	450,832
44	Administrative Assistant to the Heads of Departments	400	7.II	660	375,219
45	Secretary to DAF Unit	400	8.II	508	288,805
46	Secretary in Central Secretariat	400	8.II	508	288,805

*Official Gazette n° Special of 14/12/2017*

**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°129/03 ryo ku wa 12/12/2017 rishyiraho imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Ikigo cya Leta gishinzwe Guteza Imbere Ubumenyingiro n'Imyigishirize y'Imyuga mu Rwanda**

Kigali, ku wa **12/12/2017**

**(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° 129/03 of 12/12/2017 determining organizational structure, job profiles, salaries and fringe benefits for employees of the Workforce Development Authority**

Kigali, on **12/12/2017**

**(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°129/03 du 12/12/2017 déterminant structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel de l'Office Rwandais de Développement de la Main d'œuvre**

Kigali, le **12/12/2017**

**(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