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

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ITEKA RYA MINISITIRI W'INTEBE N° 134/03 RYO KU WA 23/12/2017 RISHYIRAHU IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IBISABWA KU MYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'IKIGO GISHINZWE GUTEZA IMBERE UBUREZI MU RWANDA

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 bis/2017 ryo ku wa 28/04/2017 rishyiraho Ikigo gishinzwe Guteza Imbere Uburezi mu Rwanda rikanagena inshingano, imiterere n'imikorere byacyo, cyane cyane mu ngingo yaryo ya 26;

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

PRIME MINISTER'S ORDER N° 134/03 OF 23/12/2017 DETERMINING ORGANISATIONAL STRUCTURE, JOB PROFILES, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF RWANDA EDUCATION BOARD

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 bis/2017 of 28/04/2017 establishing Rwanda Education Board and determining its mission, organization and functioning, especially in Article 26;

On proposal by the Minister of Public Service and Labour;

ARRETE DU PREMIER MINISTRE N° 134/03 DU 23/12/2017 DETERMINANT STRUCTURE ORGANISATIONNELLE, PROFILS D'EMPLOIS, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DE L'OFFICE POUR LA PROMOTION DE L'EDUCATION AU RWANDA

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 bis/2017 du 28/04/2017 portant création de l'Office pour la Promotion de l'Education au Rwanda et déterminant ses missions, son organisation et son fonctionnement, spécialement en son article 26;

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 rishyiraho imbonerahamwe y'imyanya y'imirimu, ibisabwa ku myanya y'imirimu, imishahara n'ibindi bigenerwa abakozi b'Ikigo gishinzwe Guteza Imbere Uburezi mu Rwanda (REB).

This Order determines organizational structure, job profiles, salaries and fringe benefits for employees of Rwanda Education Board (REB).

Le présent arrêté détermine la structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel de l'Office pour la Promotion de l'Education au Rwanda (REB).

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

Article 2: Organizational structure and job profiles

Article 2: Structure organisationnelle et profils d'emplois

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

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

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

Ingingo ya 3: Igenwa ry'umushahara

Article 3: Determination of the salary

Article 3: Détermination du salaire

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

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

Les salaires accordés au personnel de REB 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

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

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

mwanya w'umurimo muri REB biri ku mugereka wa III w'iri teka.

sein de REB sont en annexe III du présent arrêté.

Ingingo ya 4: Ibigize umushahara mbumbe

Article 4: Composition of the gross salary

Article 4: Composition du salaire brut

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

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

Le salaire brut mensuel pour chaque agent comprend principalement:

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

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

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

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

The transport allowance specified in Paragraph One of this Article shall not be granted to officials positioned on "E", "F", "G/1.IV" and "H/2" job classification level 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 "3" job classification level who are entitled to special transport allowance in accordance with Instructions of the Minister in charge public service.

L'indemnité de transport visée à l'alinéa premier du présent article n'est pas allouée aux agents de l'Etat au poste de niveau "E", "F", "G/1.IV" et "H/2" pour lesquels le transport est facilité selon les instructions du Ministre ayant le transport dans ses attributions. Elle n'est pas non plus allouée aux agents 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

Umuyobozi Mukuru wa REB 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;
- 2° amafaranga y’u Rwanda ibihumbi mirongo ine (40.000 Frw) buri kwezi y’itumanaho rya interineti igendanwa n’ibihumbi ijana na mirongo itanu y’u Rwanda (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 REB;
- 4° koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n’ibintu mu nshingano ze.

Article 5: Fringe benefits for the Director General

The Director General of REB 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;
- 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 the REB account;
- 4° Transport facilitation in accordance with the Minister in charge of transport.

Article 5: Avantages alloués au Directeur Général

Le Directeur Général de REB 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° 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 REB;
- 4° les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 6: Ibindi bigenerwa Umuyobozi Mukuru Wungirije

Umuyobozi Mukuru Wungirije wa REB uri ku rwego rwa “F” agenerwa ibindi bimufasha gutunganya imirimo mu buryo bikurikira:

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

Ingingo ya 7: Ibindi bigenerwa Abayobozi ba za Departments

Abayobozi ba za *Departments* bari ku rwego rwa “G/1.IV” bagenerwa ibindi bibafasha gutunganya imirimo mu buryo bikurikira:

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

Article 6: Fringe benefits for the Deputy Director General

Deputy Director General of REB on “F” Job classification level is entitled to the following fringe benefits:

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

Article 7: Fringe benefits for Heads of Departments

Heads of Departments on “G/1.IV” job classification level are 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;

Article 6: Avantages alloués au Directeur Général Adjoint

Le Directeur Général Adjoint de REB au poste de niveau “F” bénéficie des avantages suivants:

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

Article 7: Avantages alloués aux Chefs de Départements

Les Chefs de Départements au poste de niveau “G/1.IV” bénéficient 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° 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 Division Manager

Article 8: Fringe benefits for Division Manager

Article 8: Avantages alloués au Chef de Division

Division Manager uri ku rwego rwa “H/2.III” agenerwa ibindi bimufasha gutunganya imirimo ku buryo bukurikira:

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

Le Chef de Division au poste de niveau “H/2.III” bénéficie des avantages comme suit:

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

1° seventy thousand Rwandan francs (Frw 70,000) per month for office landline communication allowance and seventy thousand Rwandan francs (Frw 70,000) per month for mobile phone communication allowance;

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

2° korohezwa 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 9: Ibindi bigenerwa Abayobozi b'Amashami na Specialists

Article 9: Fringe benefits for Directors of Units and Specialists

Article 9: Avantages alloués aux Directeurs d'Unités et aux Spécialistes

Abayobozi b'Amashami na *Specialists* bari ku rwego rw'imirimo rwa “3” bagenerwa buri wese

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

Les Directeurs d'Unités et Spécialistes au poste de niveau “3” bénéficient chacun des avantages comme suit:

ibindi bibafasha gutunganya imirimo ku buryo bukurikira:

- | | | |
|--|---|--|
| 1° amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo itatu y'u Rwanda (30.000 Frw) buri kwezi; | 1° thirty thousand Rwandan francs (Frw 30,000) per month for a mobile phone communication allowance; | 1° les frais de communication par téléphone portable équivalant à trente mille francs rwandais (30.000 Frw) par mois; |
| 2° indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze. | 2° a special transport allowance in accordance with the Instructions of the Minister in charge of public service. | 2° l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions. |

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

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

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

Ingingo ya 10: Indamunite z'urugendo rw'imodoka

Leta igenera indamunite y'urugendo Abayobozi bari ku rwego rwa "E", "F", "G/1.IV" na "H/2" 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 10: Mileage allowances

The State pays mileage allowances to Senior Officials on "E", "F", "G/1.IV" and "H/2" job classification level when they go on official mission inside the country by using their vehicles, in accordance with Instructions of the Minister in charge of transport.

Article 10: Indemnités kilométriques

L'Etat octroie des indemnités kilométriques aux Hauts Cadres au poste de niveau "E", "F", "G/1.IV" et "H/2" 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.

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.

Ingingo ya 13: Igihe iri teka ritangira gukurikizwa

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

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.

Article 13: Commencement

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

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.

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, ku wa **23/12/2017**

Kigali, on **23/12/2017**

Kigali, le **23/12/2017**

(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
Bibonywe kandi bishyizweho Ikirango cya
Repubulika:

(sé)

RWANYINDO KAYIRANGWA Fanfan
Minister of Public Service and Labour
Seen and sealed with the Seal of the
Republic:

(sé)

RWANYINDO KAYIRANGWA Fanfan
Ministre de la Fonction Publique et du Travail
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° 134/03 RYO KU
WA 23/12/2017 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IBISABWA KU MYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI B'IKIGO
GISHINZWE GUTEZA IMBERE UBUREZI
MU RWANDA**

**ANNEX I TO PRIME MINISTER'S
ORDER N°134/03 OF 23/12/2017
DETERMINING ORGANISATIONAL
STRUCTURE, JOB PROFILES,
SALARIES AND FRINGE BENEFITS
FOR EMPLOYEES OF RWANDA
EDUCATION BOARD**

**ANNEXE I A L'ARRETE DU PREMIER
MINISTRE N°134/03 DU 23/12/2017
PORTANT MISSION ET FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
PROFILES D'EMPLOIS, SALAIRES ET
AVANTAGES ACCORDES AU PERSONNEL
DE L'OFFICE POUR LA PROMOTION DE
L'EDUCATION AU RWANDA**

MINEDUC

Board of Directors

DIRECTORATE GENERAL (8)

- Director General (1)
- Advisor to DG (1)
- Legal Affairs Officer (2)
- Public Relation & Communication Officer (1)
- Internal Auditor (2)
- Administrative Assistant (1)

SPIU

DEPUTY DIRECTORATE GENERAL (2)

- Deputy Director General (1)
- Administrative Assistant (1)

Planning & Development Unit (12)

- Director (1)
- Education Research & Development Officer (1)
- Monitoring & Evaluation Officer (1)
- Gender Mainstreaming Officer (1)
- Planning Officer (1)
- Statistician (1)
- Special Needs Education Officer (1)
- ECE Officer (1)
- Adult Education Officer (1)
- School Information System Officer (1)
- Digital Content Platform Senior Engineer (1)
- Data Administrator Senior Engineer (1)

Curriculum, Teaching & Learning Resources Department (2)

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

Examinations, Selection and Assessment Department (2)

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

Teacher Development & Management and Career Guidance & Counseling Department (2)

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

ICT in Education Department (2)

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

Corporate Services Division (2)

- Division Manager (1)
- Administrative Liaison Officer (1)

Mathematics & Science Subjects Unit (9)

- Director (1)
- Mathematics Curricula Officer (2)
- Physics Curricula Officer (1)
- Chemistry Curricula Officer (1)
- Biology Curricula Officer (1)
- Science & Elementary Technology (SET) Curricula Officer (1)
- Computer Science Curricula Officer (1)
- Home Science and Agriculture Curricula Officer (1)

Languages Subjects Unit (6)

- Director (1)
- English Language Curricula Officer (1)
- Literature in English Curricula Officer (1)
- French Curricula Officer (1)
- Kinyarwanda Curricula Officer (1)
- Kiswahili Curricula Officer (1)

Mathematics & Science Subjects Question Item Bank Unit (6)

- Director (1)
- Biology Examination Officer (1)
- Chemistry Examination Officer (1)
- Physics Examination Officer (1)
- Mathematics Examination Officer (1)
- Computer Science Examination Officer (1)

Examination Management Unit (6)

- Director (1)
- Registration Officer (2)
- Examinations Specifications and Syllabus Officer (1)
- Organization and Administration of Examinations Officer (2)

Teacher Training Unit (8)

- Director (1)
- Physics and Mathematics Teacher Training Officer (1)
- Biology and Chemistry Teacher Training Officer (1)
- English & French Languages Teacher Training Officer (1)
- Kinyarwanda & Kiswahili Languages Teacher Training Officer (1)
- Arts, Social Sciences and Humanities Teacher Training Officer (1)
- Entrepreneurship and Business Teacher Training Officer (1)
- TTC Teacher Training Officer (1)

Teacher Management & Staffing Unit (6)

- Director (1)
- Teacher Licensing Officer (1)
- Permanent, Contractual Teacher Management & Placement Officer (1)
- Teacher Professional Conduct Management Officer (1)
- School Based Mentors Performance Management Systems Officer (1)
- Teacher Socio – Economic & Welfare Support Officer (1)

Digital Content and Instructional Technology Development Unit (7)

- Director (1)
- ECE and Primary Schools Digital Content and Development Engineer (1)
- Secondary Schools Digital Content Engineer (1)
- Animation Programmer Engineer (1)
- ICT Innovation and Technology Partnerships Engineer (1)
- ECE & Primary School Instructional Technology Engineer (1)
- Secondary Schools Instructional Technology Engineer (1)

Procurement Unit (4)

- Director (1)
- Procurement Officer (3)

Finance Unit (6)

- Director (1)
- Chief Accountant (1)
- Accountant (2)
- Budget Officer (1)
- Secretary to DF Unit (1)

HR & Administration Unit (13)

- Director (1)
- HR Officer in charge of Administration (1)
- HR Officer in Charge of Recruitment, CB and Development (1)
- HR Officer in charge of Salaries and Benefits (1)
- Estates Manager (1)
- Logistics Officer (1)
- Store Keeper (2)
- Customer Care Officer (1)
- Documentations and Archivist Officer (1)
- Head of Central Secretariat (1)
- Secretary in Central Secretariat (2)

Education Resources & Training Materials Unit (3)

- Director (1)
- Text Book Ordering and Distribution Officer (1)
- TLM Database Officer (1)

Arts & Humanities Subjects Unit (12)

- Director (1)
- Geography and Environment Curricula Office (1)
- History & Citizenship Curricula Officer (1)
- Economics Curricula Officer (1)
- Entrepreneurship Curricula Officer (1)
- Social Studies Curricula Officer (1)
- Moral, Religion and Civic Education Curricula Officer (1)
- Physical Education & Sport Curricula Officer (1)
- Fine Art Curricula Officer (1)
- Music Curricula Officer (1)
- General Studies & Communication Skills Curricula Officer (1)
- TTC Curriculum Officer (1)

Arts & Humanities Subjects Question Item Bank Unit (8)

- Director (1)
- Economics Examination Officer (1)
- History Examination Officer (1)
- Geography Examination Officer (1)
- Social studies Examination Officer (1)
- Entrepreneurship Examination Officer (1)
- General Studies & Communication Skills Examinations Officer (1)
- TTC Assessment Officer (1)

Examination & Learning Achievement Database Unit (9)

- Director (1)
- Measurement of Learning Achievement Officer (1)
- Learner Data Psychometrics Officer (1)
- Learning Champion & Inter Country Quality Node Officer (1)
- Data integration Officer (2)
- Examinations Data Entry Clerks (2)
- Examination Statistics Officer (1)

School Leadership Management Unit (8)

- Director (1)
- School Leadership & Management Staffing Officer (1)
- Parent Teacher Association (PTAs) Management Officer (2)
- Inter_School peer learning Officer (1)
- School Management & leadership Planning, M&E Officer (1)
- School feeding, Hygiene & Crosscutting Program Officer (1)
- School Sport Officer (4)

Career Guidance & Counseling Unit (4)

- Director (1)
- Guidance and Counseling Information & Research Officer (1)
- School Guidance and Counseling Programmes Officer (1)
- Guidance & Counseling Modules/ Materials Production Officer (1)

Connectivity and Network Development Unit (5)

- Director (1)
- Education Institutions Connectivity Senior Engineer (1)
- Hosting Platform Senior Engineer (1)
- Database Administrator (1)
- Management and Information Systems Officer (1)

Learning Devises and Cloud Solution Technologies Unit (5)

- Director (1)
- Smart Classroom Equipment Specialist (1)
- Learning Spaces Design Specialist (1)
- Graphic Design Specialist (1)
- Cloud Solution Specialist (1)

Selection, Orientation & Certification Unit (7)

- Director (1)
- Selection and Orientation Officer (2)
- Certification Officer (1)
- Editor and Translator (1)
- Qualifications Equivalence Officer (1)
- Qualifications Authentication Officer (1)

Languages Subjects Question Item Bank Unit (6)

- Director (1)
- English Examination Officer (1)
- French Examination Officer (1)
- Swahili Examination Officer (1)
- Literature Examination Officer (1)
- Kinyarwanda Examination Officer (1)

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 134/03 ryo ku wa 23/12/2017 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Ikigo Gishinzwe Guteza Imbere Uburezi mu Rwanda

Kigali, kuwa 23/12/2017

(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 the Prime Minister's order n° 134/03 of 23/12/2017 determining mission and functions, organisational structure, job profiles, salaries and fringe benefits for employees of Rwanda Education Board

Kigali, on 23/12/2017

(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° 134/03 du 23/12/2017 portant mission et fonctions, structure organisationnelle, profiles d'emplois, salaires et avantages accordés au personnel de l'Office pour la Promotion de l'Education au Rwanda

Kigali, le 23/12/2017

(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° 134/03 RYO KU
WA 23/12/2017 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IBISABWA KU MYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI B'IKIGO
GISHINZWE GUTEZA IMBERE UBUREZI
MU RWANDA**

**ANNEX II TO PRIME MINISTER'S ORDER
N° 134/03 OF 23/12/2017 DETERMINING
ORGANISATIONAL STRUCTURE, JOB
PROFILES, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF RWANDA
EDUCATION BOARD**

**ANNEXE II A L'ARRETE DU PREMIER
MINISTRE N° 134/03 DU 23/12/2017
PORTANT MISSION ET FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
PROFILES D'EMPLOIS, SALAIRES ET
AVANTAGES ACCORDES AU
PERSONNEL DE L'OFFICE POUR LA
PROMOTION DE L'EDUCATION AU
RWANDA**

SALARY STRUCTURE OF RWANDA EDUCATION BOARD (REB)

N°	Position	I.V	Level	Index	Gross Salary (Rwf/Month)
1	Director General	500	E	3156	2,017,360
2	Deputy Director General	441	F	2869	1,617,505
3	Head of Curriculum, Teaching & Learning Resources Department	400	1.IV	2608	1,497,610
4	Head of Examinations, Selection and Assessment Department	400	1.IV	2608	1,497,610
5	Head of Teacher Development & Management and Career Guidance & Counseling Department	400	1.IV	2608	1,497,610
7	Head of ICT in Education Department	400	1.IV	2608	1,493,567
8	Corporate Services Division Manager	400	2.III	1890	1,082,378
9	Director of Planning and Development Unit	400	3.II	1369	814,962
10	Director of Teacher Management and Staffing Unit	400	3.II	1369	786,131
11	Director of Digital Content Development Unit	400	3.II	1369	786,131
12	Learning Devices and Cloud Solution Technologies Unit	400	3.II	1369	814,962
13	Director of Education Resources & Training Materials Unit	400	3.II	1369	786,131
14	Director of Mathematics & Science Subjects Unit	400	3.II	1369	786,131
15	Director of Languages Subjects Unit	400	3.II	1369	786,131
16	Director of Arts & Humanities Subjects Unit	400	3.II	1369	786,131
17	Director of Math & Science Subjects Question Item Bank Unit	400	3.II	1369	786,131
18	Director of Examination Management Unit	400	3.II	1369	786,131
19	Director of Examination & Learning Achievement Database Unit	400	3.II	1369	786,131
21	Director of Arts & Humanities Subjects Question Item Bank Unit	400	3.II	1369	786,131
22	Director of Selection, Orientation and Certification Unit	400	3.II	1369	786,131
23	Director of Languages Subjects Question Item Bank Unit	400	3.II	1369	786,131
24	Director of Teacher Training Unit	400	3.II	1369	786,131
25	Director of Career Guidance and Counseling Unit	400	3.II	1369	786,131
28	Director of School Leadership Management Unit	400	3.II	1369	786,131
29	Director of Connectivity and Network Development Unit	400	3.II	1369	814,962
30	Director of Procurement Unit	400	3.II	1369	786,131
31	Director of Finance Unit	400	3.II	1369	786,131
32	Director of ICT Unit	400	3.II	1369	786,131
33	Director of HR & Administration Unit	400	3.II	1369	786,131
34	Advisor to the DG	400	3.II	1369	786,131
35	Education Institutions Connectivity Senior Engineer	400	3.II	1369	786,131
36	Smart Classroom Equipment Specialist	400	3.II	1369	786,131
37	Learning Spaces Design Specialist	400	3.II	1369	786,131
38	Graphics Design Specialist	400	3.II	1369	786,131
39	Cloud Solution Specialist	400	3.II	1369	786,131
40	Data Administrator Senior Engineer	400	3.II	1369	786,131

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41	Digital Content Platform Senior Engineer	400	3.II	1369	786,131
42	Hosting Platform Senior Engineer	400	3.II	1369	786,131
43	Legal Affairs Officer	400	4.III	1313	746,459
44	ECE and Primary Schools Digital Content and Development Engineer	400	4.II	1141	648,675
45	Secondary Schools Digital Content Engineer	400	4.II	1141	648,675
46	Animation Programmer Engineer	400	4.II	1141	648,675
47	Management and Information Systems Engineer	400	4.II	1141	648,675
48	ICT Innovation and Technology Partnerships Engineer	400	4.II	1141	648,675
49	HR in charge of Recruitment, Capacity Building and Development	400	4.II	1141	648,675
50	HR in charge of Administration	400	4.II	1141	648,675
51	HR in charge of Salaries and Benefits	400	4.II	1141	648,675
52	Public Relations & Communications Officer	400	4.II	1141	648,675
62	Chief Accountant	400	5.III	1094	621,955
63	Measurement of Learning Achievement Officer	400	5.II	951	540,657
64	Education Research & Development Officer	400	5.II	951	540,657
65	Monitoring & Evaluation Officer	400	5.II	951	540,657
66	Gender Mainstreaming Officer	400	5.II	951	540,657
67	Database Administrator	400	5.II	951	540,657
68	ECE and Primary School Instructional Technology Engineer	400	5.II	951	540,657
69	Secondary Schools Instructional Technology Engineer	400	5.II	951	540,657
70	Geography and Environment Curricula Officer	400	5.II	951	540,657
71	History & Citizenship Curricula Officer	400	5.II	951	540,657
72	Economics Curricula Officer	400	5.II	951	540,657
73	Entrepreneurship Curricula Officer	400	5.II	951	540,657
74	Social Studies Curricula Officer	400	5.II	951	540,657
75	Moral, Religion and Civic Education Curricula Officer	400	5.II	951	540,657
76	Physical Education & Sport Curricula Officer	400	5.II	951	540,657
77	Fine Art Curricula Officer	400	5.II	951	540,657
78	Music Curricula Officer	400	5.II	951	540,657
79	TTC Curricula Officer	400	5.II	951	540,657
80	Special Needs Education Officer	400	5.II	951	540,657
81	ECE Officer	400	5.II	951	540,657
82	Adult Education Officer	400	5.II	951	540,657
83	Mathematics Curricula Officer	400	5.II	951	540,657
84	Physics Curricula Officer	400	5.II	951	540,657
85	Chemistry Curricula Officer	400	5.II	951	540,657
86	Biology Curricula Officer	400	5.II	951	540,657
87	SET Curricula Officer	400	5.II	951	540,657
88	Computer Science Curricula Officer	400	5.II	951	540,657
89	Home Science and Agriculture Curricula Officer	400	5.II	951	540,657
90	English Language curricula Officer	400	5.II	951	540,657
91	Literature in English Curricula Officer	400	5.II	951	540,657
92	French Language Curricula Officer	400	5.II	951	540,657
93	Kinyarwanda Language Curricula Officer	400	5.II	951	540,657
94	Kiswahili Language Curricula Officer	400	5.II	951	540,657
95	Physics and Mathematics Teacher Training Officer	400	5.II	951	540,657

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96	Biology and Chemistry Teacher Training Officer	400	5.II	951	540,657
97	English & French Language Teacher Training Officer	400	5.II	951	540,657
98	Kinyarwanda & Kiswahili Language Teacher Training Officer	400	5.II	951	540,657
99	Arts, Social Sciences and Humanities Teacher Training Officer	400	5.II	951	540,657
100	TTC Teacher Training Officer	400	5.II	951	540,657
101	Entrepreneurship and Business Teacher Training Officer	400	5.II	951	540,657
102	Text Book Ordering and Distribution Officer	400	5.II	951	540,657
103	Biology Examination Officer	400	5.II	951	540,657
104	Chemistry Examination Officer	400	5.II	951	540,657
105	Physics Examination Officer	400	5.II	951	540,657
106	Mathematics Examination Officer	400	5.II	951	540,657
107	Computer Science Examination Officer	400	5.II	951	540,657
108	English Examination Officer	400	5.II	951	540,657
109	French Examination Officer	400	5.II	951	540,657
110	Swahili Examination Officer	400	5.II	951	540,657
111	Literature Examination Officer	400	5.II	951	540,657
112	Kinyarwanda Examination Officer	400	5.II	951	540,657
113	TTC Assessment Officer	400	5.II	951	540,657
114	Examination Specifications & Syllabus Officer	400	5.II	951	540,657
115	Organization and Administration of Examination Officer	400	5.II	951	540,657
116	Data Integration Officer	400	5.II	951	540,657
117	Examination Statistics Officer	400	5.II	951	540,657
118	Learner Data Psychometrics Officer	400	5.II	951	540,657
119	Learning Champion & Inter Country Quality Node Officer	400	5.II	951	540,657
120	Economics Examination Officer	400	5.II	951	540,657
121	History Examination Officer	400	5.II	951	540,657
122	Entrepreneurship Examination Officer	400	5.II	951	540,657
123	Geography Examination Officer	400	5.II	951	540,657
124	Social Studies Examination Officer	400	5.II	951	540,657
125	Selection and Orientation Officer	400	5.II	951	540,657
126	Teacher Licensing Officer	400	5.II	951	540,657
127	Permanent, Contractual Teacher Management & Placement Officer	400	5.II	951	540,657
128	Teacher Professional Conduct Management Officer	400	5.II	951	540,657
129	School Based Mentors Performance System Officer	400	5.II	951	540,657
130	Teacher Socio Economic & Welfare Support Officer	400	5.II	951	540,657
131	General Studies & Communications Skills Curricula Officer	400	5.II	951	540,657
132	General Studies & Communications Skills Examinations Officer	400	5.II	951	540,657
133	School Information System Officer	400	5.II	951	540,657
134	Database & Application Administrator	400	5.II	951	540,657
135	Network & System Administrator	400	5.II	951	540,657
136	ICT Officer	400	5.II	951	540,657
137	Planning Officer	400	5.II	951	540,657
138	Internal Auditor	400	5.II	951	540,657
139	Procurement Officer	400	5.II	951	540,657
140	Accountant	400	5.II	951	540,657

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141	Budget Officer	400	5.II	951	540,657
142	Logistics Officer	400	5.II	951	540,657
143	Estates Manager	400	5.II	951	540,657
144	Registration Officer	400	5.II	951	540,657
145	Statistician	400	5.II	951	540,657
146	School Leadership & Management Staffing Officer	400	5.II	951	540,657
147	Parent Teacher Associations (PTAs) Management Officer	400	5.II	951	540,657
148	Inter-School Peer Learning Officer	400	5.II	951	540,657
149	School Management & Leadership, Planning, M&E Officer	400	5.II	951	540,657
150	School Feeding , Hygiene & Crosscutting Program Officer	400	5.II	951	540,657
151	School Sport Officer	400	5.II	951	540,657
152	Guidance, Counselling Information & Research Officer	400	5.II	951	540,657
153	School Guidance and Counseling Programs Officer	400	5.II	951	540,657
154	Guidance & Counseling Modules/ Materials Production Officer	400	5.II	951	540,657
155	Certification Officer	400	5.II	951	540,657
156	Editor and Translator	400	5.II	951	540,657
157	Qualifications Equivalence Officer	400	5.II	951	540,657
158	Qualifications Authentication Officer	400	5.II	951	540,657
159	TLM Database Officer	400	5.II	951	540,657
160	Administrative Assistant to the Director General	400	5.II	951	540,657
161	Administrative Assistant to the Deputy Director General	400	5.II	951	540,657
162	Administrative Liaison Officer	400	5.II	951	540,657
163	Documentation & Archivist Officer	400	6.II	793	450,832
164	Customer Care Officer	400	6.II	793	450,832
165	Administrative Assistant to the Head of Department	400	7.II	660	375,219
166	Store Keepers	400	7.II	660	375,219
167	Head of Central Secretariat	400	7.II	660	375,219
168	Examination Data Entry Clerks	400	8.II	508	288,805
169	Secretary to the DF Unit	400	8.II	508	288,805
170	Secretary in Central Secretariat	400	8.II	508	288,805

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 134/03 ryo kuwa 23/12/2017 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Ikigo Gishinzwe Guteza Imbere Uburezi mu Rwanda
Kigali, ku wa 23/12/2017

Seen to be annexed to the Prime Minister's order n° 134/03 of 23/12/2017 determining mission and functions, organizational structure, job profiles, salaries and fringe benefits for employees of Rwanda Education Board

Kigali, on 23/12/2017

Vu pour être annexé à l'Arrêté du Premier Ministre n° 134/03 du 23/12/2017 portant mission et fonctions, structure organisationnelle, profiles d'emplois, salaires et avantages accordés au personnel de l'Office pour la Promotion de l'Education au Rwanda

Kigali, le 23/12/2017

(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 Repbulika:

Seen and sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République:

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

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

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

**UMUGEREKA WA III W'ITEKA RYA
MINISITIRI W'INTEBE N° 134/03 RYO KU
WA 23/12/2017 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IBISABWA KU MYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI B'IKIGO
GISHINZWE GUTEZA IMBERE UBUREZI
MU RWANDA**

**ANNEX III TO PRIME MINISTER'S ORDER
N° 134/03 OF 23/12/2017 DETERMINING
ORGANISATIONAL STRUCTURE, JOB
PROFILES, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF RWANDA
EDUCATION BOARD**

**ANNEXE III A L'ARRETE DU PREMIER
MINISTRE N° 134/03 DU 23/12/2017
PORTANT MISSION ET FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
PROFILES D'EMPLOIS, SALAIRES ET
AVANTAGES ACCORDES AU
PERSONNEL DE L'OFFICE POUR LA
PROMOTION DE L'EDUCATION AU
RWANDA**

REB JOB PROFILES				
Administrative Unit	Job title	Title linked to job position	Required personal and professional profile	Proposed jobs
Office of the Director General	Director General	Director General	Political appointee	1
	Advisor	Advisor to the DG	<p>Bachelor's Degree in Education, Education Sciences, Public policy, Public Administration, Management, Administrative Sciences, Economics 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><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwanda Education Sector; - Good knowledge of government policy-making and legislative processes; - Knowledge of the Education sector; - Analytical, problem-solving and critical thinking skills; - Strong Leadership skills; - Technical understanding of system being analysed and how it affects the various business units; - Good at handling and meeting deadlines; 	1

			<ul style="list-style-type: none"> - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes; - Able to work well with both internal and external clients; - Good presentation skills, and ability to communicate with various audiences, including end users and managers; - Interpersonal skills; - Collaboration and team working skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	
	Legal Affairs Officer	Legal Affairs Officer	<p>Bachelor's Degree in Law with 2 years of working experience or Master's Degree in Law.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Deep knowledge of Rwandan public service and labor law; - High analytical and problem solving skills; - Legal research and analysis in complex areas of law; - Knowledge of substantive law and legal procedures; - Decision making skills; - Experience in contract drafting and negotiation; - Excellent communication skills; - Very effective organisation skills; - Team working skills; 	2

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

	Internal Auditor	Internal Auditor	<p>Bachelor's Degree in Finance, Accounting or Management with specialisation in Finance/Accounting.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Detailed knowledge of financial and Audit Standards, HR & Financial regulations, Procedures and Financial software; - Planning skills; - High analytical skills; - Report writing and presentation skills; - Time management skills; - Excellent problem-solving skills and clear logical thinking; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	2
	Administrative Assistant	Administrative Assistant to the DG	<p>A1 in Secretarial Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management skills; - Excellent Communication, Organisational, Interpersonal skills; - Computer knowledge (Work Processing, Power Point and Internet); - Analytical and problem solving skills; - Time management skills; 	1

			- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	
S/Total				8
Planning & Development Unit	Director of Unit	Director of Planning & Development Unit	<p>Bachelor's Degree in Economics, Management, Development Studies, Project Management, Strategic Management, Business Administration with at least 3 years of working experience, or Master's Degree in Economics, Management, Development Studies, Project Management, Strategic Management, Business Administration with 1 year of working experience.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in planning, Monitoring and Evaluation, project planning, project proposal writing, project management, research and data analysis, reporting, budgeting; - Excellent leadership skills; - Organisational skills; - Creative, proactive, customer focused, solutions led and outcome driven skills; - Interpersonal skills; - Effective communication skills; - Time Management skills; - Decision making skills; - Computer skills; - Judgment & Decision making skills; - Complex Problem solving skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1

	Education Research & Development Officer	Education Research & Development Officer	<p>Bachelor's Degree in Education, Education Sciences, Education Planning, Educational Management & Administration, Education & Development, Applied Pedagogy, Psychology, Management.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge of Rwandan Education system; - Ability to identify field and/or policy issues, develop innovative problem-solving strategies and work independently; - A research experience in Education and project design; - Computer skills; - Organisational skills; - Communication skills; - High analytical skills; - Time management skills; - Team working skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	Monitoring & Evaluation Officer	Monitoring & Evaluation Officer	<p>Bachelor's Degree in Economics, Project Management, Management, Development Studies, Business Administration.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's Education Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer skills; - Organisational skills; - Communication skills; - High analytical & Complex Problem Solving skills; - High analytical & Complex Problem Solving skills; - Judgment & Decision Making skills; - Time management skills; - Team working skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	Gender Mainstreaming Officer	Gender Mainstreaming Officer	<p>Bachelor's Degree in Gender Studies, Development Studies, Education Sciences, Education Planning, Educational Management & Administration, Education & Development, Applied Pedagogy, Psychology, Management.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge of Rwandan Education system; - Ability to identify field and/or policy issues, develop innovative problem-solving strategies and work independently; - Deep knowledge in Gender Mainstreaming skills; - Deep Knowledge in Gender Advocacy; - Good Understanding of Gender issues- A research experience in Education and project design. - Computer skills; - Organisational skills; - Communication skills; - High analytical skills; - Time management skills; - Team working skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	Planning Officer	Planning Officer	<p>Bachelor's Degree in Economics, Project Management, Management, Development Studies, Business Administration.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's Education Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer skills; - Organisational skills; - Communication skills; - High analytical & Complex Problem Solving skills; - Judgment & Decision Making skills; - Time management skills; - Team working skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	Statistician	Statistician	<p>Bachelor's Degree in Statistics, Applied Mathematics, Economics.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Deep understanding of Research Methodologies and Statistics Concepts; - Knowledge of various statistical software packages; - Knowledge to Prepares and publishes statistical and technical reports and research papers; - Knowledge of the theory, systems and application of statistical research methodology; - Computer skills; - Organisational skills; - Communication skills; - High analytical skills; - Time management skills; - Team working skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	Special Needs Education Officer	Special Needs Education Officer	<p>Bachelor's Degree in the field of Special needs Education.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge related to the Curriculum development and implementation; General knowledge on Rwanda education system and policies; - Report writing and presentation skills; - Computer literacy; - Ability to communicate through verbal means with individuals, small groups and in front of audiences; - Ability to apply adult learning principles; - Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	ECE Officer	ECE Officer	<p>Bachelor's Degree in Early childhood Education, Educational Psychology or Post Graduate Diploma in Education (PGDE).</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge related to the Curriculum development and implementation; - General knowledge on Rwanda education system and policies; - Report writing and presentation skills; - Computer literacy; - Ability to communicate through verbal means with individuals, small groups and in front of audiences; - Ability to apply adult learning principles; - Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	Adult Education Officer	Adult Education Officer	<p>Bachelor's Degree in Educational Psychology or Kinyarwanda and African languages with education or Post Graduate Diploma in Education (PGDE).</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge related to the Curriculum development and implementation; - Report writing and presentation skills; - Computer literacy; - Ability to communicate through verbal means with individuals, small groups and in front of audiences; - Ability to apply adult learning principles; - Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage; - General knowledge on Rwanda education system and policies. 	1
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	School Information System Officer	School Information System 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><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT Policies and Strategies as well as National ICT Policy; - Deep Understanding of information technology and telecommunications; - Capacity to research and analyse technology problems, issues, and program requirements; - Knowledge of computer hardware/software technologies; - Web application and content management; - Coordination and communication skills; - Integrity; - Interpersonal skills; - Negotiation skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	<p>Data Administrator Senior Engineer</p>	<p>Data Administrator Senior Engineer</p>	<p>Bachelor's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering Framework or MCITP are an added advantage with 3 years of working experience or Master's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT Policies and Strategies as well as National ICT Policy; - Deep Understanding of information technology and telecommunications; - Capacity to research and analyse technology problems, issues, and program requirements; - Knowledge of computer hardware/software technologies; - Web application and content management; - Coordination and communication skills; - Integrity; - Interpersonal skills; - Negotiation skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	<p>1</p>
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	Digital Content Platform Senior Engineer	Digital Content Platform Senior Engineer	<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 or Master's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT Policies and Strategies as well as National ICT Policy; - Deep Understanding of information technology and telecommunications; - Capacity to research and analyse technology problems, issues, and program requirements; - Knowledge of computer hardware/software technologies; - Interpersonal skills; - Communication skills; - Negotiation skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
S/Total				12

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Office of the Deputy Director General	Deputy Director General	Deputy Director General	Political Appointee	1
	Administrative Assistant	Administrative Assistant to the Deputy DG	<p>A1 in Secretarial Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management skills; - Excellent Communication, Organisational, Interpersonal skills; - Computer knowledge (Work Processing, Power Point and Internet); - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English or French; knowledge of all is an advantage. 	1
S/Total				2

<p>Curriculum, Teaching & Learning Resources Department</p>	<p>Head of Department</p>	<p>Head of Curriculum, Teaching & Learning Resources Department</p>	<p>Bachelor's Degree in Education, Education Sciences, Education management & Administration, Education Planning, and Pedagogy, with 7 years of relevant working experience or Master's Degree in Education, Education Sciences, Education management & Administration, Education Planning, and Pedagogy, with 5 years of relevant working experience.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Integrity; - Good knowledge of Rwandan Education system, and policies especially those related to the Curriculum framework, Curriculum and Assessment; - Planning and organisational skills; - Computer literacy, particularly Word, Excel and Power Point Presentation; - Ability to be flexible and solve problems; - Leadership and management skills; - Time management skills; - Interpersonal skills; - Team working and collaboration skills; - Communication skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	<p>1</p>
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	Administrative Assistant to the Head of Department	Administrative Assistant to the Head of Curriculum, Teaching & Learning Resources Department	<p>A1 in Secretarial Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management skills; - Excellent Communication, Organisational, Interpersonal skills; - Computer knowledge (Work Processing, Power Point and Internet); - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
S/Total				2

<p>Mathematics & Science Subjects Unit</p>	<p>Director of Unit</p>	<p>Director of Mathematics & Science subjects Unit</p>	<p>Bachelor's Degree in Sciences, Mathematics, Education Sciences with 3 years working experience pertaining to teaching or curriculum development and Master's Degree in Sciences, Mathematics, Education Sciences with 1 year working experience pertaining to teaching or curriculum development.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Integrity; - Good knowledge of Rwanda education system, education policies especially those related to Curriculum framework, Curriculum and Assessment Policy; - Administrative skills; - Ability to be flexible and solve problems; - Leadership and management skills; - Good Organization skills and Time management skills; - Computer literacy (particularly good skills in Word, Excel and Power point); - Interpersonal skills; - Team working and collaboration skills; - Communication skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	<p>1</p>
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	Mathematics Curricula Officer	Mathematics Curricula Officer	<p>Bachelor's Degree in Mathematics with Education, Mathematics with a Post Graduate Diploma in Education.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge related to the Curriculum development and implementation; - General knowledge on Rwanda education system and policies; - Report writing and presentation skills; - Computer literacy; - Ability to communicate through verbal means with individuals, small groups and in front of audiences; - Ability to apply adult learning principles; - Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	2
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	<p>Physics Curricula Officer</p>	<p>Physics Curricula Officer</p>	<p>Bachelor's Degree in Physics with Education, in Physics with a Post Graduate Diploma in Education.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge related to the Curriculum development and implementation; - General knowledge on Rwanda education system and policies; - Report writing and presentation skills; - Computer literacy; - Ability to communicate through verbal means with individuals, small groups and in front of audiences; - Ability to apply adult learning principles; - Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	<p>1</p>
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	Chemistry Curricula Officer	Chemistry Curricula Officer	<p>Bachelor's Degree in Chemistry with Education, Chemistry with a Post Graduate Diploma in Education.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge related to the Curriculum development and implementation; - General knowledge on Rwanda education system and policies; - Report writing and presentation skills; - Computer literacy; - Ability to communicate through verbal means with individuals, small groups and in front of audiences; - Ability to apply adult learning principles; - Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	Biology Curricula Officer	Biology Curricula Officer	<p>Bachelor's Degree in Biology with Education, Biology with a Post Graduate Diploma in Education.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge related to the Curriculum development and implementation; - General knowledge on Rwanda education system and policies; - Report writing and presentation skills; - Computer literacy; - Ability to communicate through verbal means with individuals, small groups and in front of audiences; - Ability to apply adult learning principles; - Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	<p>Science & Elementary Technology (SET) Curricula Officer</p>	<p>Science & Elementary Technology (SET) Curricula Officer</p>	<p>Bachelor's Degree in Sciences with Education (Biology, Chemistry or physics), integrated sciences, Sciences with a Post Graduate Diploma in Education.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge related to the Curriculum development and implementation; - Report writing and presentation skills; - Computer literacy; - Ability to communicate through verbal means with individuals, small groups and in front of audiences; - Ability to apply adult learning principles; - Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage; - General knowledge on Rwanda education system and policies. 	<p>1</p>
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	Computer Science Curricula Officer	Computer Science Curricula Officer	<p>Bachelor's Degree in Computer Science with Education, Computer Science with Post graduate Diploma in Education.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge related to the Curriculum development and implementation; - General knowledge on Rwanda education system and policies; - Report writing and presentation skills; - Computer literacy; - Ability to communicate through verbal means with individuals, small groups and in front of audiences; - Ability to apply adult learning principles; - Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	Home Science and Agriculture Curricula Officer	Home Science and Agriculture Curricula Office	<p>Bachelor's Degree in Home Science with a Post Graduate Diploma in Education, Agriculture with a PGDE.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge related to the Curriculum development and implementation; - General knowledge on Rwanda education system and policies; - Report writing and presentation skills; - Computer literacy; - Ability to communicate through verbal means with individuals, small groups and in front of audiences; - Ability to apply adult learning principles; - Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
Sub-total				9

<p>Languages Subjects Unit</p>	<p>Director of Unit</p>	<p>Director of Language Subjects Unit</p>	<p>Bachelor's Degree in Literature or Arts with Education with 3 years working experience pertaining to teaching or Master's Degree in Literature or Arts with Education with 1 year working experience pertaining to teaching or curriculum development.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Integrity (ubunyangamugayo); - Good knowledge of Rwanda education system, education policies especially those related to Curriculum framework, Curriculum and Assessment Policy; - Administrative skills; - Ability to be flexible and solve problems; - Leadership and management skills; - Organization skills and Time management skills; - Computer literacy (particularly good skills in Word, Excel and Power point); - Interpersonal skills; - Team working and collaboration skills; - Communication skills; - Fluent in Kinyarwanda, English or French; <p>knowledge of all these three (3) languages is an advantage.</p>	<p>1</p>
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	English Language Curricula Officer	English Language Curricula Officer	<p>Bachelor's Degree in English language and literature with Education, English language and literature with Post Graduate Diploma in Education (PGDE).</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge related to the Curriculum development and implementation; - General knowledge on Rwanda education system and policies; - Report writing and presentation skills; - Computer literacy; - Ability to communicate through verbal means with individuals, small groups and in front of audiences; - Ability to apply adult learning principles; - Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	Literature in English Curricula Officer	Literature in English Curricula Officer	<p>Bachelor's Degree in English Language and Literature with Education or Bachelor Degree in English language and literature with a Post Graduate Diploma in Education (PGDE).</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge related to the Curriculum development and implementation; - General knowledge on Rwanda education system and policies; - Report writing and presentation skills; - Computer literacy; - Ability to communicate through verbal means with individuals, small group in front of audiences; - Collaboration and team working skills; - Ability to apply adult learning principles; - Effective communication skills; - Management and administrative skills; - Time management; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	French Curricula Officer	French Curricula Officer	<p>Bachelor's Degree in French language with Education or Bachelor's Degree in French language and literature with a Post Graduate Diploma in Education (PGDE).</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge related to the Curriculum development and implementation; - General knowledge on Rwanda education system and policies; - Report writing and presentation skills; - Computer literacy; - Ability to communicate through verbal means with individuals, small groups and in front of audiences; - Ability to apply adult learning principles; - Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	Kinyarwanda Curricula Officer	Kinyarwanda Curricula Officer	<p>Bachelor's Degree in Kinyarwanda language with Education or Bachelor Degree in Kinyarwanda language with a Post Graduate Diploma in Education.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge related to the Curriculum development and implementation; - General knowledge on Rwanda education system and policies; - Report writing and presentation skills; - Computer literacy; - Ability to communicate through verbal means with individuals, small groups and in front of audiences; - Ability to apply adult learning principles; - Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	Kiswahili Curricula Officer	Kiswahili Curricula officer	<p>Bachelor's Degree in Kiswahili language with Education or Bachelor Degree in Kiswahili language with a Post Graduate Diploma in Education (PGDE).</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge related to the Curriculum development and implementation; - General knowledge on Rwanda education system and policies; - Report writing and presentation skills; - Computer literacy; - Ability to communicate through verbal means with individuals, small groups and in front of audiences; - Ability to apply adult learning principles; - Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management; - Fluent in Kinyarwanda, Kiswahili, English or French; knowledge of all these three (3) languages is an advantage. 	1
S/Total				6

<p>Arts Humanities Subject Unit</p>	<p>& Director of Unit</p>	<p>Director of Arts & Humanities Subjects</p>	<p>Bachelor's Degree in Arts and Humanities, Arts with Education or Bachelor Degree in Geography, History, Economics with Education and 3 years working experience pertaining to teaching or Master's Degree in Arts and Humanities, Arts with Education, and Geography, History, Economics with Education with 1 year working experience pertaining to teaching or curriculum development.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge related to the Curriculum development and implementation; - General knowledge on Rwanda education system and policies; - Report writing and presentation skills; - Computer literacy; - Ability to communicate through verbal means with individuals, small groups and in front of audiences; - Ability to apply adult learning principles; - Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	<p>1</p>
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	<p>Geography and Environment Curricula Officer</p> <p>Geography and Environment Curricula Officer</p>	<p>Bachelor's Degree in Geography, Environment Management Science with Education or Bachelor's Degree in Geography, Environment Management Science with Post Graduate Diploma in Education (PGDE).</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge related to the Curriculum development and implementation; - General knowledge on Rwanda education system and policies; - Report writing and presentation skills; - Computer literacy; - Ability to communicate through verbal means with individuals, small groups and in front of audiences; - Ability to apply adult learning principles; - Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	<p>1</p>
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	History & Citizenship Curricula Officer	History & Citizenship Curricula Officer	<p>Bachelor's Degree in History with Education or Bachelor Degree in History with Post Graduate Diploma in Education (PGDE).</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge related to the Curriculum development and implementation; - General knowledge on Rwanda education system and policies; - Report writing and presentation skill; - Computer literacy; - Ability to communicate through verbal means with individuals, small groups and in front of audiences; - Ability to apply adult learning principles; - Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	Economics Curricula Officer	Economics Curricula Officer	<p>Bachelor's Degree in Economics, Management with education, or Bachelor Degree in Economics, Management with Post Graduate Diploma in Education (PGDE).</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge related to the Curriculum development and implementation; - General knowledge on Rwanda education system and policies; - Report writing and presentation skills; - Computer literacy; - Ability to communicate through verbal means with individuals, small groups and in front of audiences; - Ability to apply adult learning principles; - Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	Entrepreneurship Curricula Officer	Entrepreneurship Curricula Officer	<p>Bachelor's Degree in Commerce, Economics, Management, Entrepreneurship with Education or Bachelor's Degree in Commerce, Economics, Management, Entrepreneurship with a Post Graduate Diploma in Education (PGDE).</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge related to the Curriculum development and implementation; - General knowledge on Rwanda education system and policies; - Report writing and presentation skills; - Computer literacy; - Ability to communicate through verbal means with individuals, small groups and in front of audiences; - Ability to apply adult learning principles; - Collaboration and team working skills; - Effective communication skill; - Management and administrative skills; - Time management; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	Social Studies Curricula Officer	Social Studies Curricula Officer	<p>Bachelor's Degree in Arts, Sociology, Social Work with Education or Bachelor's Degree in Arts or Sociology, Social Work with a Post Graduate Diploma in Education (PGDE).</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge related to the Curriculum development and implementation; - General knowledge on Rwanda education system and policies; - Report writing and presentation skills; - Computer literacy; - Ability to communicate through verbal means with individuals, small groups and in front of audiences; - Ability to apply adult learning principles; - Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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		Moral, Religion and Civic Education Curricula Officer	Moral, Religion and Civic Education Curricula Officer	<p>Bachelor's Degree in Philosophy, Arts, and Sociology with education or Bachelor's Degree in Philosophy, Arts, and Sociology with Post Graduate Diploma in Education (PGDE).</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge related to the Curriculum development and implementation; - General knowledge on Rwanda education system and policies; - Report writing and presentation skills; - Computer literacy; - Ability to communicate through verbal means with individuals, small groups and in front of audiences; - Ability to apply adult learning principles; - Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	Physical Education & Sport Curricula Officer	Physical Education & Sport Curricula Officer	<p>Bachelor's Degree in Physical Education & Education with Education or Bachelor's Degree in Physical Education & Education with Post Graduate Diploma in Education (PGDE).</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge related to the Curriculum development and implementation; - General knowledge on Rwanda education system and policies; - Report writing and presentation skills; - Computer literacy; - Ability to communicate through verbal means with individuals, small groups and in front of audiences; - Ability to apply adult learning principles; - Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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		<p>Fine Art Curricula Officer</p>	<p>Fine Art Curricula Officer</p>	<p>Bachelor's Degree in Fine Arts with Education or Bachelor's Degree in Fine Arts with Post Graduate Diploma in Education (PGDE).</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge related to the Curriculum development and implementation; - General knowledge on Rwanda education system and policies; - Report writing and presentation skills; - Computer literacy; - Ability to communicate through verbal means with individuals, small groups and in front of audiences; - Ability to apply adult learning principles; - Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	<p>1</p>
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	TTC Curriculum Officer	TTC Curriculum Officer	<p>Bachelor's Degree in Education Sciences, Applied Pedagogy.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge related to the Curriculum development and implementation; - General knowledge on Rwanda education system and policies; - Report writing and presentation skills; - Computer literacy; - Ability to communicate through verbal means with individuals, small groups and in front of audiences; - Ability to apply adult learning principles; - Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	<p>General Studies & Communication Skill Curricula Officer</p>	<p>General Studies & Communication Skill Curricula Officer</p>	<p>Bachelor's Degree in Arts, Sociology, Social Work with Education or Bachelor's Degree in Arts or Sociology, Social Work with a Post Graduate Diploma in Education (PGDE).</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge related to the Curriculum development and implementation; - General knowledge on Rwanda education system and policies; - Report writing and presentation skills; - Computer literacy; - Ability to communicate through verbal means with individuals, small groups and in front of audiences; - Ability to apply adult learning principles; - Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	<p>1</p>
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	Music Curricula Officer	Music Curricula Officer	<p>Bachelor's Degree in Music with education with at least 3 years relevant experience in Education field or curriculum development; Bachelor's Degree in Education with at least 3 years relevant experience in teaching Music.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge related to the Curriculum development and implementation; - General knowledge on Rwanda education system and policies; - Report writing and presentation skills; - Computer literacy; - Ability to communicate through verbal means with individuals, small groups and in front of audiences; - Ability to apply adult learning principles; - Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
S/Total				12

<p>Education Resources & Training Materials Unit</p>	<p>Director of Unit</p>	<p>Director of Education Resources & Training Materials Unit</p>	<p>Bachelor's Degree in Management, Economics, Business Administration, Finance, Accounting, Public Administration, Administrative Sciences with 3 years of working experience or Master's Degree in Management, Economics, Business Administration, Finance, Accounting, Public Administration, Administrative Sciences with 1 year of working experience.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Integrity (Ubunyangamugayo); - Good knowledge of Rwanda education system and policies; - Administrative skills; - Ability to be flexible and solve problems; - Leadership and people management skills; - Good Organization and Time management skills; - Computer literacy (particularly good skills in Word, Excel and Power point); - Interpersonal skills; - Team working and collaboration skills; - Strong Communication skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	<p>1</p>
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	Textbook ordering and Distribution Management Officer	Textbook ordering and Distribution Management Office	<p>Bachelor's Degree in Management, Economics, Business Administration, Finance, Accounting, Public Administration, Administrative Sciences.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge of ESSP and Rwanda education system; - Report writing and presentation skills; - Computer literacy; - Interpersonal skills; - Collaboration and team working skills; - Administrative skills; - Time management skills; - Effective verbal and written presentation and listening communications skills in Kinyarwanda, English or French; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	TLM Data base Officer	TLM Data base 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><u>Key technical skills& knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge of ESSP and Rwanda education system; - Report writing and presentation skills; - Computer literacy; - Interpersonal skills; - Collaboration and team working skills; - Administrative skills; - Time management skills; - Effective verbal and written presentation and listening communications skills in Kinyarwanda, English or French; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
Sub-total				3

Department Total				32
Examinations, Selection and Assessment Department	Head of Department	Head of Examinations, Selection and Assessment Department	<p>Bachelor's Degree in Education Sciences with 7 years of working experience or Master's Degree in Education Sciences with 5 years of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Organisational Leadership; - Enterprise and entrepreneurial skills; - Integrity (ubunyangamugayo); - Good knowledge of Education policies especially ESSP 2, Curriculum and Assessment policy and others national aspirations; - Planning and Organisational skills; - Strong Communications skills; - Computer Skills (Particularly Word, Excel and Power point etc); - Time Management; - Problem Solving skills; - Interpersonal skills; - Team working and Collaboration skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1

	Administrative Assistant to the Head of Department	Administrative Assistant to the Head of Examinations, Selection and Assessment Department	<p>A1 in Secretarial Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management skills; - Excellent Communication, Organisational, Interpersonal skills; - Computer knowledge (Work Processing, Power Point and Internet); - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
S/Total				2
Mathematics & Science Subjects Question Item Bank Unit	Director of Unit	Director of Mathematics & Science Subjects Question Item Bank Unit	<p>Bachelor's Degree in Biology, Chemistry, Physics, Maths with Education and 3 years of working experience or Master's Degree in Biology, Chemistry, Physics, Maths with Education and 1 year of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Management and administrative skills; - Report writing and presentation skills; - Computer literacy; - Collaboration and team working skills; - Effective communication skills; - Time management; 	1

			<ul style="list-style-type: none">- General knowledge on Rwanda education system and policies and national curriculum;- Having the ability to use the most appropriate assessment methods to measure students' skills;- Knowledge and understanding, embracing new assessment techniques and technologies;- Having skills to use expert judgments and statistical evidence to set and maintain performance standards that will match best international practice;- Develop the skills, knowledge and competencies of its staff, and provide the work environment necessary for them to excel in their work;- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	
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	Biology Examination Officer	Biology Examination Officer	<p>Bachelor's Degree in Biology with Education.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none">- Management and administrative skills;- Report writing and presentation skills;- Computer literacy;- Collaboration and team working skills;- Effective communication skills;- General knowledge on national curriculum;- Having the ability to use the most appropriate assessment methods to measure students' skills, knowledge and understanding, embracing new assessment techniques and technologies;- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	1
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	Chemistry Examination Officer	Chemistry Examination Officer	<p>Bachelor's Degree in Chemistry with Education.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none">- Management and administrative skills;- Report writing and presentation skills;- Computer literacy;- Effective communication skills;- General knowledge on national curriculum;- Having the ability to use the most appropriate assessment methods to measure students' skills;- Knowledge and understanding, embracing new assessment techniques and technologies;- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	1
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	Physics Examination Officer	Physics Examination Officer	<p>Bachelor's Degree in Physics with Education.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none">- Management and administrative skills;- Report writing and presentation skills;- Computer literacy;- Collaboration and team working skills;- Effective communication skills;- General knowledge on national curriculum;- Having the ability to use the most appropriate assessment methods to measure students' skills;- Knowledge and understanding, embracing new assessment techniques and technologies;- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	1
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	Mathematics Examination Officer	Mathematics Examination Officer	<p>Bachelor's Degree in Mathematics with Education.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Management and administrative skills; - Report writing and presentation skills; - Computer literacy; - Collaboration and team working skills; - Effective communication skills; - General knowledge on national curriculum; - Having the ability to use the most appropriate assessment methods to measure students' skills; - Knowledge and understanding, embracing new assessment techniques and technologies; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	Computer Science Examination Officer	Computer Science Examination Officer	<p>Bachelor's Degree in Computer Science, Information Management System with Education.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Management and administrative skills; - Report writing and presentation skills; - Computer literacy; - Collaboration and team working skills; - Effective communication skills; - General knowledge on national curriculum; - Having the ability to use the most appropriate assessment methods to measure students' skills; - Knowledge and understanding, embracing new assessment techniques and technologies; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
S/Total				6
Language Subjects Question Bank Unit	Director of Unit	Director of Language Subjects Question Bank Unit	<p>Bachelor's Degree in Kinyarwanda, English, French, Swahili, Literature and Arts with Education and 3 years of working experience or Master's Degree in Biology, Chemistry, Physics, Maths with Education and 1 year of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Management and administrative skills; - Report writing and presentation skills; 	1

			<ul style="list-style-type: none"> - Computer literacy; - Collaboration and team working skills; - Effective communication skills; - Time management; - General knowledge on Rwanda education system and policies and national curriculum; - Having the ability to use the most appropriate assessment methods to measure students' skills, knowledge and understanding, embracing new assessment techniques and technologies; - Having skills to use expert judgments and statistical evidence to set and maintain performance standards that will match best international practice; - Develop the skills, knowledge and competencies of its staff, and provide the work environment necessary for them to excel in their work; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	
	English Examination Officer	English Examination Officer	<p>Bachelor's Degree in English, Arts & Literature with Education.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Management and administrative skills; - Report writing and presentation skills; - Computer literacy; - Collaboration and team working skills; - Effective communication skills; - General knowledge on national curriculum; 	1

			<ul style="list-style-type: none"> - Having the ability to use the most appropriate assessment methods to measure students' skills, knowledge and understanding, embracing new assessment techniques and technologies; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	
	French Examination Officer	French Examination Officer	<p>Bachelor's Degree in French, Literature with Education.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Management and administrative skills; - Report writing and presentation skills; - Computer literacy; - Collaboration and team working skills; - Effective communication skills; - General knowledge on national curriculum; - Having the ability to use the most appropriate assessment methods to measure students' skills; - Knowledge and understanding, embracing new assessment techniques and technologies; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1

	Kiswahili Examination Officer	Swahili Examination Officer	<p>Bachelor's Degree in Kiswahili, Literature with Education.</p> <p><u>Key Technical Skills and Knowledge required:</u></p> <ul style="list-style-type: none">- Management and administrative skills;- Report writing and presentation skills;- Computer literacy;- Collaboration and team working skills;- Effective communication skills;- General knowledge on national curriculum;- Having the ability to use the most appropriate assessment methods to measure students' skills;- Knowledge and understanding, embracing new assessment techniques and technologies;- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	1
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	Literature Examination Officer	Literature Examination Officer	<p>Bachelor's Degree in Literature, Linguistics with Education.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none">- Management and administrative skills;- Report writing and presentation skills;- Computer literacy;- Collaboration and team working skills;- Effective communication skills;- General knowledge on national curriculum;- Having the ability to use the most appropriate assessment methods to measure students' skills;- Knowledge and understanding, embracing new assessment techniques and technologies;- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	1
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	Kinyarwanda Examination Officer	Kinyarwanda Examination Officer	<p>Bachelor's Degree in Kinyarwanda with Education, Linguistic.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Management and administrative skills; - Report writing and presentation skills; - Computer literacy; - Collaboration and team working skills; - Effective communication skills; - General knowledge on national curriculum; - Having the ability to use the most appropriate assessment methods to measure students' skills; - Knowledge and understanding, embracing new assessment techniques and technologies; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
S/Total				6
Arts & Humanities Subject Question Item Bank Unit	Director of Unit	Director of Arts & Humanities Subject Question Item Bank Unit	<p>Bachelor's Degree in Economics, History, Geography, Social Studies, Business Administration Option Economics with Education and 3 years of working experience or Master's Degree in Economics, History, Geography, Social Studies, Business Administration Option Economics with Education and 1 year of working experience.</p>	1

			<p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none">- Management and administrative skills;- Report writing and presentation skills;- Computer literacy;- Collaboration and team working skills;- Effective communication skills;- Time management;- General knowledge on Rwanda education system and policies and national curriculum;- Having the ability to use the most appropriate assessment methods to measure students' skills, knowledge and understanding, embracing new assessment techniques and technologies;- Having skills to use expert judgments and statistical evidence to set and maintain performance standards that will match best international practice;- Develop the skills, knowledge and competencies of its staff, and provide the work environment necessary for them to excel in their work;- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	
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	Economics Examination Officer	Economics Examination Office	<p>Bachelor's Degree in Economics and Business Administration Option Economics with a Post Graduate Diploma in Education, Bachelor's Degree in Education with Economics.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Management and administrative skills; - Report writing and presentation skills; - Computer literacy; - Collaboration and team working skills; - Effective communication skills; - General knowledge on national curriculum; - Having the ability to use the most appropriate assessment methods to measure students' skills; - Knowledge and understanding, embracing new assessment techniques and technologies; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	History Examination Officer	History Examination Office	<p>Bachelor's Degree in History with Education/Education with History.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none">- Management and administrative skills;- Report writing and presentation skills;- Computer literacy;- Collaboration and team working skills;- Effective communication skills;- General knowledge on national curriculum;- Having the ability to use the most appropriate assessment methods to measure students' skills;- Knowledge and understanding, embracing new assessment techniques and technologies;- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	1
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	Geography Examination Officer	Geography Examination Office	<p>Bachelor's Degree in Geography with Education.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none">- Management and administrative skills;- Report writing and presentation skills;- Computer literacy;- Collaboration and team working skills;- Effective communication skills;- General knowledge on national curriculum;- Having the ability to use the most appropriate assessment methods to measure students' skills;- Knowledge and understanding, embracing new assessment techniques and technologies;- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	1
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		Social Studies Examination Officer	Social Studies Examination Office	<p>Bachelor's Degree in Education Sciences, Psychology, History, Geography, and Economics with education.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Management and administrative skills; - Report writing and presentation skills; - Computer literacy; - Collaboration and team working skills; - Effective communication skills; - General knowledge on national curriculum; - Having the ability to use the most appropriate assessment methods to measure students' skills; - Knowledge and understanding, embracing new assessment techniques and technologies; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	<p>General Studies & Communication Skills Examination Officer</p>	<p>General Studies & Communication Skills Examination Officer</p>	<p>Bachelor's Degree in Arts, Sociology, Social Work with Education or Bachelor's Degree in Arts or Sociology, Social Work with a Post Graduate Diploma in Education (PGDE).</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge related to the Curriculum development and implementation; - General knowledge on Rwanda education system and policies; - Report writing and presentation skills; - Computer literacy; - Ability to communicate through verbal means with individuals, small groups and in front of audiences; - Ability to apply adult learning principles; - Collaboration and team working; - Management and administrative skills; - Time management; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	<p>1</p>
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	TTC Assessment Officer	TTC Assessment Officer	<p>Bachelor's Degree in Applied Pedagogy, Education Sciences.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Management and administrative skills; - Report writing and presentation skills; - Computer literacy; - Collaboration and team working skills; - Effective communication skills; - General knowledge on national curriculum; - Having the ability to use the most appropriate assessment methods to measure students' skills; - Knowledge and understanding, embracing new assessment techniques and technologies; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
	Entrepreneurship Examination Officer	Entrepreneurship Examination Office	<p>Bachelor's Degree in Applied Pedagogy, Education Sciences, Entrepreneurship, Economics, and Marketing with Education.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Management and administrative skills; - Report writing and presentation skills; - Computer literacy; - Collaboration and team working skills; - Effective communication skills; - General knowledge on national curriculum; 	1

			<ul style="list-style-type: none"> - Having the ability to use the most appropriate assessment methods to measure students' skills; - Knowledge and understanding, embracing new assessment techniques and technologies; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	
S/Total				8
Examinations Management Unit	Director of Unit	Director of Examinations Management Unit	<p>Bachelor's Degree in Education Sciences, Psychology, Educational Management & Administration, Education & Development, Applied Pedagogy , Education Planning with 3 years of working experience or Master's Degree in Education Sciences, Psychology, Educational Management & Administration, Education & Development, Applied Pedagogy, Education Planning with 1 year of working experience.</p> <p><u>Key Technical Skills and Knowledge required:</u></p> <ul style="list-style-type: none"> - Process Management skills; - Report writing and presentation skills; - Effective computer skills; - Collaboration and team working skills; - Effective communication skills Management and administrative skills; - Time management; - General knowledge on Rwanda education system and policies and Expertise in management; - Supervisory, Team Building, Analytical and Problem Solving skills; - Decision making skills; 	1

			<ul style="list-style-type: none"> - Excellent Communication skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	
	Registration Officer	Registration Officer	<p>Bachelor's Degree in Education Sciences, Psychology, Educational Management & Administration, Education & Development, Applied Pedagogy and Education Planning.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - General knowledge on Rwanda education system and policies and Expertise in management, supervisory skills team building skills, analytical and problem solving skills, and decision making skills; - Communication/Writing skills; - Report writing and presentation skills; - Effective computer skills; - Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management; - Expertise in training coordination; - Effective verbal, presentation and listening communications skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	2

	Examinations Specifications and Syllabus Officer	Examinations Specifications and Syllabus Officer	<p>Bachelor's Degree in Education Sciences, Psychology, Educational Management & Administration, Education & Development, Applied Pedagogy and Education Planning.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Expertise in implementing question writing and test construction principles; - Report writing and presentation skills; - Effective computer skills; - Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management; - General knowledge on Rwanda education system and policies and Expertise in management; - Expertise in training coordination; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	<p>Organization & Administration of Examinations Officer</p>	<p>Organization & Administration of Examinations Officer</p>	<p>Bachelor's Degree in Education Sciences, Educational Management & Administration, Economics, Management, Finance, Public Administration, Administrative Sciences, and Business Administration.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Report writing and presentation skills; - Effective computer skills; - Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management; - General knowledge on Rwanda education system and policies and Expertise in management; - Expertise in training coordination; - Effective verbal, presentation and listening communications skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage 	<p>2</p>
<p>S/Total</p>				<p>6</p>

<p>Selection, Orientation & Certification Unit</p>	<p>Director of Unit</p>	<p>Director of Selection, Orientation & Certification Unit</p>	<p>Bachelor's Degree in Education Sciences, Psychology, Educational Management & Administration, Education & Development, Applied Pedagogy , Education Planning with 3 years of working experience or Master's Degree in Education Sciences, Psychology, Educational Management & Administration, Education & Development, Applied Pedagogy , Education and Planning with 1 year of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - General knowledge on Rwanda education system and policies and Expertise in management; - Process Management skills; - Report writing and presentation skills; - Effective computer skills; - Collaboration and team working skills; - Excellent communication skills; - Excellent Management and administrative skills; - Time management skills; - Supervisory skills; - Analytical and problem solving skills; - Decision making skills; - Expertise in training coordination; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	<p>1</p>
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	Selection and Orientation officer	Selection and Orientation officer	<p>Bachelor's Degree in Education Sciences, Psychology, Educational Management & Administration, Education & Development, Applied Pedagogy, Education Planning.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none">- Management and administrative skills;- General knowledge on Rwanda education system and policies;- Report writing and presentation skills;- Computer literacy;- Collaboration and team working skills;- Effective communication skills;- Time management;- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	2
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	Certification Officer	Certification Officer	<p>Bachelor's Degree in Education Sciences, Psychology, Educational Management & Administration, Education & Development, Applied Pedagogy, and Education Planning.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Effective computer skills; - Collaboration and team working skills; - Management and administrative skills; - Expertise in management; - Team building skills; - Analytical and problem solving skills; and - Communication/Writing skills; - Report writing and presentation skills; - Effective verbal, presentation and listening communications skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
	Qualification Equivalence Officer	Qualification Equivalence Officer	<p>Bachelor's Degree in Education Sciences, Psychology, Educational Management & Administration, Education & Development, Applied Pedagogy and Education Planning.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Effective computer skills; - Collaboration and team working skills; - Management and administrative skills; - Expertise in management; - Team building skills; 	1

			<ul style="list-style-type: none"> - Team building skills; - Analytical and problem solving skills; and - Communication/Writing skills; - Report writing and presentation skills; - Effective verbal, presentation and listening - Communications skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	
	Qualification Authentication Officer	Qualification Authentication Officer	<p>Bachelor's Degree in Education Sciences, Psychology, Educational Management & Administration, Education & Development, Applied Pedagogy and Education Planning.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Effective computer skills; - Collaboration and team working skills; - Management and administrative skills; - Expertise in management; - Team building skills; - Analytical and problem solving skills; and - Communication/Writing skills; - Report writing and presentation skills; - Effective verbal, presentation and listening communications skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1

	Editor and Translator	Editorial and Translation	<p>Bachelor's Degree in Translation, Languages, Literature, Arts.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Ability to work to deadline; - Excellent spoken and written English; - Effective computer skills; - Collaboration and team working skills; - Report writing and presentation skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
S/Total				7
Examination & Learning Achievement Database Unit	Director of unit	Director of Examination & Learning Achievement Database Unit	<p>Bachelor's Degree in Information and Communication Technology, Information Management System, with 3 years of working experience or Master's Degree in Information and Communication Technology, with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs with 1 year of working experience.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT & Education policies and strategies; - Highly proficient with Microsoft Windows operating systems; - Proficient in Microsoft Office products; 	1

			<ul style="list-style-type: none">- Proficient in basic networking protocols and standards;- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;- Resolving database performance and capacity issues and replication and other distributed data issue skills;- Leads and directs the work of others;- Knowledge in using DBMS;- Time management;- Expertise in management;- Supervisory, Team Building skills;- Analytical and problem solving skills;- Excellent Communication skills;- Negotiation Skills;- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	
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	Measurement of Learning Achievement Officer	Measurement of Learning Achievement Officer	<p>Bachelor's Degree in Information and Communication Technology, Information Management System.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT & Education policies and strategies; - Highly proficient with Microsoft Windows operating systems; - Proficient in Microsoft Office products; - Proficient in basic networking protocols and standards; - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Resolving database performance and capacity issues, and replication and other distributed data issue skills; - Leads and directs the work of others - Knowledge in using DBMS; - Time management; - Expertise in management; - Supervisory, Team Building skills; - Analytical and problem solving skills; - Excellent Communication skills; - Negotiation skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	Learner Data Psychometrics Officer	Learner Data Psychometrics Officer	<p>Bachelor's Degree in Information and Communication Technology, Information Management System, Psychology and Science.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT & Education policies and strategies; - Highly proficient with Microsoft Windows operating systems; - Proficient in Microsoft Office products; - Proficient in basic networking protocols and standards; - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Resolving database performance and capacity issues, and replication and other distributed data issue skills; - Leads and directs the work of others; - Knowledge in using DBMS; - Time management; - Expertise in management; - Supervisory, Team Building skills; - Analytical and problem solving skills; - Excellent Communication skills; - Negotiation skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	<p>Learning Champion & Inter Country Quality Node Officer</p>	<p>Learning Champion & Inter Country Quality Node Officer</p>	<p>Bachelor's Degree in Education Sciences.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Organisational Leadership; - Enterprise and entrepreneurial skills; - Integrity (ubunyangamugayo); - Good knowledge of Education policies especially ESSP 2, Curriculum and Assessment policy and others national aspirations; - Planning and Organisational skills; - Strong Communications skills; - Computer Skills (Particularly Word, Excel and Power point etc); - Time Management, Problem Solving skills; - Interpersonal skills; - Team working and Collaboration skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	<p>1</p>
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	Data integration Officer	Data integration Officer	<p>Bachelor's Degree in Information and Communication Technology, Information Management System, or Advanced diploma in Information and Communication Technology, with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT & Education policies and strategies; - Highly proficient with Microsoft Windows operating systems; - Proficient in Microsoft Office products; - Proficient in basic networking protocols and standards; - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Resolving database performance and capacity issues, and replication and other distributed data issue skills; - Knowledge in using DBMS; - Time management; - Team building skills; - Interpersonal skills; - Communication skills; - Negotiation skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. - At least Master's Degree in Computer Science/ ICT or equivalent. 	2
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	Examination Statistics Officer	Examination Statistics Officer	<p>Bachelor's Degree in Statistics, Applied Mathematics, and Economics with Education/Economics with Education.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Database Management; - Deep understanding of Research Methodologies and Statistics Concepts; - Knowledge of Rwanda's Education Policies and Strategies; - Knowledge of various statistical software packages; - Knowledge to Prepare and publishes statistical and technical reports and research papers; - Knowledge of the theory, systems and application of statistical research methodology; - Computer skills; - Organisational skills and Communication skills; - Analytical skills; - Time management skills; - Team working skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
	Examinations Data Entry Clerks	Data entry clerks	<p>Bachelor's Degree in any academic field and A1 with 5 years' experience in Data Entry.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Computer skills (Data entry, search personal information); - Communication skills; 	2

			<ul style="list-style-type: none"> - Ability to pay attention to details; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	
S/Total				9
Department Total				44
Teacher Development & Management and Career Guidance & Counseling Department	Head of Department	Head of Teacher Development & Management and Career Guidance & Counseling Department	<p>Bachelor's Degree in Education with a Post Graduate Diploma in Education in Education Management and 7 years relevant working experience or Master's Degree in Education Management with a Post Graduate Diploma in Education (PGD) in Education Management and 5 years relevant working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - General knowledge on Rwanda education systems and policies; - Report writing and presentation skills; - Computer literacy; - Collaboration and team working skills; - Strong Communication skills; - Management and administrative skills; - Time management skills; - Strong Leadership skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1

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	Administrative Assistant to the Head of Department	Administrative Assistant to the Head of Teacher Development & Management and Learner Career Guidance & Counseling Department	<p>A1 in Secretarial Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management skills; - Excellent Communication, Organisational, Interpersonal skills; - Computer knowledge (Work Processing, Power Point and Internet); - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
S/Total				2

<p>Teacher Training Unit</p>	<p>Director of Unit</p>	<p>Director of Teacher Training Unit</p>	<p>Bachelor's Degree in Educational Management/Administration with 3 years relevant experience or Master's Degree in Educational Management/Administration with 1 year relevant experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - General knowledge on Rwanda education system and policies; - Report writing and presentation skills; - Effective computer skills; - Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management; - Supervisory skills; - Analytical and problem solving skills; - Decision making skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	<p>1</p>
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	Mathematics and Physics Teacher training Officer	Mathematics and Physics Teacher training Officer	<p>Bachelor's Degree in Mathematics, Physics with Education or Bachelor Degree in Mathematics, Physics with a Post Graduate Diploma in Education.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - General knowledge on Rwanda education system and policies; - Report writing and presentation skills; - Computer literacy Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
	Biology and Chemistry Teacher training Officer	Biology and Chemistry Teacher training Officer	<p>Bachelor's Degree in Biology, Chemistry with Education or Bachelor Degree in Biology, Chemistry with a Post Graduate Diploma in Education.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - General knowledge on Rwanda education system and policies; - Report writing and presentation skills; - Computer literacy Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management skills; 	1

			<ul style="list-style-type: none"> - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	
	English Language Teacher Training	English & French Language Teacher training Officer	<p>Bachelor's Degree in English/French Language with Education or Bachelor Degree in English/French Language and Literature with a Post Graduate Diploma in Education (PGDE).</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - General knowledge on Rwanda education system and policies; - Report writing and presentation skills; - Computer literacy Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1

	Kinyarwanda Language Teacher Training Officer	Kinyarwanda & Kiswahili Language Teacher Training Officer	<p>Bachelor's Degree in Kinyarwanda/Kiswahili Language with Education or Bachelor Degree in Kinyarwanda/Kiswahili Language with a Post Graduate Diploma in Education.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - General knowledge on Rwanda education system and policies; - Report writing and presentation skills; - Computer literacy Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	Arts & Social Sciences and Humanities Teacher Training Officer	Arts & Social Sciences and Humanities Teacher Training Officer	<p>Bachelor's Degree in Arts and Humanities, Arts, Commerce, Economics, Management with Education or Bachelor Degree in Arts and Humanities, Arts, Commerce, Economics, Management with a Post Graduate Diploma in Education.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - General knowledge on Rwanda education system and policies; - Report writing and presentation skills; - Computer literacy Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
	TTC Teacher Training Officer	TTC Teacher Training Officer	<p>Bachelor's Degree in Applied Pedagogy, Education Sciences.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - General knowledge on Rwanda education system and policies; - Report writing and presentation skills; - Computer literacy Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management skills; 	1

			<ul style="list-style-type: none"> - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	
	Entrepreneurship & Business Teacher Training Officer	Entrepreneurship & Business Teacher Training Officer	<p>Bachelor's Degree in Commerce, Economics, Management, Entrepreneurship with Education or Bachelor's Degree in Commerce, Economics, Management, and Entrepreneurship with a Post Graduate Diploma in Education (PGDE).</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - General knowledge on Rwanda education system and policies; - Report writing and presentation skills; - Computer literacy Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
Sub-total				8

<p>School Leadership & Management Unit</p>	<p>Director of Unit</p>	<p>Director of School Leadership & Management Unit</p>	<p>Bachelor Degree in Educational Management/Administration with 3 years relevant working experience or Master's Degree in Educational Management/Administration with 1 year relevant working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Report writing and presentation skills; - Effective computer skills; - Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management; - General knowledge on Rwanda education system and policies; - Supervisory skills; - Analytical and problem solving skills; - Decision making skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	<p>1</p>
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	School Leadership and Management Officer	School Leadership and Management Officer	<p>Bachelor's Degree in Education Sciences.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - General knowledge on Rwanda education system and policies; - Knowledge of school management; - Strategic thinking skills; - Strategic and Action Planning skills; - Data Analysis skills; - Leadership skills; - Report writing and presentation skills; - Collaboration and team working skills; - Strong Communication skills; - Management and Administrative skills; - Strategic Resources Management; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	Parent Teacher Associations (PTAs) Management Officer	Parent Teacher Associations (PTAs) Management Officer	Bachelor's Degree in Education Sciences. <u>Key technical skills and knowledge required:</u> <ul style="list-style-type: none"> - General knowledge on Rwanda education system and policies; - Knowledge on plan and implement training programs; - Knowledge of planning and executing training programs; - Training workshop facilitation skills; - Knowledge to assess the effect of training on performance improvement; - Report writing and presentation skills; - Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Strategic Resources Management; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	2
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	Inter School Peer Learning Officer	Inter School Peer Learning Officer	<p>Bachelor's Degree in Education Science, Psychology, Counselling, Sociology with a Post Graduate Diploma in Education with 3 years relevant experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - General knowledge on Rwanda education system especially in health and hygiene area; - Knowledge of Provision Guiding, Emotional, Social or Practical peer help; - Report writing and presentation skills; - Computer literacy; - Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	School Management & Leadership Planning, Monitoring & Evaluation	School Management & Leadership Planning, Monitoring & Evaluation Officer	<p>Bachelor's in Education Sciences.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - General knowledge on Rwanda education system and policies; - Knowledge on plan and implement training programs; - Knowledge of planning and executing training programs; - Training workshop facilitation skills; - Knowledge to assess the effect of training on performance improvement; - Report writing and presentation skills; - Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Strategic Resources Management; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
	School feeding, Hygiene & Crosscutting Program Officer	School feeding, Hygiene & Crosscutting Program Officer	<p>Bachelor's Degree in Public Health.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - General knowledge on Rwanda education system especially in health and hygiene area; - Report writing and presentation skills; - Computer literacy; - Collaboration and team working skills; - Effective communication skills; 	1

			<ul style="list-style-type: none"> - Management and administrative skills; - Time management; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	
	School sports Officer	School Sports Officer	<p>Bachelor's Degree in Physical education in Education/Sports.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - General knowledge on Rwanda education system; - Report writing and presentation skills; - Computer literacy; - Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
S/Total				8

<p>Career guidance and Counseling Unit</p>	<p>Director of Unit</p>	<p>Director of Career guidance and Counseling Unit</p>	<p>Bachelor's Degree in Education, Educational Psychology, Clinical Psychology, Guidance and Counseling with 3 years relevant working experience or Master's Degree in Education, Educational Psychology, Clinical Psychology, Guidance and Counseling with 1 year relevant working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - General knowledge on Rwanda education system and policies; - Knowledge on Counseling; - Report writing and presentation skills; - Computer literacy; - Collaboration and team working skills; - Strong communication skills; - Time management skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	<p>1</p>
	<p>Career guidance and Counseling Information and Research Officer</p>	<p>Career guidance and Counseling Information and Research Officer</p>	<p>Bachelor's Degree in Communication, Career Guidance and Counseling, Educational Research.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - General knowledge on Rwanda education system and policies; - Knowledge on Counseling; - Report writing and presentation skills; - Computer literacy; - Collaboration and team working skills; - Strong communication skills; 	<p>1</p>

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			<ul style="list-style-type: none"> - Time management skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	
	School Guidance and Counseling programme Officer	School Guidance and Counseling programme Officer	<p>Bachelor's Degree in Education, Career Guidance and Counseling, Quality Assurance.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - General knowledge on Rwanda education system and policies; - Knowledge on Counselling; - Report writing and presentation skills; - Computer literacy; - Collaboration and team working skills; - Strong communication skills; - Time management skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1

	Guidance and counseling modules/materials production Officer	Guidance and Counseling modules/materials production Officer	<p>Bachelor's Degree in Career Development, Education, Communication, Sociology, Social Work, Community Studies, Public Administration, Administrative Sciences, Human Development.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Report writing and presentation skills; - Computer literacy; - Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management; - General knowledge on Rwanda education system and policies Expertise in counseling; - Effective verbal, presentation and listening communications skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
S/Total				4

<p>Teacher Management and Staffing Unit</p>	<p>Director of Unit</p>	<p>Director of Teacher Management and Staffing Unit</p>	<p>Bachelor's Degree in Educational Management, Management, Human Resources Management, Public Administration, Administrative Sciences with 3 years relevant working experience or Master's Degree in in Educational Management, Management, Human Resources Management, Public Administration, Administrative Sciences with 1 year relevant working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - General knowledge on Rwanda education system and policies; - Report writing and presentation skills; - Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management; - Expertise in management, supervisory skills team building skills, analytical and problem solving skills, and decision making skills; - Effective verbal, presentation and listening communications skills; - Effective written communications skills; - Effective computer skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	<p>1</p>
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	Teacher Licensing Officer	Teacher Licensing Officer	<p>Bachelor's Degree in Education Sciences.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - General knowledge on Rwanda education system and policies; - Report writing and presentation skills; - Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management; - Expertise in case management and problem analysis; - Effective verbal, presentation and listening communications skills; - Effective written communications skills; - Effective computer skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	<p>Permanent, Contractual Teacher Management and Placement Officer</p>	<p>Permanent, Contractual Teacher Management and Placement Officer</p>	<p>Bachelor's Degree in Human Resources Management, Management, Public Administration, Administrative Sciences.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of human resources concepts, practices, policies, and procedures; - Knowledge of organisational structure, workflow, and operating procedures; - Knowledge in Monitoring & System Evaluation; - Leadership and management skills; - Planning and organisational skills; - High Analytical skills; - Communication skills; - Time management skills; - Interviewing skills; - Judgment & Decision making skills; - Complex Problem Solving skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	<p>1</p>
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	<p>Teacher Professional Conduct Management Officer</p>	<p>Teacher Professional Conduct Management Officer</p>	<p>Bachelor's Degree in Education Science.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - General knowledge on Rwanda education system and policies; - Report writing and presentation skills; - Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management; - Expertise in case management and problem analysis; - Effective verbal, presentation and listening communications skills; - Effective written communications skills; - Effective computer skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	<p>1</p>
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	School Based Mentors Performance management system Officer	School Based Mentors Performance management system Officer	<p>Bachelor's Degree in Education Sciences.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge on management and implementation of school based mentorship programme; - Skills for developing monitoring and evaluation plans and frameworks; - Report writing and presentation skills; - Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Effective verbal, presentation and listening communications skills; - Effective computer skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	Teacher Socio-Economic & Welfare Support Officer	Teacher Socio-Economic & Welfare Support Officer	<p>Bachelor's Degree in Economics, Management, Sociology, Social Work, Public Administration, Administrative Sciences, Business Administration.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Report writing and presentation skills; - Computer literacy; - Collaboration and team working skills; - Effective communication skills; - Management and administrative skills; - Time management; - General knowledge on Rwanda education system and policies; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
Sub-total				6
Department Total				28
ICT in Education Department	Head of Department	ICT in Education Head of Department	<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,</p>	1

			<p>Electronics and Telecommunication Engineering with 5 year of working experience in ICT.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none">- Knowledge of Rwanda's ICT Policies and Strategies as well as National ICT Policy;- Deep Understanding of information technology and telecommunications;- Capacity to research and analyse technology problems, issues, and program requirements;- Knowledge of computer hardware/software technologies;- Web application and content management;- Coordination and communication skills;- Integrity;- Interpersonal skills;- Negotiation skills;- Problem-solving skills;- Analytical skills;- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	
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	Administrative Assistant to the Head of Department	Administrative Assistant to the Head of Teacher Development & Management and Learner Career Guidance & Counseling Department	<p>A1 in Secretarial Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management skills; - Excellent Communication, Organisational, Interpersonal skills; - Computer knowledge (Work Processing, Power Point and Internet); - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
Sub-total				2

<p>Digital Content and Instructional Technology Development Unit</p>	<p>Director of Unit</p>	<p>Director of Digital Content and Instructional Technology Development Unit</p>	<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><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT Policies and Strategies as well as National ICT Policy; - Deep Understanding of information technology and telecommunications; - Capacity to research and analyse technology problems, issues, and program requirements; - Knowledge of computer hardware/software technologies; - Interpersonal Skills; - Communication skills; - Negotiation skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	<p>1</p>
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	ECE and Primary Schools Digital Content and Development Engineer	ECE and Primary Schools Digital Content and Development Engineer	<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><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT Policies and Strategies as well as National ICT Policy; - Deep Understanding of information technology and telecommunications; - Capacity to research and analyse technology problems, issues, and program requirements; - Knowledge of computer hardware/software technologies; - Interpersonal skills; - Communication skills; - Negotiation skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	Secondary Schools Digital Content Engineer	Secondary Schools Digital Content Engineer	<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><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT Policies and Strategies as well as National ICT Policy; - Deep Understanding of information technology and telecommunications; - Capacity to research and analyse technology problems, issues, and program requirements; - Knowledge of computer hardware/software technologies; - Interpersonal skills; - Communication skills; - Negotiation skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	<p>Animation Programmer Engineer</p>	<p>Animation Programmer Engineer</p>	<p>Bachelor's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (NET), LAMP/WAMP Framework or MCITP are an added advantage.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT Policies and Strategies as well as National ICT Policy; - Deep Understanding of information technology and telecommunications; - Capacity to research and analyse technology problems, issues, and program requirements; - Knowledge of computer hardware/software technologies; - Interpersonal skills; - Communication skills; - Negotiation skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	<p>1</p>
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	ECE and Primary School Instructional Technology Engineer	ECE and Primary School Instructional Technology Engineer	<p>Bachelor's Degree in Computer Science with Education.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT Policies and Strategies as well as National ICT Policy; - Deep Understanding of information technology and telecommunications; - Capacity to research and analyse technology problems, issues, and program requirements; - Knowledge of computer hardware/software technologies; - Interpersonal skills; - Communication skills; - Negotiation skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	<p>Secondary Schools Instructional Technology Engineer</p>	<p>Secondary Schools Instructional Technology Engineer</p>	<p>Bachelor's Degree in Computer Science with Education.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT Policies and Strategies as well as National ICT Policy; - Deep Understanding of information technology and telecommunications; - Capacity to research and analyse technology problems, issues, and program requirements; - Knowledge of computer hardware/software technologies; - Interpersonal skills; - Communication skills; - Negotiation skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	<p>1</p>
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	ICT Innovation and Technology Partnerships Engineer	ICT Innovation and Technology Partnerships Engineer	<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><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT Policies and Strategies as well as National ICT Policy; - Deep Understanding of information technology and telecommunications; - Capacity to research and analyse technology problems, issues, and program requirements; - Knowledge of computer hardware/software technologies; - Interpersonal skills; - Communication skills; - Negotiation skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
Sub-total				7

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

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

			<ul style="list-style-type: none"> - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	
	Management and Information Systems Officer	Management and Information Systems 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><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT Policies and Strategies as well as National ICT Policy; - Deep Understanding of information technology and telecommunications; - Capacity to research and analyse technology problems, issues, and program requirements; - Knowledge of computer hardware/software technologies; - Web application and content management; - Coordination and communication skills; - Integrity; - Interpersonal skills; - Negotiation skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1

	Database Administrator	Database Administrator	<p>A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering Framework or MCITP are an added advantage or Bachelor's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT Policies and Strategies as well as National ICT Policy; - Deep Understanding of information technology and telecommunications; - Capacity to research and analyse technology problems, issues, and program requirements; - Knowledge of computer hardware/software technologies; - Web application and content management; - Coordination and communication skills; - Integrity; - Interpersonal skills; - Negotiation skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
S/Total				5

<p>Learning Devices and Cloud Solution Technologies Unit</p>	<p>Director of Learning Devices and Cloud Solution Technologies Unit</p>	<p>Director</p>	<p>Bachelor's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 3 years of working experience and Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (NET), LAMP/WAMP Framework or MCITP are an added advantage or Master's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 1 year of working experience in ICT.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT Policies and Strategies as well as National ICT Policy; - Deep Understanding of information technology and telecommunications; - Capacity to research and analyse technology problems, issues, and program requirements; - Knowledge of computer hardware/software technologies; - Interpersonal skills; - Communication skills; - Negotiation skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	<p>1</p>
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	Smart Classroom Equipment Specialist	Smart Classroom Equipment Specialist	<p>Bachelor's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 3 years of working experience or Master's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT Policies and Strategies as well as National ICT Policy; - Deep Understanding of information technology and telecommunications; - Capacity to research and analyse technology problems, issues, and program requirements; - Knowledge of computer hardware/software technologies; - Interpersonal skills; - Communication skills; - Negotiation skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	Learning Spaces Design Specialist	Learning Spaces Design Specialist	<p>Bachelor's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 3 years of working experience or Master's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT Policies and Strategies as well as National ICT Policy; - Deep Understanding of information technology and telecommunications; - Capacity to research and analyse technology problems, issues, and program requirements; - Knowledge of computer hardware/software technologies; - Interpersonal skills; - Communication skills; - Negotiation skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	Graphic Design Specialist	Graphic Design Specialist	<p>Bachelor's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology with 3 years of working experience or Master's Degree in Computer Science, Software Engineering, Computer Engineering.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT Policies and Strategies as well as National ICT Policy; - Deep Understanding of information technology and telecommunications; - Capacity to research and analyse technology problems, issues, and program requirements; - Knowledge of computer hardware/software technologies; - Interpersonal skills; - Communication skills; - Negotiation skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	Cloud Solution Specialist	Cloud Solution Specialist	<p>Bachelor's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology with 3 years of working experience or Master's Degree in Computer Science, Software Engineering, Computer Engineering.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT Policies and Strategies as well as National ICT Policy; - Deep Understanding of information technology and telecommunications; - Capacity to research and analyse technology problems, issues, and program requirements; - Knowledge of computer hardware/software technologies; - Interpersonal skills; - Communication skills; - Negotiation skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
S/Total				5
Department Total				19

Corporate Services Division	Division Manager	Corporate Services Division Manager	<p>Bachelor's Degree in Economics, Management, Business Administration, Public Administration, Administrative Sciences, Strategic Management, Public Finance, Accounting, Human Resources 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 Resources Management, Development Studies with 3 years of working experience.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Human Resources Policy and procedures; - Knowledge of Accounting principles and practices and financial data reporting; - Knowledge of Rwanda Public Servant & Labour laws and Financial Law; - Knowledge of Electronic equipment and computer hardware and software; - Leadership skills; - Coordination, Planning & Organisational skills; - Interpersonal skills; - Excellent Communication skills; - Judgment, Decision Making & Complex Problem Solving skills; - Time Management and Negotiation skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	Administrative Liaisons Officer	Administrative Liaisons Officer	<p>A1 in Secretarial Studies, Office Management or Bachelor's in Public Administration, Administrative Science, Management, Sociology, Social Work, Law.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management skills; - Excellent Communication, Organisational, Interpersonal skills; - Computer knowledge (Work Processing, Power Point and Internet); - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
S/Total				2

<p>Procurement Unit</p>	<p>Director of Unit</p>	<p>Director of Procurement Unit</p>	<p>Bachelor's Degree in Procurement, Management, Accounting, Law, Public Finance, Economics with 3 years working experience or Master's Degree in Procurement, Management, Accounting, Law, Public Finance, Economics with 1 year working experience.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - High analytical skills; - Negotiation skills; - Knowledge of basic business and purchasing practices; - Excellent Communication skills; - Knowledge of state contracting laws, regulations and procedures; - Knowledge of grades, qualities, supply and price trends of commodities; - Time Management skills; - Decision making skills; - Computer skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	<p>1</p>
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		Procurements Officers	<p>Bachelor's Degree in Procurement, Management, Accounting, Law, Public Finance, Economics.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - High Analytical skills; - High Analytical skills; - Negotiation skills; - Knowledge of basic business and purchasing practices; - Knowledge of state contracting laws, regulations and procedures; - Excellent Communication skills; - Knowledge of grades, qualities, supply and price trends of commodities; - Time Management skills; - Decesion making skills; - Computer skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	3
S/Total				4

	Finance Unit	Director of Finance	<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><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting; - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Knowledge of Rwanda Public Financial Law; - Leadership and management skills; - Planning and organisational, Budgeting skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Time management skills; - Interviewing skills; - Judgment & Decision making skills; - Complex Problem solving; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	Chief Accountant	Chief Accountant	<p>Bachelor's Degree in Finance, Accounting or Management with specialisation in Finance/Accounting with 2 years working experience. Accounting Professional Qualification recognised by IFAC (ACCA, CPA).</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of cost analysis techniques; - Knowledge to analyse complex financial information & Produce reports; - Deep understanding of financial accounts; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Judgment & Decision Making skills; - High Analytical skills; - Interpersonal skills; - Time management skills; - Complex Problem solving; - Flexibility skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	Accountant	Accountants	<p>Bachelor's Degree in Finance, Accounting or Management with specialisation in Finance/Accounting Professional Qualification recognised by IFAC (ACCA, CPA).</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of cost analysis techniques; - Knowledge to analyse complex financial information & Produce reports; - Deep understanding of financial accounts; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Judgment & Decision Making skills; - High Analytical skills; - Interpersonal skills; - Time management skills; - Complex Problem solving; - Flexibility skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	2
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	Budget Officers	Budget Officers	<p>Bachelor's Degree in Finance, Accounting, Management, Economics.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of cost analysis techniques; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Judgment & Decision Making skills; - Deep understanding of financial accounts; - High Analytical skills; - Interpersonal skills; - Time management skills; - Complex Problem solving; - Flexibility skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	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><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication skills; - Computer skills; - Interpersonal skills; - Organisational skills; - Stress Management skills; - Time Management skills; - Bookkeeping skills; - Analytical & Problem solving skills; - Decision Making skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
S/Total				6

<p>Human Resources and Administration Unit</p>	<p>Director of Unit</p>	<p>Director of Human Resources and Administration Unit</p>	<p>Bachelor's Degree in Human Resources Management, Management with Specialisation in Human Resources, Business Administration with specialisation in Human Resources, Public Administration, Administrative Sciences with 3 years of working experience or Master's Degree in Human Resources Management, Management with Specialisation in Human Resources, Business Administration, Public Administration, Administrative Sciences with specialisation in Human Resources with 1 year of working experience.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of human resources concepts, practices, policies, and procedures; - Knowledge of organisational structure, workflow, and operating procedures; - Knowledge in Monitoring & System Evaluation; - Leadership and management skills; - Planning and organisational skills; - High Analytical skills; - Communication skills; - Time management skills; - Interviewing skills; - Judgment & Decision making skills; - Complex Problem Solving skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	<p>1</p>
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	Human Resources	HR Officer in Charge of Recruitment, CB & Development	<p>Bachelor's Degree in Human Resources Management, Management, Public Administration, Administrative Sciences.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources; - Knowledge in the Development of Human Resources Policies and procedures; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	Human Resources	HR Officer in charge of Salaries & Benefits	<p>Bachelor's Degree in Human Resources Management, Management, Public Administration, Administrative Sciences.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources; - Knowledge in the Development of Human Resources Policies and procedures; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	Human Resources Officers	HR Officer in charge of Administration	<p>Bachelor's Degree in Human Resources Management, Management, Public Administration, Administrative Sciences.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources; - Knowledge in the Development of Human Resources Policies and procedures; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organizational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	Logistics Officer	Logistics Officer	<p>Bachelor's Degree in Store Management, Management, Finance, Economics, Accounting, Business Administration, Public Administration, Administrative Sciences.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational skills; - Computer skills; - Communication skills; - Report writing & Presentation skills; - Analytical skills; - Interpersonal skills; - Time management skills; - Negotiation skills; - Team working skills; - Problem Solving skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	Estates Manager	Estates Manager	<p>A1 in Electricity, Construction, Electronic, Electromechanical or Bachelor's Degree in Electricity, Construction, Electronic, Electromechanical.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none">- Safety Awareness skills;- Fundamentals Knowledge of Electricity;- Fundamentals Knowledge of Electrical Systems and Equipment;- Good Time Management skills;- Organizational skills;- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	1
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	Customer Care Officer	Customer Care Officer	<p>Bachelor's Degree in Communication, Public Relations, International Relations, Journalism, Marketing, Linguistics and Literature.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none">- Excellent interpersonal skills;- Knowledge in Customer care satisfaction;- Knowledge in Hospitality management;- Public speaking skills;- Time management skills;- Organizational skills;- Excellent communication skills;- Computer skills;- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	1
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	Documentation & Archives	Documentation & Archives Officer	<p>A1 in Library & information Science, Office Management, Biblioteconomy or Bachelor's Degree in Library & information Science.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Proficiency in information technology; - Computer literacy; - Bookkeeping skills; - Knowledge of integrated document management; - Knowledge of archive management software; - Knowledge of the documentation management system (DMS) would be an advantage; - Organizational skills; - Interpersonal skills; - Planning skills; - Communication skills; - Report writing & Presentation skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	Store Keeper	Store Keeper	<p>At least A1 in Stores Management, Finance, Management and/or Accounting with experience of 3 years or Bachelor's Degree in Stores Management, Finance, Management and/or Accounting.</p> <p><u>Key technical skills& knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge of ESSP and Rwanda education system; - Report writing and presentation skills; - Computer literacy; - Interpersonal skills; - Collaboration and team working skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	2
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	Head of Central Secretariat	Head of Central Secretariat	<p>A1 in Secretariat Studies, Office Management, Library and Information Science with 3 years working experience or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Library and Information Science.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication skills; - Computer skills; - Interpersonal skills; - Organizational skills; - Stress Management skills; - Time Management skills; - Bookkeeping skills; - Analytical & Problem solving skills; - Decision Making skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	1
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	Secretary	Secretary Central Secretariat	in	<p>A1 in Secretariat Studies, Office Management or Bachelor's Degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication skills; - Computer skills; - Interpersonal skills; - Organizational skills; - Stress Management skills; - Time Management skills; - Bookkeeping skills; - Analytical & Problem solving skills; - Decision Making skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	2
S/Total					13

<p>ICT Unit</p>	<p>Director of Unit</p>	<p>of Director of ICT Unit</p>	<p>Master's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 1 year of working experience in ICT or Bachelor's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 3 years of working experience and Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (NET), LAMP/WAMP Framework or MCITP are an added advantage.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT Policies and Strategies as well as National ICT Policy; - Deep Understanding of information technology and telecommunications; - Capacity to research and analyze technology problems, issues, and program requirements; - Knowledge of computer hardware/software technologies; - Interpersonal skills; - Communication skills; - Negotiation skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	<p>1</p>
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	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, MCSA, MCTs (NET), LAMP/WAMP Framework or MCITP are an added advantage.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems; - Proficient in Microsoft Office products; - Proficient in basic networking protocols and standards; - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal skills; - Communication skills; - Negotiation skills; - Problem-solving skills; - Analytical skills; 	1
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			<ul style="list-style-type: none"> - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	
	Database and Application Administrator	Database and Application Administrator	<p>A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (.NET),LAMP/WAMP Framework or MCITP are an added advantage or Bachelor's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (NET), LAMP/WAMP Framework or MCITP.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT Policies and Strategies; - Proficient in web application security and database security; - Knowledge of all database vendor versions; - Proficient in designing, writing, editing, and debugging programs and databases; - Interpersonal skills; - Communication skills; - Negotiation skills; - Problem-solving skills; - Analytical skills; 	1

			<ul style="list-style-type: none"> - Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage. 	
	ICT Officer	ICT Officer	<p>A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (.NET),LAMP/WAMP Framework or MCITP are an added advantage or Bachelor's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (NET), LAMP/WAMP Framework or MCITP.</p> <p><u>Key technical skills & knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT Policies and Strategies; - Proficient in web application security and database security; - Knowledge of all database vendor versions; - Proficient in designing, writing, editing, and debugging programs and databases; - Interpersonal skills; - Communication skills; - Negotiation skills; - Problem-solving skills; 	2

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			<ul style="list-style-type: none">- Analytical skills;- Fluent in Kinyarwanda, English or French; knowledge of all these three (3) languages is an advantage.	
S/Total				5
Division Total				30
Grand Total				175

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°134/03 ryo ku wa 23/12/2017 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Ikigo Gishinzwe Guteza Imbere Uburezi mu Rwanda.

Seen to be annexed to the Prime Minister's order n°134/03 of 23/12/2017 determining mission and functions, organisational structure, job profiles, salaries and fringe benefits for employees of Rwanda Education Board.

Vu pour être annexé à l'Arrêté du Premier Ministre n°134/03 de la 23/12/2017 portant mission et fonctions, structure organisationnelle, profiles d'emplois, salaires et avantages accordés au personnel de l'Office pour la Promotion de l'Éducation au Rwanda.

Kigali, kuwa 23/12/2017

Kigali, on 23/12/2017

Kigali, le 23/12/2017

(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