

Ibirimo/Summary/Sommaire

page/urup.

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

N° 130/03 ryo ku wa 23/12/2017

Iteka rya Minisitiri w'Intebe rigena inshingano, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisitiri y'Ubucuruzi n'Inganda2

N° 130/03 of 23/12/2017

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

N° 130/03 du 23/12/2017

Arrêté du Premier Ministre portant mission et fonctions, structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel du Ministère du Commerce et de l'Industrie2

N°131/03 ryo ku wa 23/12/2017

Iteka rya Minisitiri w'Intebe rigena inshingano, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisitiri y'Ibidukikije.....61

N° 131/03 of 23/12/2017

Prime Minister's Order determining mission and functions, organisational structure, job profiles, salaries and fringe benefits for employees of the Ministry of Environment.....61

N° 131/03 du 23/12/2017

Arrêté du Premier Ministre portant mission et fonctions, structure organisationnelle, salaires, profils d'emplois et avantages accordés au personnel du Ministère de l'Environnement.....61

N° 132/03 ryo ku wa 23/12/2017

Iteka rya Minisitiri w'Intebe rigena, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi bo mu Kigo cy'Igihugu gishinzwe Igororamuco.....103

N° 132/03 of 23/12/2017

Prime Minister's Order determining organisational structure, job profiles, salaries and fringe benefits for employees of the National Rehabilitation Service.....103

N° 132/03 du 23/12/2017

Arrêté du Premier Ministre portant, structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel du Service National de Réhabilitation.....103

N° 133/03 ryo ku wa 23/12/2017

Iteka rya Minisitiri w'Intebe rishyiraho imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Ikigo cy'u Rwanda gishinzwe Ikoranabuhanga mu Itumanaho n'Isakazabumenyi.....159

N° 133/03 of 23/12/2017

Prime Minister's Order determining organizational structure, job profiles, salaries and fringe benefits for employees of Rwanda Information Society Authority.....159

N° 133/03 du 23/12/2017

Arrêté du Premier Ministre déterminant structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel de l'Office Rwandais pour la Société de l'Information....159

ITEKA RYA MINISITIRI W'INTEBE
N°130/03 RYO KU WA 23/12/2017 RIGENA
INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO, IBISABWA KU
MYANYA Y'IMIRIMO, IMISHAHARA
N'IBINDI BIGENERWA ABAKOZI MURI
MINISITERI Y'UBUCURUZI N'INGANDA

PRIME MINISTER'S ORDER N° 130/03 OF
23/12/2017 DETERMINING MISSION AND
FUNCTIONS, ORGANISATIONAL
STRUCTURE, JOB PROFILES, SALARIES
AND FRINGE BENEFITS FOR
EMPLOYEES OF THE MINISTRY OF
TRADE AND INDUSTRY

ARRETE DU PREMIER MINISTRE
N°130/03 DU 23/12/2017 PORTANT MISSION
ET FONCTIONS, STRUCTURE
ORGANISATIONNELLE, PROFILS
D'EMPLOIS, SALAIRES ET AVANTAGES
ACCORDES AU PERSONNEL DU
MINISTERE DU COMMERCE ET DE
L'INDUSTRIE

ISHAKIRO

TABLE OF CONTENTS

TABLE DES MATIERES

Ingingo ya mbere: icyo iri teka rigamije

Article One: Purpose of this Order

Article premier: Objet du présent arrêté

Ingingo ya 2: Inshingano

Article 2: Mission and functions

Article 2: Mission et fonctions

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

Article 3: Organizational structure and job
profiles

Article 3: Structure organisationnelle et profils
d'emplois

Ingingo ya 4: Igenwa ry'umushahara

Article 4: Determination of salary

Article 4: Détermination du salaire

Ingingo ya 5: Ibigize umushahara mbumbe

Article 5: Composition of gross salary

Article 5: Composition du salaire brut

Ingingo ya 6: Ibindi bigenerwa
Umunyamabanga Uhoraho

Article 6: Fringe benefits for Permanent
Secretary

Article 6: Avantages alloués au Secrétaire
Permanent

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

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

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

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

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

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

Ingingo ya 9: Indamunite z’urugendo rw’imodoka

Article 9: Mileage allowances

Article 9: Indemnités kilométriques

Ingingo ya 10: Abashinzwe gushyira mu bikorwa iri teka

Article 10: Authorities responsible for the implementation of this Order

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

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

Article 11: Repealing provision

Article 11: Disposition abrogatoire

Ingingo ya 12: Igihe iri iteka ritangira gukurikizwa

Article 12: Commencement

Article 12: Entrée en vigueur

ITEKA RYA MINISITIRI W'INTEBE N°130/03 RYO KU WA 23/12/2017 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IBISABWA KU MYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'UBUCURUZI N'INGANDA

PRIME MINISTER'S ORDER N°130/03 OF 23/12/2017 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, JOB PROFILES, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE MINISTRY OF TRADE AND INDUSTRY

ARRETE DU PREMIER MINISTRE N°130/03 DU 23/12/2017 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE, PROFILS D'EMPLOIS, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DU COMMERCE ET DE L'INDUSTRIE

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;

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

Inama y'Abaminisitiri yateranye ku wa 08/11/2017 imaze kubisuzuma no kubyemeza;

ATEGETSE:

Ingingo ya mbere: Icyo iri teka rigamije

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

The Prime Minister;

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

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

On proposal by the Minister of Public Service and Labour;

After consideration and approval by the Cabinet, in its session of 08/11/2017;

HEREBY ORDERS:

Article One: Purpose of this Order

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

Le Premier Ministre;

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

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

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

Après examen et adoption par le Conseil des Ministres, en sa séance du 08/11/2017;

ARRETE:

Article premier: Objet du présent arrêté

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

y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Ubucuruzi n'Inganda (MINICOM).

fringe benefits for employees of the Ministry of Trade and Industry (MINICOM).

salaires et autres avantages accordés au personnel du Ministère du Commerce et de l'Industrie (MINICOM).

Ingingo ya 2: Inshingano

Article 2: Mission and functions

Article 2: Mission et fonctions

Minisiteri y'Ubucuruzi n'Inganda ifite inshingano rusange yo guteza imbere ubucuruzi mpuzamahanga n'ubw'imbere mu Gihugu, amasosiyeti y'ubucuruzi n'amakoperative bifite ubushobozi bwo guhangana ku isoko, ndetse no guteza imbere ishoramari n'uburenganzira bw'abaguzi.

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

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

By'umwihariko Minisiteri y'Ubucuruzi n'inganda ishinze ibi bikurikira:

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

Plus particulièrement, le Ministère du Commerce et de l'Industrie est chargé de:

1 ° guteza imbere, kumenyekanisha no guhuza ishyirwa mu bikorwa rya politiki, ingamba na gahunda z'Igihugu z'ubucuruzi n'inganda ibinyujije mu:

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

1 ° élaborer, diffuser et coordonner l'exécution des politiques, des stratégies et des programmes en rapport avec le commerce et l'industrie à travers:

- a. guteza imbere ubucuruzi n'inganda;
- b. gushishikariza abanyamahanga n'abanyarwanda gushora imari yabo mu Rwanda;
- c. guteza imbere no kuzamura inganda n'indi mirimo ibyara inyungu, ndetse n'ibicuruzwa bishobora guhangana ku isoko

- a. developing the trade and industry;
- b. encouraging foreign and local investors to invest in Rwanda;
- c. promoting and developing strategic industries and services to produce high added value and competitive products and

- a. le développement du commerce et de l'industrie;
- b. l'encouragement des investisseurs locaux et internationaux à investir au Rwanda;
- c. la promotion et le développement des industries et des services stratégiques en vue des produits de qualité pour les marchés internes et pour l'exportation;

ryo hanze n'iry'imbere mu Gihugu;	services for both domestic and foreign markets;	
2 ° gushyiraho amategeko agenga ubucuruzi n'inganda n'ibifitanye isano na byo ibinyujije mu:	2 ° regulating the trade and industry sector and all other attached sectors through:	2 ° réguler le secteur du commerce et de l'industrie et les secteurs connexes à travers:
a. gushyiraho no kumenyekanisha amategeko yorohereza iterambere ry'ubucuruzi, inganda, amakoperative, ubukerarugendo ndetse n'ubucuruzi bwa peterori;	a. establishment and dissemination of legislative frameworks that favour promotion of trade industry, cooperatives, tourism as well as the petroleum sector;	a. l'élaboration et la diffusion d'un arsenal juridique favorable à la promotion du commerce, de l'industrie, des coopératives, du tourisme ainsi que du secteur pétrolier;
b. gushyiraho no kumenyesha ibipimo by'ireme n'amategeko y'ubucuruzi no gushyiraho ingamba zo kuyubahiriza;	b. establishment and dissemination of quality standards and norms on trade and elaboration of mechanisms to ensure their compliance;	b. la mise en place et la dissémination des normes standards dans le domaine du commerce et l'élaboration des mécanismes de leur mise en œuvre;
c. gushyiraho no gushyira mu bikorwa politiki yo guhangana ku isoko na politiki y'umutungo bwite ushingiyeye ku bwenge hagamijwe kugera ku ihangana rishingiyeye ku mategeko ndetse no kutabangamira uburenganzira bw'umuguzi;	c. elaboration and implementation of competitive policies and intellectual property policy to foster fair and healthy competition as well as ensuring the respect of consumer rights;	c. l'élaboration et l'exécution de la politique de la compétition et de la propriété intellectuelle pour stimuler la concurrence loyale tout en protégeant les droits du consommateur;
3 ° kuzamura inzego z'ubucuruzi n'inganda ndetse n'abakozi bazo ibinyujije mu:	3 ° developing institutional and human resources capacities in the industrial and commercial sector through:	3 ° renforcer les capacités institutionnelles et du personnel dans le secteur du commerce et de l'industrie à travers:

- | | | |
|---|---|--|
| <p>a. guteza imbere uburyo bwo kwihangira imirimo binyuze cyane cyane mu bigo bito n'ibiciriritse;</p> <p>b. kuzamura ubushobozi bw'ibigo kugira ngo byongere umusaruro no guhangana ku isoko;</p> <p>c. gushyiraho uburyo bworohera abashoramari mu gutangira no gukora ubucuruzi;</p> | <p>a. promoting entrepreneurship development with special focus on small and medium enterprises;</p> <p>b. building capacity of enterprises in order to increase their efficiency and competitiveness;</p> <p>c. building a sound business environment which eases starting and doing business;</p> | <p>a. la promotion de l'esprit de création des emplois en mettant l'accent sur les petites et moyennes entreprises;</p> <p>b. le renforcement de la capacité des entreprises en vue d'accroître leur efficacité et leur compétitivité;</p> <p>c. l'établissement d'un environnement susceptible de faciliter les affaires;</p> |
| <p>4 ° gukurikirana no kugenzura ishyirwa mu bikorwa rya politiki, ingamba na gahunda z'ubucuruzi n'inganda;</p> | <p>4 ° monitoring and evaluating the implementation of sector and sub-sector policies, strategies and programs;</p> | <p>4 ° assurer le suivi et l'évaluation de la mise en œuvre des politiques, des stratégies et des programmes relatifs au commerce et à l'industrie;</p> |
| <p>5 ° kugenzura inzego ziyishamikiyeho n'izo ireberera ibinyujije mu:</p> <p>a. kugenzura imikorere n'imirungire y'inzego n'ibigo bya Leta ireberera kugira ngo bigaragaze umusaruro n'imikorere myiza mu bucuruzi kandi byubahirize ibidukikije;</p> | <p>5 ° overseeing the institutions under its supervision through:</p> <p>a. supervision of the functioning and management of public institutions and agencies under its supervision for the purpose of ensuring cost effectiveness, safety, management of cross-cutting issues in trade and industry development and safeguarding of environment;</p> | <p>5 ° surveiller les institutions sous sa tutelle à travers:</p> <p>a. la supervision du fonctionnement et de la gestion des institutions publiques et des organes sous sa tutelle afin d'assurer leur rentabilité et le développement du commerce et de l'industrie tout en protégeant l'environnement;</p> |

b. guha ibigo ireberera umurongo ngenderwaho kuri gahunda bigomba gushyira mu bikorwa;

6 ° gushaka no gukusanya ibyangombwa bikenewe mu gushyira mu bikorwa gahunda zayo ibinyujije mu:

a. gushaka no gukusanya ibikenewe no gukurikirana ko bikorehwa neza;

b. guteza imbere ubufatanye n'izindi nzego ndetse no gushishikariza abikorera gushora imari mu rwego rw'ubucuruzi n'inganda;

7 ° kuyobora imishyikirano y'ubucuruzi mu rwego rw'Ibihugu no mu rwego rw'imiryango mpuzamahanga igamije guteza imbere inyungu z'u Rwanda.

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

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

Ingingo ya 4: Igenwa ry'umushahara

Imishahara y'abakozi ba Minisiteri y'Ubucuruzi n'Inganda igenwa hashingiwe ku mbonerahamwe

b. orientation on specific programs to be implemented by the institutions under its supervision;

6 ° mobilizing the necessary resources for implementing programs through:

a. identification and mobilization of resources and their efficient management;

b. promotion of partnerships with other institutions and private investment in the sector;

7 ° conducting bilateral and multilateral trade negotiations aimed at promoting Rwanda's interests.

Article 3: Organizational structure and job profiles

The organizational structure and job profiles for the Ministry of Trade and Industry are respectively in annex I and II of this Order.

Article 4: Determination of salary

Salaries for employees of the Ministry of Trade and Industry are determined basing on the job

b. l'orientation des institutions sous sa tutelle sur les programmes à exécuter;

6 ° mobiliser les ressources nécessaires pour exécuter ses programmes à travers:

a. l'identification et la mobilisation des ressources et leur utilisation rationnelle;

b. la promotion du partenariat avec d'autres institutions et des investissements privés dans le secteur;

7 ° organiser des négociations commerciales bilatérales et multilatérales en vue de promouvoir les intérêts du Rwanda.

Article 3: Structure organisationnelle et profils d'emplois

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

Article 4: Détermination du salaire

Les salaires accordés au personnel du Ministère du Commerce et de l'Industrie sont déterminés

y'urutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara mu butegetsi bwa Leta.

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

Ingingo ya 5: Ibigize umushahara mbumbe

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

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

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

classification and in accordance with general principles on salary calculation in public service.

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

Article 5: Composition of gross salary

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

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

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

suivant la classification des emplois et conformément aux principes généraux de fixation des salaires dans la fonction publique.

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

Article 5: Composition du salaire brut

Le salaire brut mensuel pour chaque agent comprend principalement:

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

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

Instructions of the Minister in charge of public service.

Ministre ayant la fonction publique dans ses attributions.

Ingingo ya 6: Ibindi bigenerwa Umunyamabanga Uhoraho

Article 6: Fringe benefits for the Permanent Secretary

Article 6: Avantages alloués au Secrétaire Permanent

Umunyamabanga Uhoraho muri Minisitiri y'Ubucuruzi n'Inganda agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

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

Le Secrétaire Permanent au sein du Ministère du Commerce et de l'Industrie bénéficie des avantages suivants:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Abayobozi Bakuru n'Umujyanama wa Minisitiri bari ku rwego rwa "2.III" bagenerwa buri wese

Director Generals and the Advisor to the Minister on "2.III" job level are each entitled to fringe benefits as follows:

Les Directeurs Généraux et le Conseiller du Ministre aux postes de niveau "2.III" bénéficient chacun des avantages comme suit:

ibindi bibafasha gutunganya umirimo mu buryo bukurikira:

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

2 ° Umujyanama wa Minisitiri agenerwa amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw);

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

1 ° Director Generals are each entitled to seventy thousand Rwandan francs (Frw 70,000) per month for office land line communication allowance and seventy thousand Rwandan francs (Frw 70,000) per month for mobile phone communication allowance.

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

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

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

2 ° le Conseiller du Ministre bénéficie des frais de communication par téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 Frw) par mois;

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

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

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

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

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

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

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

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

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

1 ° les frais de communication par téléphone portable équivalant à trente mille francs rwandais (30.000 Frw) par mois;

2° 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 for 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 ya Minisitiri, bagenerwa kandi amafaranga ibihumbi ijana y’u Rwanda (100.000 Frw) buri kwezi y’itumanaho rya telefoni yo mu biro.

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

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

Ingingo ya 9: Indamunite z’urugendo rw’imodoka

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

Article 9: Mileage allowances

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

Article 9: Indemnités kilométriques

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

Ingingo ya 10: Abashinzwe gushyira mu bikorwa iri teka

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

Article 10: Authorities responsible for the implementation of this Order

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

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

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

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

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

Ingingo ya 12: Igihe iri teka ritangira gukurikizwa

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

Kigali, ku wa **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

Article 11: Repealing provision

All prior provisions contrary to this Order are repealed.

Article 12: Commencement

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

Kigali, on **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

Article 11: Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Article 12: Entrée en vigueur

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

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

(sé)
Dr. NGIRENTE Edouard
Premier Ministre

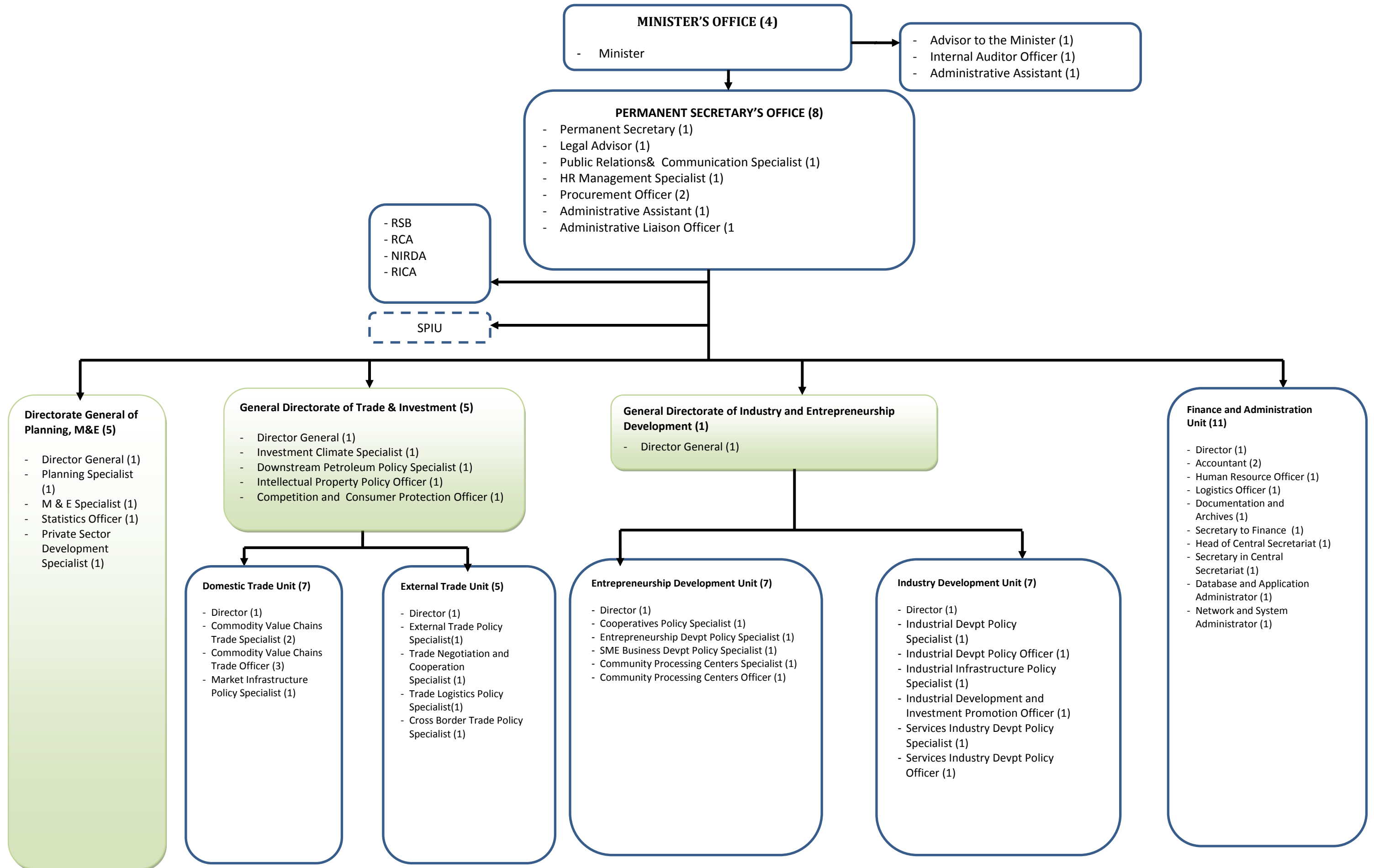
(sé)
RWANYINDO KAYIRANGWA Fanfan
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République:

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

UMUGEREKA WA I W'ITEKA RYA MINISITIRI W'INTEBE N°130/03 RYO KU WA 23/12/2017 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IBISABWA KU MYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'UBUCURUZI N'INGANDA	ANNEX I TO PRIME MINISTER'S ORDER N°130/03 OF 23/12/2017 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, JOB PROFILES, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE MINISTRY OF TRADE AND INDUSTRY	ANNEXE I A L'ARRETE DU PREMIER MINISTRE N°130/03 DU 23/12/2017 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE, PROFILS D'EMPLOIS, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DU COMMERCE ET DE L'INDUSTRIE
---	---	--

MINICOM ORGANIZATIONAL CHART



Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 130/03 ryo ku wa 23/12/2017 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisiteri y'Ubucuruzi n'Inganda

Kigali, ku wa **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° 130/03 of 23/12/2017 determining mission and functions, organizational structure, job profiles salaries and fringe benefits for employees in the Ministry of Trade and Industry

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° 130/03 du 23/12/2017 portant mission et fonctions, structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel du Ministère du Commerce et de l'Industrie

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°130/03 RYO KU
WA 23/12/2017 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IBISABWA KU MYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI
MINISITERI Y'UBUCURUZI N'INGANDA**

**ANNEX II TO PRIME MINISTER'S ORDER
N°130/03 OF 23/12/2017 DETERMINING
MISSION AND FUNCTIONS,
ORGANISATIONAL STRUCTURE, JOB
PROFILES, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES IN THE
MINISTRY OF TRADE AND INDUSTRY**

**ANNEXE II A L'ARRETE DU PREMIER
MINISTRE N°130/03 DU 23/12/2017
PORTANT MISSION ET FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
PROFILS D'EMPLOIS, SALAIRES ET
AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DU
COMMERCE ET DE L'INDUSTRIE**

MINISTRY OF TRADE AND INDUSTRY - JOB PROFILES					
	Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
1.	Office of the Minister	Minister	Minister	Political appointee	1
2.	Office of the Minister	Minister	Advisor to the Minister	<p>A0 in Business Administration, Economics, Development Economics, Development Studies, Management, Business Law with 5 years of working experience; Or Master or Equivalent in Business Administration, Economics, Development Economics, Development Studies, Management, Business Law with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Industry and Trade sector - Good knowledge of government policy-making and industrial processes; - Knowledge of the trade sector policies and issues; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

3.		Internal Audit	Internal Auditor	<p>A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Detailed knowledge of financial and Audit Standards, HR & Financial regulations, Procedures and Financial software; - Planning Skill;- High Analytical skills; - Report writing and presentation skills.- Time management skills; - Excellent problem-solving skills and clear logical thinking; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
4.		Administrative Assistant	Administrative Assistant	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Management, Sociology, Social Work, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
	S/Total				4
1.	Office of the Permanent Secretary	Permanent Secretary	Permanent Secretary	Political Appointee	1

2.		Administrative Assistant	Administrative Assistant	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
3.		Human Resources Management Specialist	Human Resources Management Specialist	<p>A0 in Human Resource Management, Management with Specialization in Human Resource Management, Business Administration with Specialization in Human Resource Management with 3 years of working experience or Master's Degree in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Specialization in Human Resource Management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Deep knowledge of Rwandan public service and labor law; - Knowledge in Conflict Management; - knowledge of the regulations applying to payroll procedures; - Knowledge of human resources concepts, practices, policies, and procedures; - Problem Solving Skills; - Computer Skills; - Judgment & Decision Making Skills; 	1

				<ul style="list-style-type: none"> - Time management Skills; - Interview Skills; - High analytical Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	
4.		Legal Advisor	Legal Advisor	<p>A0 in Law with 3 years of working experience or Master's Degree in Law</p> <p>Key Technical skills and Knowledge required :</p> <ul style="list-style-type: none"> - High analytical and problem solving skills; - Legal research and analysis in complex areas of law; - Knowledge of Substantive Law and Legal Procedures; - Decision making skills; Experience in contract drafting and negotiation; - Excellent communication skills - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. 	1
5.		Administrative Liaison	Administrative Liaison officer	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Management, Sociology, Social Work, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; 	1

				<ul style="list-style-type: none"> - Time management skills; - fluent in Kinyarwanda, English and/ or French; <p>Knowledge of all is an advantage</p>	
6.		Procurement	Procurement Officer	<p>A0 in Procurement, Management, Accounting, Law, Public Finance, Economics</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - High Analytical Skills; - Negotiation Skills; - Knowledge of basic business and purchasing practices; - Excellent Communication Skills; - Knowledge of state contracting laws, regulations and procedures; - Knowledge of grades, qualities, supply and price trends of commodities; - Time Management Skills; - Decision making Skills - Computer Skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	2
7.		Public Relation & Communication	Public Relation & Communication Specialist	<p>A0 in Communication, International Relations, Journalism, Marketing, Linguistics and Literature with 3 years of working experiences or Master's Degree or Equivalent in Communication, International Relations, Journalism, Marketing, Linguistics and Literature.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Excellent communication skills both orally and in writing - Excellent interpersonal skills - Report writing and presentation skills 	1

				<ul style="list-style-type: none"> - Computer skills - Creativity and initiative - Good organisational and time-management skills - Team working skills - Effective public relations and public speaking skills - Interviewing skills - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage 	
	S/Total				8
1.	Trade and Investment General Directorate	Director General	Director General of Trade and Investment	<p>A0 in Business Administration, Economics, Development Economics, Development Studies, Management with 5 years of working experience or 2 years in senior position or Master or Equivalent in Business Administration, Economics, Development Economics, Development Studies, Management with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Trade and investment system; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Knowledge and experience in investment.- Analytical, problem-solving and critical thinking skills. - Strong Leadership Skills - Technical understanding of system being analyzed and how it affects the various business units. - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. - Able to work well with both internal and external clients. - Self-starter with leadership skills in order to take 	1

				<p>charge of or facilitate requirement-gathering sessions.</p> <ul style="list-style-type: none"> - Interpersonal Skills - negotiation skills; - Time Management Skills; - Decision making Skills; - Judgment & Decision making skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	
2.		Investment Specialist	Climate Specialist	<p>A0 in Economics, Business Administration, Business Law, Management with 3 years of working experience; or Master or Equivalent in Economics, Business Administration, Business Law, Management with 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge and experience in investment. - Analytical, problem-solving and critical thinking skills. - Good at handling and meeting deadlines. - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. - Able to work well with both internal and external clients. - Good presentation skills, and ability to communicate with various audiences, including end users, managers - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. - Strong attention to detail organizational skills. - Quick learner who is easily able to learn new products, systems, applications and technologies. 	1

3.		Downstream Petroleum Policy Specialist	Downstream Petroleum Policy Specialist	<p>A0 in Chemistry, Economics, Management, Geology, Engineering, Business Administration, with 3 years of working experience; Or Master or Equivalent in Chemistry, Economics, Management, Geology, Engineering, Business Administration</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decision making Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
4.		Intellectual Property Policy Officer	Intellectual Property Policy Officer	<p>A0 in Law, Business Administration, Arts, and Commerce</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge and experience particularly in Investment Development. - Knowledge in Intellectual Property law and regulations; - Analytical, problem-solving and critical thinking skills. - Technical understanding of system being analyzed and how it affects the various business units. - Good at handling and meeting deadlines. - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. 	1

				<ul style="list-style-type: none"> - Able to work well with both internal and external clients. - Good presentation skills, and ability to communicate with various audiences, including end users and managers - Self-starter with leadership skills in order to take charge of or facilitate requirement gathering sessions. - Strong attention to details and organizational skills. - Quick learner who is easily able to learn new products, systems, applications and technologies 	
5.		Competition and Consumer Protection Officer	Competition and Consumer Protection Officer	A0 in Law, Business Law, Trade, Economics <u>Key Technical skills and Knowledge required:</u> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Trade and Competition Law; - High analytical and problem solving skills; - Legal research and analysis in complex areas of Trade; - Knowledge of Industrial and Company Law; - Decision making skills; - Excellent communication skills; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. 	1
	S/Total				5
1.	Domestic Trade Unit	Director of Unit	Director of Domestic Trade Unit	A0 in Trade, Economics, Business Administration, Management with 3 years of working experience; or Master or Equivalent in Trade, Economics, Business Administration, Management with 1 year working experience;	1

					<u>Key Technical Skills & Knowledge required:</u> <ul style="list-style-type: none">- Extensive knowledge and understanding of the Rwandan Trade system;- Creative, proactive, customer focused, solutions led and outcome driven;- High Analytical & Complex Problem Solving Skills;- Interpersonal Skills;- Effective communication skills;- Able to work well with both internal and external clients.- -Good presentation skills, and ability to communicate with various audiences, including end users and managers.- Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.- Strong attention to detail organizational skills.- Quick learner who is easily able to learn new products, systems, applications and technologies;- Time Management Skills;- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .		
2.		Commodity Chains Specialist	Value Trade	Commodity Chains Specialist	Value Trade	A0 in Trade, Economics, Business Administration, Management with 3 years of working experience; Or Master or Equivalent in Trade, Economics, Business Administration, Management <u>Key Technical Skills & Knowledge required:</u> <ul style="list-style-type: none">- Extensive knowledge and understanding of the Rwandan Trade system;- Creative, proactive, customer focused, solutions led and outcome driven;	2

				<ul style="list-style-type: none"> - High Analytical & Complex Problem Solving Skills; - Interpersonal Skills; - Effective communication skills; - Able to work well with both internal and external clients. - Good presentation skills, and ability to communicate with various audiences, including end users and managers. - Self-starter with leadership skills in order to take charge of or facilitate requirement gathering sessions. - Strong attention to detail organizational skills. - Quick learner who is easily able to learn new products, systems, applications and technologies; - Time Management Skills; - Computer Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	
3.		Commodity value chains trade	Commodity value chains trade officer	<p>A0 in Trade, Economics, Business Administration, Management, Economics,</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Trade system; - Creative, proactive, customer focused, solutions led and outcome driven; - High Analytical & Complex Problem Solving Skills; - Interpersonal Skills; - Effective communication skills; - Able to work well with both internal and external clients. 	3

				<ul style="list-style-type: none"> - Good presentation skills, and ability to communicate with various audiences, including end users and managers. - Self-starter with leadership skills in order to take charge of or facilitate requirement gathering sessions. - Strong attention to detail organizational skills. - Quick learner who is easily able to learn new products, systems, applications and technologies - Time Management Skills; - Computer Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	
4.		Market Infrastructure Policy Specialist	Market Infrastructure Policy Specialist	<p>A0 in Economics, Business Administration, Technology ,Civil Engineering, Environmental Engineering and Sanitation, Urban planning, Building Construction with 3 years of working experience; Or Master or Equivalent in Economics, Business Administration, Technology ,Civil Engineering, Environmental Engineering and Sanitation, Urban planning, Building Construction</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Trade system; - Creative, proactive, customer focused, solutions led and outcome driven; - High Analytical & Complex Problem Solving Skills; - Interpersonal Skills; - Effective communication skills; - Able to work well with both internal and external clients. - Good presentation skills, and ability to communicate with various audiences, including end users and managers. 	1

				<ul style="list-style-type: none"> - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. - Strong attention to detail organizational skills. - Quick learner who is easily able to learn new products, systems, applications and technologies - Time Management Skills; - Computer Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	
	S/Total				7
	External Trade Unit	Director of Unit	Director of External Trade Unit	<p>A0 in Trade, Economics, Business Administration, Management with 3 years of working experience; Or Master or Equivalent in Trade, Economics, Business Administration, Management with 1 year working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Trade system; - Creative, proactive, customer focused, solutions led and outcome driven; - High Analytical & Complex Problem Solving Skills; - Interpersonal Skills; - Effective communication skills; - Able to work well with both internal and external clients. - Good presentation skills, and ability to communicate with various audiences, including end users and managers. - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. - Strong attention to detail organizational skills. 	1

				<ul style="list-style-type: none"> - Quick learner who is easily able to learn new products, systems, applications and technologies - Time Management Skills; - Computer Skills - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	
1.		External Trade Policy Specialist	External Trade Policy Specialist	<p>A0 in Trade, Economics, Business Administration, Management with 3 years of working experience; Or Master or Equivalent in Trade, Economics, Business Administration, Management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Trade system; - Creative, proactive, customer focused, solutions led and outcome driven; - High Analytical & Complex Problem Solving Skills; - Interpersonal Skills; - Effective communication skills; - Able to work well with both internal and external clients. - Good presentation skills, and ability to communicate with various audiences, including end users and managers. - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions.-Strong attention to detail organizational skills. - Quick learner who is easily able to learn new products, systems, applications and technologies - Time Management Skills; - Computer Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

2.		Trade Negotiation and Cooperation Specialist	Trade Negotiation and Cooperation Specialist	<p>A0 in Trade, Economics, Business Administration, Management with 3 years of working experience; Or Master or Equivalent in Trade, Economics, Business Administration, Management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Analytical, problem-solving and critical thinking skills. - Technical understanding of system being analyzed and how it affects the various business units. - -Good at handling and meeting deadlines. - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. - Able to work well with both internal and external clients. - Good presentation skills, and ability to communicate with various audiences, including end users and managers. - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. - Strong attention to detail organizational skills. - Quick learner who is easily able to learn new products, systems, applications and technologies. 	1
3.		Trade Logistics Policy Specialist	Trade Logistics Policy Specialist	<p>A0 in Trade, Economics, Business Administration, Management and Commerce with 3 years of working experience; Or Master' Degree in Trade, Economics, Business Administration, Management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Analytical, problem-solving and critical thinking 	1

				<p>skills.</p> <ul style="list-style-type: none"> - Technical understanding of system being analyzed and how it affects the various business units. - Good at handling and meeting deadlines. - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. - Able to work well with both internal and external clients. - Good presentation skills, and ability to communicate with various audiences, including end users and managers. - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. - Strong attention to detail organizational skills. - Quick learner who is easily able to learn new products, systems, applications and technologies 	
4.		Cross Border Trade Policy Specialist	Cross Border Trade Policy Specialist	<p>A0 in Trade, Economics, Business Administration, Management with 3 years of working experience; Or Master or Equivalent in Trade, Economics, Business Administration, Management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Analytical, problem-solving and critical thinking skills. - Technical understanding of system being analyzed and how it affects the various business units. - Good at handling and meeting deadlines. - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. - Able to work well with both internal and external clients. - Good presentation skills, and ability to 	1

				<p>communicate with various audiences, including end users and managers.</p> <ul style="list-style-type: none"> - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. - Strong attention to detail organizational skills. - Quick learner who is easily able to learn new products, systems, applications and technologies 	
	S/Total				5
1.	Industry and Entrepreneurship Development General Directorate	Director General	Director General of Industry and Entrepreneurship Development	<p>A0 in Entrepreneurship, Commerce, Economics, Agribusiness, Industrial Chemistry, Food Sciences, Management, Development Studies with 5 years of experience or 2 years in senior position; Or Master or Equivalent in Entrepreneurship, Commerce, Economics, Agribusiness, Industrial Chemistry, Food Sciences, Management, Development Studies with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's trade and industry Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Leadership Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; 	1

				<ul style="list-style-type: none"> - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	
	S/Total				1
1.	Entrepreneurship Development Unit	Director of Unit	Director of Entrepreneurship Development Unit	<p>A0 in Entrepreneurship, Commerce, Economics, Agribusiness, Industrial Chemistry, Food Sciences, Management, Development Studies with 3years of experience; Or Master or Equivalent in Entrepreneurship, Commerce, Economics, Agribusiness, Industrial Chemistry, Food Sciences, Management, Development Studies with one (1) year of working experience</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 trade and industry Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Leadership Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; 	1

				knowledge of all is an advantage	
2.		Cooperatives Policy Specialist	Cooperatives Policy Specialist	<p>A0 in Economics, Agribusiness, Entrepreneurship, Trade, Business administration, Commercial sciences, Agribusiness with 3 years of working experience; Or Master or Equivalent in Economics, Agribusiness, Entrepreneurship, Trade, Business administration, Commercial sciences, Agribusiness</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Cooperative Sector; - Knowledge in Project planning and Management; - Deep understanding of laws and regulations applied to Cooperatives; - Leadership skills; - Creative, proactive, customer focused, solutions led and outcome driven; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - High analytical & Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
3.		Community Processing Centers Specialist	Community Processing Centers Specialist	<p>A0 in Animal Production, Crop Production, Agribusiness, Agriculture, Tourism, Development Studies, Economics, Commerce, Business Administration with specialization in Marketing with 3 years of working experience; Or Master or Equivalent in</p>	1

				<p>Animal Production, Crop Production, Agribusiness, Agriculture, Tourism, Development Studies, Economics, Commerce, Business Administration with specialization in Marketing</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Industrial Development and Trade Sector; - Creative, proactive, customer focused, solutions led and outcome driven; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - High analytical & Complex Problem solving Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	
4.		Community Processing Centers Officer	Community Processing Centers Officer	<p>A0 Animal Production, Crop Production, Agribusiness, Agriculture, Development Studies, Economics, Commerce, Business Administration with specialization in Marketing</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Industrial Development and Trade Sector; - Leadership skills; - Creative, proactive, customer focused, solutions led and outcome driven; - Interpersonal Skills; - Effective communication skills; 	1

				<ul style="list-style-type: none"> - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - High analytical & Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage 	
5.		Entrepreneurship Development Policy Specialist	Entrepreneurship Development Policy Specialist	<p>A0 in Entrepreneurship, Economics, Agribusiness, Management, Development Studies with 3 years of working experience; Or Master or Equivalent in Entrepreneurship, Economics, Agribusiness, Management, Development Studies</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Analytical, problem-solving and critical thinking skills. - Technical understanding of system being analyzed and how it affects the various business units. - Good at handling and meeting deadlines. - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. - Able to work well with both internal and external clients. - Good presentation skills, and ability to communicate with various audiences, including end users, managers. - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. - Strong attention to detail organizational skills. - Quick learner who is easily able to learn new products, systems, applications and technologies 	1

6.		SME Business Development Policy Specialist	SME Business Development Policy Specialist	<p>A0 in Commerce, Economics, Agribusiness, Industrial Chemistry, Entrepreneurship with 3 years of working experience; Or Master or Equivalent in Commerce, Economics, Agribusiness, Entrepreneurship, Industrial Chemistry</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Analytical, problem-solving and critical thinking skills. - Technical understanding of system being analyzed and how it affects the various business units. - Good at handling and meeting deadlines. - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. - Able to work well with both internal and external clients. - Good presentation skills, and ability to communicate with various audiences, including end users, managers. - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. - Strong attention to detail organizational skills. - Quick learner who is easily able to learn new products, systems, applications and technologies 	1
	S/Total				6
1.	Industry Development Unit	Director of Unit	Director of Industry Development Unit	<p>A0 in Entrepreneurship, Commerce, Economics, Agribusiness, Industrial Chemistry, Food Sciences, Management, Development Studies with 3 years of experience; Or Master or Equivalent in Entrepreneurship, Commerce, Economics, Agribusiness, Industrial Chemistry, Food Sciences, Management, Development Studies with one (1) year of working experience</p>	1

				<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 trade and industry Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Leadership Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	
2.		Industrial Development Policy Specialist	Industrial Development Policy Specialist	<p>A0 in Economics, Commerce, Agribusiness, Chemistry, Industrial Chemistry, Technology, with 3 years of working experience; Or Master or Equivalent in Economics, Commerce, Agribusiness, Chemistry, Industrial Chemistry, Technology, Industrial Development</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Analytical, problem-solving and critical thinking skills. - Technical understanding of system being analyzed 	1

				<p>and how it affects the various business units.</p> <ul style="list-style-type: none"> - Good at handling and meeting deadlines. - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. - Able to work well with both internal and external clients.-Good presentation skills, and ability to communicate with various audiences, including end users and managers. - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. - Strong attention to detail organizational skills. - Quick learner who is easily able to learn new products, systems, applications and technologies 	
3.		Industrial Infrastructure Policy Specialist	Industrial Infrastructure Policy Specialist	<p>A0 in Civil Engineering, Environmental Engineering and Sanitation with 3 years of working experience in Urban planning, Building Construction; Or Master or Equivalent in Civil Engineering, Environmental Engineering and Sanitation</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Analytical, problem-solving and critical thinking skills. - Technical understanding of system being analyzed and how it affects the various business units. - Good at handling and meeting deadlines. - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. - Able to work well with both internal and external clients. 	1

				<ul style="list-style-type: none"> - Good presentation skills, and ability to communicate with various audiences, including end users, managers, and members of the IT team. - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. - Strong attention to detail organizational skills. - Quick learner who is easily able to learn new products, systems, applications and technologies 	
4.		Services Industry Development Policy Specialist	Services Industry Development Policy Specialist	<p>A0 in Economics, Agribusiness, Chemistry, Development studies, Project management with 3 years of working experience; Or Master or Equivalent in Commerce, Economics, Agribusiness, Industrial Chemistry</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Industrial Development and Trade Sector; - Analytical, problem-solving and critical thinking skills. - Technical understanding of system being analyzed and how it affects the various business units. - Good at handling and meeting deadlines. - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. - Leadership skills; - Creative, proactive, customer focused, solutions led and outcome driven; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; 	1

				<ul style="list-style-type: none"> - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - High analytical & Complex Problem solving Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	
5.		Industrial Development and Investment Promotion Officer	Industrial Development and Investment Promotion Officer	<p>A0 in Economics, Commerce, Agribusiness, Chemistry, industrial engineering</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Understanding Rwanda's infrastructure development and management priorities and agenda of EAC member countries in respect to each of these fields. - Understanding of Regional integration principles, processes, challenges, etc - Understanding of the EAC Treaty and related protocols. - Negotiation and influencing skills - Strategic thinking skills - Communication, Reporting and Writing Skills - Interpersonal and Team Working Skills - Spoken and Written English and Swahili Skills - Understanding of Infrastructure Disciplines 	1
6.		Services Industry Development Policy Officer	Services Industry Development Policy Officer	<p>A0 in Economics, Agribusiness, Chemistry, Development studies and Project management</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge and understanding of the Rwandan Industrial Development and Trade Sector; 	1

				<ul style="list-style-type: none"> - Analytical, problem-solving and critical thinking skills. - Technical understanding of system being analyzed and how it affects the various business units. - Good at handling and meeting deadlines. - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. - Creative, proactive, customer focused, solutions led and outcome driven; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment skills - High analytical & Complex Problem solving Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	
7.		Industrial Development Policy Officer	Industrial Development Policy Officer	<p>A0 in Economics, Commerce, Agribusiness, Chemistry, Industrial Chemistry, Technology,</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Analytical, problem-solving and critical thinking skills. - Technical understanding of system being analyzed and how it affects the various business units. - Good at handling and meeting deadlines. - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. - Able to work well with both internal and external clients. - Good presentation skills, and ability to communicate with various audiences, including end 	1

				users and managers. - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. - Strong attention to detail organizational skills. - Quick learner who is easily able to learn new products, systems, applications and technologies	
	S/Total				7
1.	General Directorate of Planning, M&E	Director General	Director General	A0 in Economics, Management, Development Studies, Project Management, Business Administration with 5 year working experience; Or 2 years in senior position or Master or Equivalent in Economics, Management, Development Studies, Project Management, Business Administration with 3 years of working experience Key Technical Skills & Knowledge required: - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's trade and industry Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Leadership Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French;	1

				knowledge of all is an advantage	
2.		Planning Specialist	Planning Specialist	<p>A0 in Economics, Management, Development Studies, Project Management, Business Administration with 3 years of working experience or Master's degree in Economics, Management, Development Studies, Project Management, Business Administration</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's trade and industry Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; <p>knowledge of all is an advantage</p>	1
3.		Monitoring and Evaluation Specialist	Monitoring and Evaluation Specialist	<p>A0 in Economics, Management, Development Studies, Project Management, Business Administration with 3 years of working experience; Or Master's Degree or Equivalent in Economics, Management, Development Studies, Project Management, Business Administration</p>	1

				Key Technical Skills & Knowledge required: <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Trade and Industry system; - Excellent leadership skills; - Coordination, Planning & Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - High Analytical & Complex Problem solving Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	
4.		Statistics Officer	Statistics Officer	A0 in Statistics, Applied Mathematics, Economics Key Technical Skills & Knowledge required: <ul style="list-style-type: none"> - Deep understanding of Research Methodologies and Statistics Concepts; - Knowledge of Rwanda's Trade and Industrial Policies and Strategies; - Knowledge of various statistical software packages; - Knowledge to Prepares and publishes statistical and technical reports and research papers; - Knowledge of the theory, systems and application of statistical research methodology - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; 	1

				- fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	
5.		Private Sector Development Specialist	Private Sector Development Specialist	<p>A0 in Economics, Business Administration, Business Law, Management with 3 years of working experience; Or Master or Equivalent in Economics, Business Administration, Business Law, Management with 1 year of working experience</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge and experience particularly in Investment Development. - Analytical, problem-solving and critical thinking skills. - Technical understanding of system being analyzed and how it affects the various business units. - Good at handling and meeting deadlines. - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. - Able to work well with both internal and external clients. - Good presentation skills, and ability to communicate with various audiences, including end users and managers - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. - Strong attention to details and organizational skills. - Quick learner who is easily able to learn new products, systems, applications and technologies 	1
	S/Total				5
1.	Administration and Finance Unit	Director of Unit	Director of Administration and Finance Unit	Accounting Professional Qualification recognised by IFAC (ACCA, CPA); Or A0 Public Finance, Finance, Accounting or Management with specialization in	1

				<p>Finance/Accounting with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting. - Knowledge of Rwanda Public Financial Law; - Leadership and management skills; - Planning and organisational, Budgeting skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Problem solving; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	
2.		Accountant	Accountant	<p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p><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; 	2

				<ul style="list-style-type: none"> - Complex Problem solving; - Flexibility Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	
4.		Human Resources	Human Resources Officer	<p>A0 in Human Resource 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 and/ or French; knowledge of all is an advantage 	1
5.		Logistics	Logistics Officer	<p>A0 in Store Management, Management, Finance, Economics, Accounting, 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; 	1

				<ul style="list-style-type: none"> - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	
		Documentation and Archives	Documentation and Archives Officer	<p>A0 in Library & information Science or A1 in Library & information Science, Office Management, Biblioteconomy</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - proficiency in information technology; - Computer literacy; - Bookkeeping Skills; - Knowledge of integrated document management - Knowledge of archive management software - Knowledge of the documentation management system (DMS) would be an advantage. - Organizational Skills;- Interpersonal Skills; - Planning Skills; - Communication Skills; - Report writing & Presentation skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
10		Secretary in DAF Unit	Secretary	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law	1

				Key Technical Skills & Knowledge required: <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	
11		Database Application Administrator and	Database Application Administrator and	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage <u>Key Technical Skills & Knowledge required:</u> <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 	1

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

				<p>equipment, and computer hardware and software, including applications and programming;</p> <ul style="list-style-type: none"> - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	
6.		Central Secretariat	Head of Central Secretariat	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law with 2 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
		Secretary	Secretary	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Office Administration; 	1

				<ul style="list-style-type: none"> - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - fluent in Kinyarwanda, English and/ or French; <p>knowledge of all is an advantage</p>	
	Sub Total				11
	Grand Total				59

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 130/03 ryo ku wa 23/12/2017 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisitiri y'Ubucuruzi n'Inganda

Seen to be annexed to the Prime Minister's Order n° 130/03 of 23/12/2017 determining mission and functions, organizational structure, job profiles salaries and fringe benefits for employees in the Ministry of Trade and Industry

Vu pour être annexé à l'Arrêté du Premier Ministre n° 130/03 du 23/12/2017 portant mission et fonctions, structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel du Ministère du Commerce et de l'Industrie

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

(sé)

RWANYINDO KAYIRANGWA Fanfan
Minister of Public Service and Labour

(sé)

RWANYINDO KAYIRANGWA Fanfan
Ministre de la Fonction Publique et du Travail

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

Seen and sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République:

(sé)

BUSINGYE Johnston
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

(sé)

BUSINGYE Johnston
Minister of Justice/Attorney General

(sé)

BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

**UMUGEREKA WA III W'ITEKA RYA
MINISITIRI W'INTEBE N°130/03 RYO KU
WA 23/12/2017 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IBISABWA KU MYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI
MINISITERI Y'UBUCURUZI N'INGANDA**

**ANNEX III TO PRIME MINISTER'S ORDER
N°130/03 OF 23/12/2017 DETERMINING
MISSION AND FUNCTIONS,
ORGANISATIONAL STRUCTURE, JOB
PROFILES, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES IN THE
MINISTRY OF TRADE AND INDUSTRY**

**ANNEXE III A L'ARRETE DU PREMIER
MINISTRE N°130/03 DU 23/12/2017
PORTANT MISSION ET FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
PROFILS D'EMPLOIS, SALAIRES ET
AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DU
COMMERCE ET DE L'INDUSTRIE**

MINICOM SALARY STRUCTURE

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Minister	500	D	3819	2,541,695
Permanent Secretary	441	F	2869	1,617,505
Director General of Trade & Investment	400	2.III	1890	1,085,308
Director General of Industry & Entrepreneurship Development	400	2.III	1890	1,085,308
Director General of Planning, M&E	400	2.III	1890	1,085,308
Advisor to the Minister	400	2.III	1890	1,085,308
Director of Administration & Finance Unit	400	3.II	1369	786,131
Director of External Trade Unit	400	3.II	1369	814,962
Director of Domestic Trade Unit	400	3.II	1369	814,962
Director of Industry Development Unit	400	3.II	1369	814,962
Director of Entrepreneurship Development Unit	400	3.II	1369	814,962
Legal Advisor	400	3.II	1369	786,131
HRM Specialist	400	3.II	1369	786,131
Commodity Value Chains Trade Specialist	400	3.II	1369	786,131
Market Infrastructure Policy Specialist	400	3.II	1369	786,131
External Trade Policy Specialist	400	3.II	1369	786,131
Trade Negotiation and Cooperation Specialist	400	3.II	1369	786,131
Trade Logistics Policy Specialist	400	3.II	1369	786,131
Cross Border Trade Policy Specialist	400	3.II	1369	786,131
Industrial Development Policy Specialist	400	3.II	1369	786,131
Industrial Infrastructure Policy Specialist	400	3.II	1369	786,131
Services Industry Policy Development Policy Specialist	400	3.II	1369	786,131
Community Processing Centers Specialist	400	3.II	1369	786,131
Entrepreneurship Development Policy Specialist	400	3.II	1369	786,131
SMEs Business Development Policy Specialist	400	3.II	1369	786,131
Investment Climate Specialist	400	3.II	1369	786,131
Downstream Petroleum Policy Specialist	400	3.II	1369	786,131

Cooperatives Policy Specialist	400	3.II	1369	786,131
Private Sector Development Specialist	400	3.II	1369	786,131
Monitoring and Evaluation Specialist	400	3.II	1369	786,131
Public Relations and Communication Specialist	400	3.II	1369	786,131
Commodity Value Chains Trade Officer	350	4.II	1141	567,590
Services Industry Policy Development Policy Officer	350	4.II	1141	567,590
Community Processing Centers Officer	350	4.II	1141	567,590
Industrial Development Policy Officer	350	4.II	1141	567,590
Planning Specialist	350	4.II	1141	567,590
Intellectual Property Policy Officer	350	4.II	1141	567,590
Competition & Consumer Protection Officer	350	4.II	1141	567,590
Statistics Officer	350	4.II	1141	567,590
Industrial Development and Investment Promotion Officer	350	4.II	1141	567,590
Human Resource Officer	350	4.II	1141	567,590
Database & Application Administrator	350	4.II	1141	567,590
Network and System Administrator	350	4.II	1141	567,590
Internal Auditor	350	5.II	951	473,075
Public Procurement Officer	350	5.II	951	473,075
Accountant	350	5.II	951	473,075
Administrative Assistant to Minister	350	5.II	951	473,075
Administrative Assistant to Permanent Secretary	350	5.II	951	473,075
Administrative Liaison Officer	350	5.II	951	473,075
Logistics Officer	350	5.II	951	473,075
Documentation & Archives	350	6.II	793	394,478
Head of Central Secretariat	350	7.II	660	328,317
Secretary in DAF Unit	350	8.II	508	252,705
Secretary in Central Secretariat	350	8.II	508	252,705

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 130/03 ryo ku wa 23/12/2017 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisitiri y'Ubucuruzi n'Inganda

Kigali, ku wa 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° 130/03 of 23/12/2017 determining mission and functions, organizational structure, job profiles salaries and fringe benefits for employees in the Ministry of Trade and Industry

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° 130/03 du 23/12/2017 portant mission et fonctions, structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel du Ministère du Commerce et de l'Industrie

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

ITEKA RYA MINISITIRI W'INTEBE
N°131/03 RYO KU WA 23/12/2017 RIGENA
INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO, IBISABWA KU
MYANYA Y'IMIRIMO, IMISHAHARA
N'IBINDI BIGENERWA ABAKOZI MURI
MINISITERI Y'IBIDUKIKIJE

PRIME MINISTER'S ORDER N° 131/03 OF
23/12/2017 DETERMINING MISSION AND
FUNCTIONS, ORGANISATIONAL
STRUCTURE, JOB PROFILES, SALARIES
AND FRINGE BENEFITS FOR EMPLOYEES
OF THE MINISTRY OF ENVIRONMENT

ARRETE DU PREMIER MINISTRE N° 131/03
DU 23/12/2017 PORTANT MISSION ET
FONCTIONS, STRUCTURE
ORGANISATIONNELLE, SALAIRES,
PROFILS D'EMPLOIS ET AVANTAGES
ACCORDES AU PERSONNEL DU
MINISTERE DE L'ENVIRONNEMENT

ISHAKIRO

TABLE OF CONTENTS

TABLE DES MATIERES

Ingingo ya mbere: icyo iri teka rigamije

Article One: Purpose of this Order

Article premier: Objet du présent arrêté

Ingingo ya 2: Inshingano

Article 2: Mission and functions

Article 2: Mission et fonctions

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

Article 3: Organisational structure and job
profiles

Article 3: Structure organisationnelle et profils
d'emplois

Ingingo ya 4: Igenwa ry'umushahara

Article 4: Determination of the salary

Article 4: Détermination du salaire

Ingingo ya 5: Ibigize umushahara mbumbe

Article 5: Composition of the gross salary

Article 5: Composition du salaire brut

Ingingo ya 6: Ibindi bigenerwa
Umunyamabanga Uhoraho

Article 6: Fringe benefits for the Permanent
Secretary

Article 6: Avantages alloués au Secrétaire
Permanent

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

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

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

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

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

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

Ingingo ya 9: Indamunite z'urugendo
rw'imodoka

Article 9: Mileage allowances

Article 9: Indemnités kilométriques

Ingingo ya 10: Abashinzwe gushyira mu bikorwa iri teka

Article 10: Authorities responsible for the implementation of this Order

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

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

Article 11: Repealing provision

Article 11: Disposition abrogatoire

Ingingo ya 12: Igihe iri teka ritangira gukurikizwa

Article 12: Commencement

Article 12: Entrée en vigueur

ITEKA RYA MINISITIRI W'INTEBE N°131/03 RYO KU WA 23/12/2017 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IBISABWA KU MYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'IBIDUKIKIJE

PRIME MINISTER'S ORDER N° 131/03 OF 23/12/2017 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, JOB PROFILES, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE MINISTRY OF ENVIRONMENT

ARRETE DU PREMIER MINISTRE N° 131/03 DU 23/12/2017 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE, SALAIRES, PROFILS D'EMPLOIS ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DE L'ENVIRONNEMENT

Minisitiri w'Intebe;

The Prime Minister;

Le Premier Ministre;

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

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

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

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

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

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

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

On proposal by the Minister Public Service and Labour;

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

Inama y'Abaminisitiri yateranye ku wa 08/11/2017 imaze kubisuzuma no kubyemeza.

After consideration and approval by the Cabinet, in session of 08/11/2017.

Après examen et adoption par le Conseil des Ministres, en sa séance du 08/11/2017.

ATEGETSE:

HEREBY ORDERS:

ARRETE:

Ingingo ya mbere: Icyo iri teka rigamije

Article One: Purpose of this Order

Article premier: Objet du présent arrêté

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

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

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

y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Ibidukikije (MoE).

fringe benefits for employees of the Ministry of Environment (MoE).

salaires et avantages accordés au personnel du Ministère de l'Environnement (MoE).

Ingingo ya 2: Inshingano

Minisiteri y'Ibidukikije ifite inshingano yo gushyiraho uburyo bwo kurinda, kubungabunga no guteza imbere ibidukikije. Igomba kandi kubungabunga no guharanira ko ibihe bimeze neza kandi bidahindagurika hagamijwe iterambere ry'ubukungu.

Article 2: Mission and functions

The Ministry of Environment has the mission to ensure the conservation, protection and development of the environment. It must also ensure the safeguard of green and climate resilient for growth of the economy.

Article 2: Mission et fonctions

Le Ministère de l'Environnement a pour mission d'assurer la protection, la conservation et le développement de l'environnement. Il doit également garantir la sauvegarde du climat vert et résistant pour la croissance de l'économie.

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

Specifically, the Ministry of Environment is responsible for the following:

Particulièrement, le Ministère de l'Environnement est chargé de ce qui suit:

1° gushyiraho no kumenyekanisha politiki, ingamba na gahunda bijyanye n'ibidukikije n'imihindagurikire y'ibihe binyuze mu:

1° to develop and disseminate the environment and climate change policies, strategies and programs through:

1° développer et diffuser les politiques, les stratégies et les programmes relatifs à l'environnement et au changement climatique à travers:

a. gushyiraho ingamba zigamije guteza imbere ubufatanye no kubaka ubushobozi bw'abikorera mu gushora imari mu bikorwa bijyanye n'ibidukikije n'imihindagurikire y'ibihe mu guteza imbere ubukungu burambye;

a. to develop strategies to promote partnership and enhance capacity of private sector to invest in activities of environment and climate change for sustainable economic development;

a. élaborer des stratégies pour promouvoir le partenariat et renforcer les capacités du secteur privé pour investir dans des activités d'environnement et de changements climatiques pour un développement économique durable;

b. gushyiraho amategeko n'amabwiriza agenga ibidukikije no kubungabunga urusobe rw'ibidukikije;

b. to develop laws and regulations to ensure protection of the environment and conservation of natural ecosystems;

b. élaborer des lois et règlements pour assurer la protection de l'environnement et la conservation des écosystèmes naturels;

c. kubaka ubushobozi bw'inzego n'ubw'abakozi mu bidukikije n'imihindagurikire y'ibihe.

c. to develop institutional and human resources capacities in environment and climate change.

c. développer des capacités institutionnelles et humaines en matière d'environnement et de changement climatique.

2° gukurikirana no kugenzura ishyirwa mu bikorwa rya politiki, ingamba na gahunda bijyanye n'ibidukikije n'imihindagurikire y'ibihe no gukora ku buryo bishyirwa mu nzego zose cyane cyane izigamije inyungu;

2° to monitor and evaluate the implementation and mainstreaming of environment and climate change policies, strategies and programs across all sectors, especially productive sector;

2° faire le suivi et évaluer la mise en œuvre et l'intégration des politiques, des stratégies et des programmes relatifs à l'environnement et au changement climatique dans tous les secteurs, en particulier dans le secteur productif;

3° gukurikirana no kugenzura ibigo bishamikiye kuri Minisiteri mu gutanga umurongo ngenderwaho mu ishyirwa mu bikorwa rya za gahunda zihariye zigomba gukorwa n'ibyo bigo biyishamikiyeho n'inzego z'ibanze;

3° to oversee and evaluate institutions under its supervision by providing guidance on the implementation of specific programs to be realised by the institutions under its supervision and local government;

3° surveiller et évaluer les institutions sous sa tutelle en fournissant des orientations sur la mise en œuvre de programmes spécifiques à réaliser par ces institutions sous sa tutelle et les entités décentralisées;

4° gushaka umutungo ukenewe mu guteza imbere, kurinda no kubungabunga ibidukikije, hagamijwe kugabanya imihindagurikire y'ibihe.

4° to mobilise the necessary resources for the development, protection and conservation of the environment for the climate change adaptation and mitigation.

4° mobiliser des ressources nécessaires pour le développement, la protection et la conservation de l'environnement, pour l'atténuation du changement climatique.

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

Article 3: Organisational structure and job profiles

Article 3: Structure organisationnelle et profils d'emplois

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

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

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

Ingingo ya 4: Igenwa ry'umushahara

Article 4: Determination of the salary

Article 4: Détermination du salaire

Imishahara y'abakozi ba Minisiteri y'Ibidukikije igenwa hashingiwe ku mbonerahamwe y'urutonde

Salaries for employees of the Ministry of Environment are determined basing on the job

Les salaires accordés au personnel du Ministère de l'Environnement sont déterminés suivant la

rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara mu butegetsi bwa Leta.

classification and in accordance with general principles on salary calculation in public service.

classification des emplois et conformément aux principes généraux de fixation des salaires dans la fonction publique.

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

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

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

Ingingo ya 5: Ibigize umushahara mbumbe

Article 5: Composition of the gross salary

Article 5: Composition du salaire brut

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

The monthly gross salary 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 abakozi bari ku nzego z'imirimo za "F" na "2.III" boroherazwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze. Ntigenerwa kandi abakozi bari ku rwego rwa "3" bagenerwa indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

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

L'indemnité de transport dont il est question à l'alinéa premier du présent article n'est pas allouée aux agents de l'Etat aux postes de niveau "F" et "2.III" pour lesquels le transport est facilité selon les Instructions du Ministre ayant le transport dans ses attributions. Elle n'est pas non plus allouée aux agents de l'Etat aux postes de niveau "3" qui bénéficient de l'indemnité spéciale de transport

Instructions of the Minister in charge of public service.

conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Ingingo ya 6: Ibindi bigenerwa Umunyamabanga Uhoraho

Article 6: Fringe benefits for the Permanent Secretary

Article 6: Avantages alloués au Secrétaire Permanent

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Abayobozi Bakuru n'Umujyanama wa Minisitiri bari ku rwego rwa "2.III" bagenerwa buri wese

Director Generals and the Advisor to the Minister on "2.III" job classification level are each entitled to fringe benefits as follows:

Les Directeurs Généraux et le Conseiller du Ministre aux postes de niveau "2.III" bénéficient chacun des avantages suivants:

ibindi bibafasha gutunganya umurimo mu buryo bukurikira:

4 ° Abayobozi Bakuru bagenerwa amafaranga y'itumanaho rya telefoni yo mu biro angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw) n'irya telefoni igendanwa angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw) buri kwezi;

5 ° Umujyanama wa Minisitiri agenerwa amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw);

6 ° koroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

4 ° Director Generals each are entitled to seventy thousand Rwandan francs (Frw 70,000) per month for office land line communication allowance and seventy thousand Rwandan francs (Frw 70,000) per month for mobile phone communication allowance;

5 ° the Advisor to the Minister is entitled to seventy thousand Rwandan francs (Frw 70,000) per month for mobile phone communication allowance;

6 ° transport facilitation in accordance with the Instructions of the Minister in charge of transport.

4 ° les Directeurs Généraux bénéficient chacun des frais de communication par téléphone de bureau équivalant à soixante-dix mille francs rwandais (70.000 Frw) et des frais de communication par téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 Frw) par mois ;

5 ° le Conseiller du Ministre bénéficie des frais de communication par téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 Frw) par mois;

6 ° les facilités de transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

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

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

3 ° amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo itatu y'u Rwanda (30.000 Frw) buri kwezi;

4 ° indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

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

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

3 ° thirty thousand Rwandan francs (Frw 30,000) per month for a mobile phone communication allowance;

4 ° a special transport allowance in accordance with the instructions of the Minister in charge for public service.

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

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

3 ° les frais de communication par téléphone portable équivalant à trente mille francs rwandais (30.000 Frw) par mois;

4 ° l'indemnité spéciale de transport conformément aux Instructions du

Ministre ayant la fonction publique dans ses attributions.

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

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

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

Ingingo ya 9: Indamunite z'urugendo rw'imodoka

Article 9: Mileage allowances

Article 9: Indemnités kilométriques

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

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

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

Ingingo ya 10: Abashinzwe gushyira mu bikorwa iri teka

Article 10: Authorities responsible for the implementation of this Order

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

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

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

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

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

Article 11: Repealing provision

Article 11: Disposition abrogatoire

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

All prior provisions contrary to this Order are repealed.

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Ingingo ya 12: Igihe iri teka ritangira gukurikizwa

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

Kigali, ku wa 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

Article 12: Commencement

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

Kigali, on 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

Article 12: Entrée en vigueur

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

Kigali, le 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)

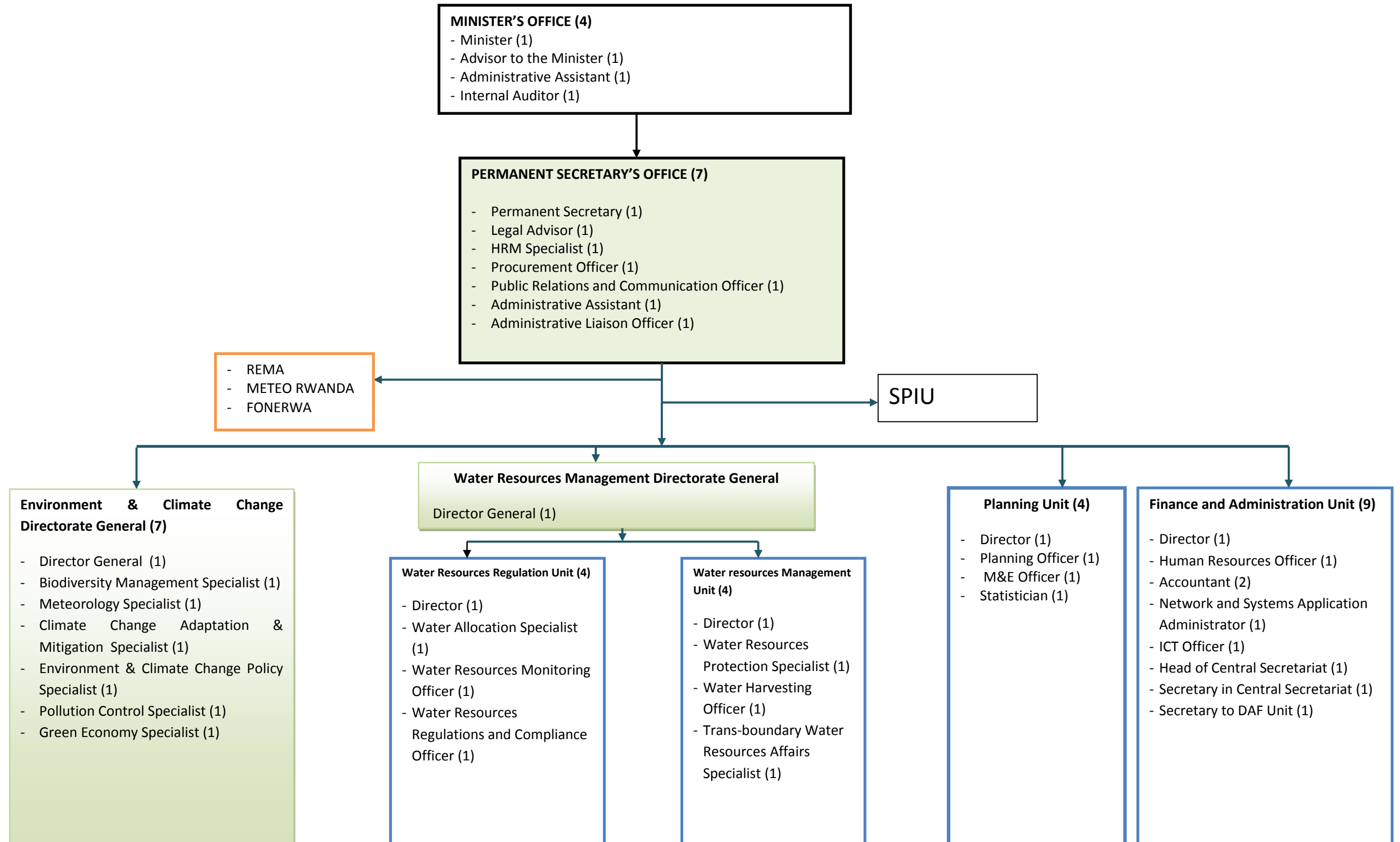
BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

**UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N° 131/03 RYO KU
WA 23/12/2017 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IBISABWA KU MYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI MINISTERI
Y'IBIDUKIKIJE**

**ANNEX I TO PRIME MINISTER'S ORDER
N° 131/03 OF 23/12/2017 DETERMINING
MISSION AND FUNCTIONS,
ORGANISATIONAL STRUCTURE, JOB
PROFILES, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF THE
MINISTRY OF ENVIRONMENT**

**ANNEXE I A L'ARRETE DU PREMIER
MINISTRE N° 131/03 DU 23/12/2017
PORTANT MISSION ET FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
PROFILES D'EMPLOIS, SALAIRES ET
AVANTAGES ACCORDES AU PERSONNEL
DU MINISTERE DE L'ENVIRONNEMENT**

MINISTRY OF ENVIRONMENT (MoE) ORGANISATIONAL CHART



Bibonywe kugira ngo bishyirwe ku mugereka w' Iteka rya Minisitiri w'Intebe n° 131/03 ryo ku wa 23/12/2017 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisitiri y'Ibidukikije

Kigali, ku wa 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° 131/03 of 23/12/2017 determining mission and functions, organizational structure, job profiles, salaries and fringe benefits for employees of the Ministry of Environment

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° 131/03 du 23/12/2017 portant mission et fonctions, structure organisationnelle, profiles d'emplois, salaires et avantages accordés au personnel du Ministère de l'Environnement

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° 131/03 RYO KU
WA 23/12/2017 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IBISABWA KU MYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI MINISITERI
Y'IBIDUKIKIJE**

**ANNEX II TO PRIME MINISTER'S ORDER
N° 131/03 OF 23/12/2017 DETERMINING
MISSION AND FUNCTIONS,
ORGANISATIONAL STRUCTURE, JOB
PROFILES, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF THE
MINISTRY OF ENVIRONMENT**

**ANNEXE II A L'ARRETE DU PREMIER
MINISTRE N° 131/03 DU 23/12/2017
PORTANT MISSION ET FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
PROFILES D'EMPLOIS, SALAIRES ET
AVANTAGES ACCORDES AU PERSONNEL
DU MINISTERE DE L'ENVIRONNEMENT**

MINISTRY OF ENVIRONMENT - JOB PROFILES					
	Administrative Unit	Job Title	Title of job position linked with the job	Required qualification, Experience and Profiles	Number of proposed Job Positions
	Office of the Minister	Minister	Minister	Political Appointee	1
		Advisor	Advisor to the Minister	<p>A0 Environmental Sciences, Land Management, Agriculture, Development Studies, Geography, Management, Public Administration, Administrative Sciences, Civil Engineering; with 5 years of working experience and 2 years in a senior position; or Master or Equivalent in Environmental Sciences, Land Management, Ecology, Agriculture, Development Studies, Geography Information System & Remote sensing, Management, Public Administration, Administrative Sciences, Hydrology, Civil Engineering; with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Natural Resources Management - Good knowledge of government policy on Natural Resources; - Knowledge of the Natural Resources sector policies and issues; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French, 	1

				knowledge of all is an advantage	
		Administrative Assistant	Administrative Assistant to the Minister	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Social work , Sociology, Law</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Knowledge in Office management; - Knowledge of customer care satisfaction; - Excellent communication, organisation and interpersonal skills; - Fluent in Kinyarwanda, English and/or French, knowledge of all is an advantage 	1
		Internal Auditor	Internal Auditor	<p>A0 in Accounting, Public Finance or Management with specialization in Finance/Accounting.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Detailed knowledge of financial and audit standards, HR and Financial regulations, procedures; - Knowledge of Financial software; - Planning skills; - Excellent communication, organisation and interpersonal skills; - Computer skills; - High analytical skills; - Report writing and presentation skills; - Time management skills; - Team working skills; - Excellent problem solving skills and clear logical sense; - Fluent in Kinyarwanda, English and/or French, knowledge of all is an advantage 	1
	Sub total				4
	Office of the PS	Permanent Secretary	Permanent Secretary	Political Appointee	1

		Legal Advisor	Legal Advisor	<p>A0 in law with 3 years of working experience; Or Master's Degree or Equivalent in Law with 1 year working experience.</p> <p>Knowledge and technical skills required:</p> <ul style="list-style-type: none"> - Knowledge of Substantive Law and Legal Procedures; - Report writing and presentation skills; - Analytical and problem solving; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and French. Knowledge of all is an advantage 	1
		HRM Specialist	HRM Specialist	<p>A0 in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Specialisation in Human Resource Management with 3 years of working experience or Master's Degree in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Specialization in Human Resource Management</p> <p>Knowledge and technical skills required:</p> <ul style="list-style-type: none"> - Deep knowledge of Rwandan Public Service and Labor Law; - Knowledge in Conflict Management; - Knowledge of Human Resources Concepts, Practices, Policies and Procedures; - Problem Solving Skills; - Computer Skills; - Judgement and Decision Making Skills; - Time Management Skills; - Interview Skills; - High Analytical Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/or French ;knowledge of all is an advantage 	1

		Procurement	Procurement Officer	<p>A0 in Procurement, Management, Public Finance, Economics, Law, Accounting</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - High analytical skills; - Knowledge of basic business and purchasing practices; - Knowledge of state contracting law, regulations and procedures; - Knowledge of grade, qualities, suppliers and prices tenders of commodities; - Knowledge in contract drafting and negotiation; - Category management skills; - Time management skills; - Decision making skills; - Excellent communication skills; - Computer skills; - Fluent in Kinyarwanda, English and French. - knowledge of all is an advantage 	1
		Public Relations & Communication	Public Relations & Communication Officer	<p>A0 in Journalism, Communication, International Relations, Marketing, Linguistics and Literature</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Excellent communication skills both orally and in writing; - Excellent interpersonal skills; - Report writing and presentation skills; - Computer skills; - Creativity and initiative; - Good organisational and time-management skills; - Team working skills; - Effective public relations and public speaking skills; - Interviewing skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage 	1

		Administrative Liaison	Administrative Liaison Officer	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
		Administrative Assistant	Administrative Assistant to the PS	<p>A1 in Secretariat Studies, Office Management; Or A0 in Secretariat Studies, Office Management, Administrative Sciences, Public Administration, Management, sociology, social work, Law</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Knowledge in Office management; - Knowledge of customer care satisfaction; - Excellent communication, organisation and interpersonal skills; - Computer knowledge (Word processing, Power Point and Internet); - Time management skills; - Analytical and problem solving; - Fluent in Kinyarwanda, English and/or French 	1
	Sub Total				7
	Directorate General of Environment &	Directorate General	Directorate General of Environment &	A0 in Environmental Sciences, Natural Sciences, Ecology, Biology and Forestry, Meteorology, Climatology, Climate sciences with 5 years of working experience; Or Master's	1

	Climate Change		Climate Change	<p>Degree or Equivalent in Environmental Sciences, Natural Sciences, Ecology, Biology, Forestry, Meteorology, Climatology, Climate sciences, Development Economics with 3 years of working experience</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Natural Resources Management - Advanced scientific skills in meteorological applications, - Knowledge of the Natural Resources sector policies and issues; - High analytical skills and practical knowledge of Inter-disciplinary development issue; - Demonstrated understanding of the Implications of Climate change on the key sector and provide guidance on the Integration of climate risk management. - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills; - Fluent in Kinyarwanda, English and French, knowledge of all is an advantage. 	
		Biodiversity Management Specialist	Biodiversity Management Specialist	<p>A0 in Forestry, Agroforestry, Biodiversity Conservation, Nature Conservation, Environmental Sciences with 3 years of working experience or Master's degree in Forestry, Agroforestry, Biodiversity Conservation, Nature Conservation, Environmental Sciences</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - High skills in Botany, Ecology, Genetics, and plant breeding; - Good knowledge of natural forest regeneration practices, 	1

				<ul style="list-style-type: none"> - Capacity to assess tree planting material provenance and genotype, - Good knowledge of the different forest tending techniques like enrichment planting, - Computer literate; - High presentation and reporting skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage. 	
		Meteorology Specialist	Meteorology Specialist	<p>A0 in Meteorology, Climatology, Climate sciences, Agro meteorology with 3 years of working experience; Or Master's Degree or Equivalent in Meteorology, Climatology, Climate sciences, Agro meteorology.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Natural Resources Management - Advanced scientific skills in meteorological applications, - Knowledge of the Natural Resources sector policies and issues; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills; - Fluent in Kinyarwanda, English and French, knowledge of all is an advantage. 	1
		Climate Change Adaptation and Mitigation Specialist	Climate Change Adaptation and Mitigation Specialist	<p>A0 in Meteorology, Climatology, Climate sciences, Environmental Sciences, Development Economics with 3 years of working experience with 3 years of working experience Or Master's Degree or Equivalent in Meteorology, Climatology, Climate sciences, Agro meteorology, Climate Change Adaptation and Climate Change Mitigation,</p>	1

				<p>Environmental Sciences, Development Economics .</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Natural Resources Management - Advanced scientific skills in meteorological applications, - Knowledge of the Natural Resources sector policies and issues; - High analytical skills and practical knowledge of Inter-disciplinary development issue; - Demonstrated understanding of the Implications of Climate change on the key sector and provide guidance on the Integration of climate risk management. - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills; - Fluent in Kinyarwanda, English and French, knowledge of all is an advantage. 	
		Pollution Control Specialist	Pollution Control Specialist	<p>A0 in natural sciences, environmental sciences, rural engineering with 3 years of working experience or Master's degree in natural sciences, environmental sciences, rural engineering</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Negotiation & influencing skills - Planning and organisation skills - Communication, reporting and writing skills - Interpersonal and team working skills - Spoken and written English and Swahili skills - Understanding Rwanda's environment system - knowledge in international standards of environment. 	1

		Green Economy Specialist	Green Economy Specialist	<p>A0 in Environmental Sciences, Natural Sciences, Ecology, Biology and Forestry, Meteorology, Climatology, Climate sciences, Economics with 3 years of working experience; Or Master's Degree or Equivalent in Environmental Sciences, Natural Sciences, Ecology, Biology, Forestry, Meteorology, Climatology, Climate sciences, Economics environmental economist</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Natural Resources Management - Advanced scientific skills in meteorological applications, - Knowledge of the Natural Resources sector policies and issues; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills; - Fluent in Kinyarwanda, English and French, knowledge of all is an advantage. 	1
		Environment & Climate Change Policy Specialist	Environment & Climate Change Policy Specialist	<p>A0 in Environmental Sciences, Natural Sciences, Ecology, Biology and Forestry, Meteorology, Climatology and Climate sciences with 3 years of working experience or Master's degree in Environmental Sciences, Natural Sciences, Ecology, Biology and Forestry, Meteorology, Climatology and Climate sciences</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Natural Resources Management 	1

				<ul style="list-style-type: none"> - Advanced scientific skills in meteorological applications, - Knowledge of the Natural Resources sector policies and issues; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills; - Fluent in Kinyarwanda, English and French, knowledge of all is an advantage. 	
	Sub total				7
	Directorate General of Water Resources Management	Directorate General	Directorate General of Water Resources Management	<p>A0 in Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology, Natural Sciences with 5 years of working experience or 2 years in a senior position or Master's Degree in Water Resource, Natural Resources, Water Resource Planning, Hydrology, environment with 3 years of working experience.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge in water resources planning and management; - Knowledge in integrated water resources management, water security , water regulations - Strong Leadership skills; - Excellent organizational skills; - Ability to coordinate, organize and anticipate details for special programs and events; - Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and - set priorities; 	1

				<ul style="list-style-type: none"> - Ability to manage multiple projects and to work under pressure; - Effective management, organizational, budgeting and planning skills; - Time management skills; - Successful experience in the areas of decision making, project management, and budgeting; - The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines; - Ability to work as a team coordinator and ability to work and make decisions with minimal supervision; 	
	Water Resources Regulation Unit	Director	Director of the Water Resources Regulation Unit	<p>A0 in Law, Natural Sciences, Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology, with 3 years of working experience; Or Master's Degree in Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology, Natural Sciences, Environmental Law with 1 year of working experience.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge in water allocation principles - Knowledge of the water regulation framework including the international water law - Comprehensive knowledge of the work practices, processes and procedures relevant to water resources regulations. - Good negotiation skills - Knowledge on the hydro-diplomacy - Knowledge of water allocation tools and models - Ability to work as a team coordinator and ability to work and make decisions with minimal supervision; - Fluent in Kinyarwanda, English and/ or French; 	1

				knowledge of all is an advantage.	
		Water allocation Specialist	Water allocation Specialist	<p>A0 in Natural Sciences, Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology, with 3 years of working experience; Or Master's Degree in Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology, Natural Sciences.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - knowledge in water allocation principles - Knowledge of the water regulation framework including the international water law - knowledge of the work practices, processes and procedures relevant to water resources regulations. - Good negotiation skills - Knowledge on the hydro-diplomacy - Knowledge of water allocation tools and models - Ability to work as a team coordinator and ability to work and make decisions with minimal supervision; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
		Water Resources Monitoring Officer	Water Resources Monitoring Officer	<p>A0 in Natural Sciences, Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology, chemistry, Environmental Management.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Comprehensive knowledge on water quality parameters and effects - Knowledge of water quality monitoring processes - Knowledge of water quality analysis techniques - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

		Water resources regulations and compliance officer	Water resources regulations and compliance officer	<p>A0 in Law, Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of the water regulation framework including the international water law - Knowledge of the work practices, processes and procedures relevant to water resources regulations - Knowledge of the water resources licensing principles and procedures - Knowledge in contracts drafting and management - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Sub total				5
	Water resources Management Unit	Director of Unit	Director of Water Resources Management Unit	<p>A0 in Water Resource Management, Environmental Management and Natural Resources, Water Resource Planning, Hydrology, Natural Sciences with 7 years of working experience or 2 years in a senior position or Master's Degree in Water Resource, Natural Resources, Water Resource Planning, Hydrology, environment with 3 years of working experience.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge in water resources planning and management; - Knowledge in integrated water resources management, water security , water regulations - Strong Leadership skills; - Excellent organizational skills; - Ability to coordinate, organize and anticipate details for special programs and events; - Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and 	1

				<ul style="list-style-type: none"> - set priorities; - Ability to manage multiple projects and to work under pressure; - Effective management, organizational, budgeting and planning skills; - Time management skills; - Successful experience in the areas of decision making, project management, and budgeting; - The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines. 	
		Water Resources Protection Specialist	Water Resources Protection Specialist	<p>A0 in Water Resources management, hydrology, water engineering, Environment or Natural Resources with 3 years of working experience; Or Master's Degree in Water Resources management, hydrology, water engineering, Environment or Natural Resources</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge in water resources planning and management; - Knowledge in water laws, water institutions - Deep knowledge of water resources policies, laws and regulations; - Comprehensive knowledge on Integrated Water Resources Management approach - Knowledge of water resources monitoring framework. - Strong Leadership skills; - Excellent organizational skills; - Ability to coordinate, organize and anticipate details for special programs and events; - Ability to coordinate and handle multiple priorities, to juggle multiple/ conflicting priorities and set priorities; - Time management skills; - Ability to work as a team coordinator and ability to work and make decisions with minimal 	1

				<ul style="list-style-type: none"> - supervision; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	
		Water Harvesting Officer	Water Harvesting Officer	<p>A0 in hydro-geology, Hydrology, Water Resources Management or Water Engineering</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of ground water monitoring techniques - Knowledge of geological formations - Knowledge of the interactions between soil types, geology and ground water - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
		Trans-boundary Water Resources Initiative Specialist	Trans-boundary Water Resources Initiative Specialist	<p>A0 in Environmental Management, Political Science, Public Administration, International Relations with 3 years of working experience; Or Master's Degree or Equivalent in Environmental Management, Political Science, Public Administration, International Relations.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Natural Resources Management - Good knowledge of Trans-boundary Water management government policy; - Knowledge of the Natural Resources sector policies and issues; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - International Relations skills; - Collaboration and team working skills; 	1

				<ul style="list-style-type: none"> - Effective communication skills; - Time management skills; - Fluent in Kinyarwanda, English and French knowledge of all is an advantage. 	
	Sub Total				4
	Planning Unit	Director of Unit	Director of Planning	<p>A0 in Economics, Management, Development Studies, Project Management, Business Administration with 3 years of working experience; Or Master' or Equivalent in Economics, Management, Development Studies, Project Management with 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's Public service and labour Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Leadership Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
		Planning Officer	Planning Officer	A0 in Economics, Project Management, Management, Development Studies, Business Administration	1

				<p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of results based management, logical framework approach, strategic planning processes' and tools; - Knowledge of Rwanda's Public service and Labour Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	
		Monitoring and Evaluation Officer	Monitoring and Evaluation Officer	<p>A0 in Economics, Project Management, Management, Development Studies, Business Administration</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge and understanding of the Rwandan Public Service and Labor sector; - Excellent leadership skills; - Coordination, Planning & Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven - Skills; - Interpersonal Skills - Effective communication skills; 	1

				<ul style="list-style-type: none"> - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - High Analytical & Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an - advantage. 	
		Statistics	Statistician	A0 in Statistics, Applied Mathematics, Economics Key Technical Skills & Knowledge required: <ul style="list-style-type: none"> - Deep understanding of Research Methodologies and Statistics Concepts; - Knowledge of Rwanda's Trade and Industrial Policies and Strategies; - Knowledge of various statistical software packages; - Knowledge to Prepares and publishes statistical and technical reports and research papers; - Knowledge of the theory, systems and application of statistical research methodology; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Sub Total				4
	Finance & Administration Unit	Director	Director of Finance and Administration Unit	Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or Bachelor's degree in Accounting, Public Finance, Finance, or Management with specialisation in Finance with at least 3 years working experience Key Technical Skills & Knowledge required:	1

				<ul style="list-style-type: none"> - Leadership and management skills; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software(SMART IFMIS); - Knowledge of human resources concepts, practices, policies, and procedures; - Knowledge of organizational structure, workflow, and operating procedures; - -Knowledge in Monitoring & System Evaluation; - Time management Skills- Interviewing Skills; - Judgment & Decision making skills; - Complex Problem solving; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	
		Secretary	Secretary to DAF Unit	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Office Management, Social Work, Sociology, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
		Human Resources	Human Resources Officer	A0 in Management, Public Administration, Administrative Sciences, Human Resources Management	1

				<p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Deep knowledge of Rwandan public service and labor law; - Knowledge in Conflict Management; - knowledge of the regulations applying to payroll procedures; - Knowledge of human resources concepts, practices, policies, and procedures; - Problem Solving Skills; - Computer Skills; - Judgment & Decision Making Skills; - Time management Skills; - Interview Skills; - High analytical Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	
--	--	--	--	---	--

		Accounting	Accountant	<p>A0 in Accounting, Finance, Management with specialization in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA, etc)</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of cost analysis techniques; - Knowledge to analyse complex financial information & Produce reports - Deep understanding of financial accounts; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Judgment & Decision Making Skills; - High Analytical Skills - Interpersonal skills; - Time management Skills - Complex Problem solving; - Flexibility Skills; - Fluent in Kinyarwanda, English and French ; knowledge of all is an advantage 	2
		ICT Officer	ICT Officer	<p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET),LAMP/WAMP Framework or MCITP are an added advantage</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's justice ICT policies and strategies; 	1

				<ul style="list-style-type: none"> - Highly proficient with Microsoft Windows operating systems - Proficient in Microsoft Office products - Proficient in basic networking protocols and standards - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	
		Network and Systems Application Administrator	Network and Systems Application Administrator	<p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 3 years of working experience and Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added 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 or advantage.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Strategies of National ICT Policy; - Deep Understanding of information technology and telecommunications; - Knowledge to research and analyze technology problems, issues, and program requirements. - Knowledge of computer hardware/software technologies. 	1

				<ul style="list-style-type: none"> - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills a - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	
		Central Secretariat	Head of Central Secretariat	<p>A1 in Secretariat Studies, Office Management, Library and Information Science with 2 years of working experience or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law, Library and Information Science</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - -Bookkeeping Skills; - -Analytical & Problem solving Skills; - -Decision Making Skills; - -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
		Central Secretariat	Secretary in Central Secretariat	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; 	1

				<ul style="list-style-type: none"> - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - -Bookkeeping Skills; - -Analytical & Problem solving Skills; - -Decision Making Skills; - -fluent in Kinyarwanda, English and/ or French; <p>knowledge of all is an advantage</p>	
	Sub Total				9
	GrandTotal				40

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 131/03 ryo ku wa 23/12/2017 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Ibidukikije

Seen to be annexed to the Prime Minister's order n°131/03 of 23/12/2017 determining mission and functions, organizational structure, job profiles, salaries and fringe benefits for employees of the Ministry of Environment

Vu pour être annexé à l'Arrêté du Premier Ministre n° 131/03 du 23/12/2017 portant mission et fonctions, structure organisationnelle, profiles d'emplois, salaires et avantages accordés au personnel du Ministère de l'Environnement

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

(sé)

RWANYINDO KAYIRANGWA Fanfan
Minister of Public Service and Labour

(sé)

RWANYINDO KAYIRANGWA Fanfan
Ministre de la Fonction Publique et du Travail

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

Seen and sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République:

(sé)

BUSINGYE Johnston
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

(sé)

BUSINGYE Johnston
Minister of Justice/Attorney General

(sé)

BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

**UMUGEREKA WA III W'ITEKA RYA
MINISITIRI W'INTEBE N° 131/03 RYO KU
WA 23/12/2017 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IBISABWA KU MYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI MINISITERI
Y'IBIDUKIKIJE**

**ANNEX III TO PRIME MINISTER'S ORDER
N° 131/03 OF 23/12/2017 DETERMINING
MISSION AND FUNCTIONS,
ORGANISATIONAL STRUCTURE, JOB
PROFILES, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF THE
MINISTRY OF ENVIRONMENT**

**ANNEXE III A L'ARRETE DU PREMIER
MINISTRE N° 131/03 DU 23/12/2017
PORTANT MISSION ET FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
PROFILES D'EMPLOIS, SALAIRES ET
AVANTAGES ACCORDES AU PERSONNEL
DU MINISTERE DE L'ENVIRONNEMENT**

MoE SALARY STRUCTURE

NO	POST	I.V	Level	Index	Gross Salary (Rwf/Month)
1	Minister	500	D	3819	2,534,861
2	Permanent Secretary	441	F	2869	1,613,167
3	Environment and Climate Change Directorate General	400	2.III	1890	1,082,378
4	Water Resources Management Directorate General	400	2.III	1890	1,082,378
5	Advisor to the Minister	400	2.III	1890	1,082,378
6	Director of administration and Finance Unit	400	3.II	1369	784,008
7	Director of Planning Unit	400	3.II	1369	784,008
8	Director of Water Resources Management Unit	400	3.II	1369	812,757
9	Director of Water Resources Regulation Unit	400	3.II	1369	812,757
10	Water Resources Protection Specialist	400	3.II	1369	784,008
11	Biodiversity Management Specialist	400	3.II	1369	784,008
12	Climate Change Adaptation & Mitigation Specialist	400	3.II	1369	784,008
13	Environment & Climate Change Policy Specialist	400	3.II	1369	784,008
14	Pollution Control specialist	400	3.II	1369	784,008
15	Green Economy specialist	400	3.II	1369	784,008
16	HRM Specialist	400	3.II	1369	784,008
17	Legal Advisor	400	3.II	1369	784,008
18	Meteorology Specialist	400	3.II	1369	784,008
19	Trans-boundary Water Resources Affairs Specialist	400	3.II	1369	784,008
20	Water Allocation Specialist	400	3.II	1369	784,008
21	ICT Officer	350	4.II	1141	566,221
22	Human Resource Officer	350	4.II	1141	566,221
23	M&E Officer	350	4.II	1141	566,221
24	Network and Systems Application Officer	350	4.II	1141	566,221
25	Planning Officer	350	4.II	1141	566,221
26	Public Relations and Communication Officer	350	4.II	1141	566,221
27	Statistician	350	4.II	1141	566,221
28	Water harvesting Officer	350	4.II	1141	566,221
29	Water Resources Monitoring Officer	350	4.II	1141	566,221
30	Water Resources Regulations and Compliances Officer	350	4.II	1141	566,221
31	Accountant	350	5.II	951	471,934
32	Administrative Assistant to the Minister	350	5.II	951	471,934
33	Administrative Assistant to the PS	350	5.II	951	471,934
34	Administrative Liaison Officer	350	5.II	951	471,934
35	Internal Auditor	350	5.II	951	471,934
36	Procurement Officer	350	5.II	951	471,934
37	Head of Central Secretariat	350	7.II	660	327,525
38	Secretary in Central Secretariat	350	8.II	508	252,095
39	Secretary to DAF Unit	350	8.II	508	252,095

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 131/03 ryo ku wa 23/12/2017 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Ibidukikije

Seen to be annexed to the Prime Minister's Order n° 131/03 of 23/12/2017 determining mission and functions, organizational structure, job profiles, salaries and fringe benefits for employees of the Ministry of Environment

Vu pour être annexé à l'Arrêté du Premier Ministre n° 131/03 du 23/12/2017 portant mission et fonctions, structure organisationnelle, profiles d'emplois, salaires et avantages accordés au personnel du Ministère de l'Environnement

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

(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

ITEKA RYA MINISITIRI W'INTEBE N°132/03
RYO KU WA 23/12/2017 RIGENA,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IBISABWA KU MYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI BO MU KIGO
CY'IGIHUGU GISHINZWE
IGORORAMUCO

PRIME MINISTER'S ORDER N°132/03 OF
23/12/2017 DETERMINING
ORGANISATIONAL STRUCTURE, JOB
PROFILES, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF THE
NATIONAL REHABILITATION SERVICE

ARRETE DU PREMIER MINISTRE N°132/03
DU 23/12/2017 PORTANT, STRUCTURE
ORGANISATIONNELLE, PROFILS
D'EMPLOIS, SALAIRES ET AVANTAGES
ACCORDES AU PERSONNEL DU SERVICE
NATIONAL DE REHABILITATION

ISHAKIRO

TABLE OF CONTENTS

TABLE DES MATIERES

Ingingo ya mbere: icyo iri teka rigamije

Article One: Purpose of this Order

Article premier: Objet du présent arrêté

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

Article 2: Organizational structure and job
profiles

Article 2: Structure organisationnelle et profils
d'emplois

Ingingo ya 3: Igenwa ry'umushahara

Article 3: Determination of the salary

Article 3: Détermination du salaire

Ingingo ya 4: Ibigize umushahara mbumbe

Article 4: Composition of the gross salary

Article 4: Composition du salaire brut

Ingingo ya 5: Ibindi bigenerwa Umuyobozi
Mukuru

Article 5: Fringe benefits for Director General

Article 5: Avantages alloués au Directeur
Général

Ingingo ya 6: Ibindi bigenerwa abandi Bayobozi
Bakuru bari ku rwego rwa "2.III"

Article 6: Fringe benefits for other Senior
Officials on "2.III" job level

Article 6: Avantages alloués aux autres Hauts
Cadres aux postes de niveau "2.III"

Ingingo ya 7: Ibindi bigenerwa Abayobozi
b'Amashami n'Abakozi bari ku rwego
rw'imirimo rwa "3"

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

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

Ingingo ya 8: Indamunite z'urugendo
rw'imodoka

Article 8: Mileage allowances

Article 8: Indemnités kilométriques

Ingingo ya 9: Abashinzwe gushyira mu bikorwa iri teka

Article 9: Authorities responsible for the implementation of this Order

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

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

Article 10: Repealing provision

Article 10: Disposition abrogatoire

Ingingo ya 11: Igihe iri teka ritangira gukurikizwa

Article 11: Commencement

Article 11: Entrée en vigueur

**ITEKA RYA MINISITIRI W'INTEBE N°132/03
RYO KU WA 23/12/2017 RIGENA,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IBISABWA KU MYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI BO MU KIGO
CY'IGIHUGU GISHINZWE
IGORORAMUCO**

**PRIME MINISTER'S ORDER N°132/03 OF
23/12/2017 DETERMINING
ORGANISATIONAL STRUCTURE, JOB
PROFIELS, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF THE
NATIONAL REHABILITATION SERVICE**

**ARRETE DU PREMIER MINISTRE N°132/03
DU 23/12/2017 PORTANT, STRUCTURE
ORGANISATIONNELLE, PROFILS
D'EMPLOIS, SALAIRES ET AVANTAGES
ACCORDES AU PERSONNEL DU SERVICE
NATIONAL DE REHABILITATION**

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° 17/2017 ryo ku wa 28/04/2017 rishyiraho Ikigo cy'Igihugu gishinzwe Igororamuco rikanagena inshingano, imiterere n'imikorere byacyo, cyane cyane mu ngingo yaryo ya 30;

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

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

Inama y'Abaminisitiri yateranye ku wa 08/11/2017 imaze kubisuzuma no kubyemeza;

ATEGETSE:

The Prime Minister;

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

Pursuant to Law n° 17/2017 of 28/04/2017 establishing the National Rehabilitation Service and determining its mission, organisation and functioning, especially in Article 30;

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

On proposal by the Minister Public Service and Labour;

After consideration and approval by the Cabinet, in its session of 08/11/2017;

HEREBY ORDERS:

Le Premier Ministre;

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

Vu la Loi n° 17/2017 du 28/04/2017 portant création du Service National de Réhabilitation et déterminant ses missions, son organisation et son fonctionnement, spécialement en son Article 30;

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

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

Après examen et adoption par le Conseil des Ministres, en sa séance du 08/11/2017;

ARRETE:

Ingingo ya mbere: icyo iri teka rigamije

Iri teka rigena imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Ikigo cy'Igihugu gishinzwe Igororamuco (NRS).

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

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

Ingingo ya 3: Igenwa ry'umushahara

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

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

Ingingo ya 4: Ibigize umushahara mbumbe

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

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

Article One: Purpose of this Order

This Order determines organizational structure, job profiles, salaries and fringe benefits for employees in National Rehabilitation Service (NRS).

Article 2: Organizational structure and job profiles

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

Article 3: Determination of the salary

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

The level, index value and gross salary corresponding to each job position in NRS are in annex III to this Order.

Article 4: Composition of the gross salary

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

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

Article premier: Objet du présent arrêté

Le présent arrêté porte structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel du Service National de Réhabilitation (NRS).

Article 2: Structure organisationnelle et profils d'emplois

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

Article 3: Détermination du salaire

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

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

Article 4: Composition du salaire brut

Le salaire brut mensuel pour chaque agent comprend principalement:

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

3 ° indamunite y’urugendo;

4 ° inkunga ya Leta mu bwiteganyirize bw’umukozi;

5 ° inkunga ya Leta yo kuvuza umukozi.

3 ° transport allowance;

4 ° State contribution for social security;

5 ° State contribution for medical care.

3 ° l’indemnité de transport;

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

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

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

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

L’indemnité de transport visée à l’alinéa premier du présent Article n’est pas allouée aux agents de l’Etat aux postes de niveau “F” et “2.III” pour lesquels le transport est facilité selon les Instructions du Ministre ayant le transport dans ses attributions. Elle n’est pas non plus allouée aux agents de l’Etat aux postes de niveau “3” qui bénéficient de l’indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Ingingo ya 5: Ibindi bigenerwa Umuyobozi Mukuru

Umuyobozi Mukuru wa RNS agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

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

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

Article 5: Fringe benefits for Director General

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

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

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

Article 5: Avantages alloués au Directeur Général

Le Directeur Général de NRS bénéficie des avantages suivants:

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

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

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

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

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

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

3 ° les frais de représentation au service équivalant à deux cent mille francs rwandais (200.000 FRW) chaque mois et domiciliés au compte de l’institution concernée;

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

Ingingo ya 6: Ibindi bigenerwa abandi Bayobozi Bakuru bari ku rwego rwa “2.III”

Buri Muyobozi Mukuru uri ku rwego rw’imirimo rwa “2.III” ufite itsinda ry’abakozi ayobora ba Leta hashingiwe ku mbonerahamwe y’imyanya y’imirimo ya NRS agenerwa buri wese ibindi bibafasha gutunganya imirimo mu buryo bukurikira:

7 ° amafaranga y’u Rwanda ibihumbi mirongo irindwi (70.000 Frw) yo kwishyura itumanaho rya telefoni yo mu biro;

8 ° amafaranga y’u Rwanda ibihumbi mirongo irindwi (70.000 Frw) buri kwezi y’itumanaho rya telefoni igendanwa;

9 ° koroherezwa ingendo hakurikijwe Amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

Article 6: Fringe benefits for other Senior Official on “2.III” job level

Each Senior Official on “2.III” job classification level with a pool of public servants in accordance with the organizational structure RNS is entitled to fringe benefits as follows:

7 ° seventy thousand Rwandan francs (Frw 70,000) per month for office land line communication allowance;

8 ° seventy thousand Rwandan francs (Frw 70,000) per month for mobile phone communication allowance;

9 ° transport facilitation in accordance with the Instructions of the Minister in charge of transport.

Article 6: Avantages alloués aux autres Hauts Cadres aux postes de niveau “2.III”

Chaque Haut Cadre au poste de niveau “2.III” ayant des agents de l’Etat placés sous leurs responsabilités suivant la structure organisationnelle de RNS bénéficie des avantages comme suit:

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

2 ° les frais de communication par téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 Frw) par mois;

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

Ingingo ya 7: Ibindi bigenerwa Abayobozi b'Amashami n'Abakozi bari ku rwego rw'imirimo rwa "3"

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

5° amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo itatu y'u Rwanda (30.000 Frw) buri kwezi;

6° indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

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

Ingingo ya 8: Indamunite z'urugendo rw'imodoka

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

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

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

5° thirty thousand Rwandan francs (Frw 30,000) per month for a mobile phone communication allowance;

6° a special transport allowance in accordance with the instructions of the Minister in charge for public service.

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

Article 8: Mileage allowances

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

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

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

5° les frais de communication par téléphone portable équivalant à trente mille francs rwandais (30.000 Frw) par mois;

6° l'indemnité spéciale de transport conformément aux Instructions du Ministre ayant la fonction publique dans ses attributions.

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

Article 8: Indemnités kilométriques

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

Ingingo ya 9: Abashinzwe gushyira mu bikorwa iri teka

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

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

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

Ingingo ya 11: Igihe iri teka ritangira gukurikizwa

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

Article 9: Authorities responsible for the implementation of this Order

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

Article 10: Repealing provision

All prior provisions contrary to this Order are repealed.

Article 11: Commencement

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

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

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

Article 10: Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Article 11: Entrée en vigueur

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

Official Gazette n° 52 of 25/12/2017

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

(sé)

RWANYINDO KAYIRANGWA Fanfan
Minister of Public Service and Labour

(sé)

RWANYINDO KAYIRANGWA Fanfan
Ministre de la Fonction Publique et du Travail

**Bibonywe kandi bishyizweho Ikirango cya
Repubulika:**

Seen and sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République:

(sé)

BUSINGYE Johnston
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

(sé)

BUSINGYE Johnston
Minister of Justice/Attorney General

(sé)

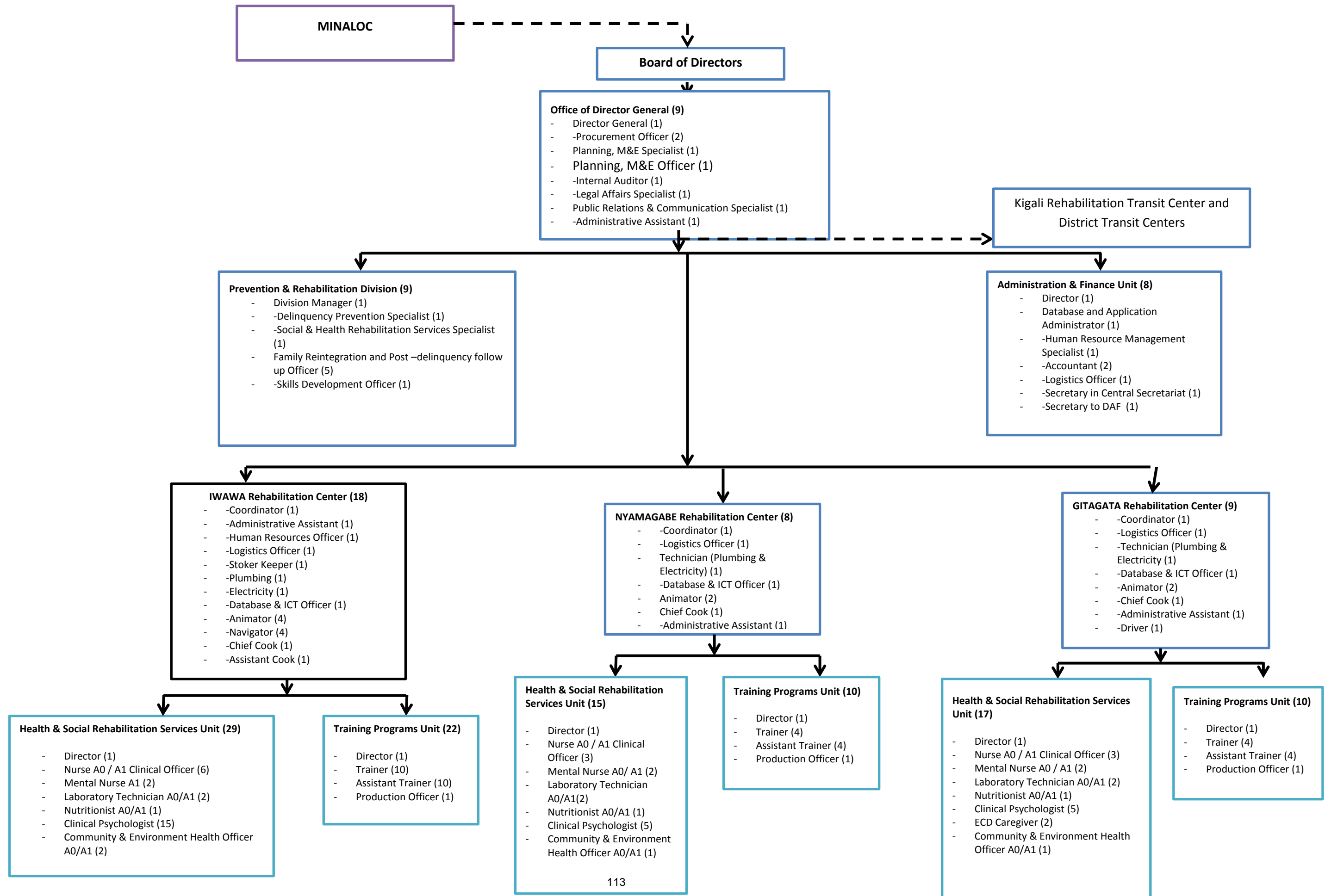
BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N°132/03 RYO KU
WA 23/12/2017 RIGENA
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IBISABWA KU MYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MU KIGO
CY'IGIHUGU GISHINZWE
IGORORAMUCO

ANNEX I TO PRIME MINISTER'S ORDER
N°132/03 OF 23/12/2017 DETERMINING
ORGANISATIONAL STRUCTURE, JOB
PROFILES, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF
NATIONAL REHABILITATION SERVICE

ANNEXE I A L'ARRETE DU PREMIER
MINISTRE N°132/03 DU 23/12/2017
PORTANT STRUCTURE
ORGANISATIONNELLE, PROFILS
D'EMPLOIS, SALAIRES ET AVANTAGES
ACCORDES AU PERSONNEL DU SERVICE
NATIONAL DE REHABILITATION

NATIONAL REHABILITATION SERVICES STRUCTURE



Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 132/03 ryo ku wa 23/12/2017 rigena imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi mu Kigo cy'Igihugu gishinzwe Igororamuco

Kigali, ku wa 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° 132/03 of 23/12/2017 determining mission and functions, organizational structure, job profiles, salaries and fringe benefits for employees of the National Rehabilitation Service

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° 132/03 du 23/12/2017 portant mission et fonctions, structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel du Service National de Réhabilitation

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°132/03 RYO KU
WA 23/12/2017 RIGENA
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IBISABWA KU MYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MU KIGO
CY'IGIHUGU GISHINZWE
IGORORAMUCO

ANNEX II TO PRIME MINISTER'S ORDER
N°132/03 OF 23/12/2017 DETERMINING
ORGANISATIONAL STRUCTURE, JOB
PROFILES, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF
NATIONAL REHABILITATION SERVICE

ANNEXE II A L'ARRETE DU PREMIER
MINISTRE N°132/03 DU 23/12/2017
PORTANT, STRUCTURE
ORGANISATIONNELLE, PROFILS
D'EMPLOIS, SALAIRES ET AVANTAGES
ACCORDES AU PERSONNEL DU SERVICE
NATIONAL DE RÉHABILITATION

NATIONAL REHABILITATION SERVICE - JOB PROFILE					
	Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profiles	Proposed Jobs
1.	Office of the Director General	Director General	Director General	Political Appointee	1
2.		Administrative Assistant to Director General	Administrative Assistant to Director General	<p>A1 in Secretarial Studies, Office Management with 2 years of working experience or A0 in Management, Public Administration, Administrative Sciences, Sociology, Social Work, Law</p> <p>Key technical skills and knowledge acquired:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, - Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
3.		Procurement	Procurement Officer	<p>A0 in Procurement, Management, Accounting, Law, Public Finance, Economics</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - High Analytical Skills; - Negotiation Skills; 	2

				<ul style="list-style-type: none"> - Knowledge of basic business and purchasing practices; - Excellent Communication Skills; - Knowledge of state contracting laws, regulations and procedures; - Knowledge of grades, qualities, supply and price trends of commodities; - Time Management Skills; - Decision making Skills; - Computer Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. - 	
4.		Planning , M&E	Planning, Monitoring & Evaluation Specialist	<p>A0 in Economics, Project Management, Management, Strategic Management, Development Studies, Business Administration with 3 years of working experience or Master's Degree in Economics, Project Management, Management, Strategic Management, Development Studies, Business Administration</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's Public service and Labour Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; 	1

				<ul style="list-style-type: none"> - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	
5.		Planning and M&E	Planning, Monitoring & Evaluation Officer	<p>A0 in Economics, Project Management, Management, Strategic Management, Development Studies, Business Administration</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's Public service and Labour Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
6.		Internal Auditor	Internal Auditor	<p>A0 in Accounting, Public Finance or Management with specialization in Finance/Accounting.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Detailed knowledge of financial and audit standards, - HR and Financial regulations, procedures; - Knowledge of Financial software; - Planning skills; 	1

				<ul style="list-style-type: none"> - Excellent communication, organisation and interpersonal skills; - Computer skills; - High analytical skills; - Report writing and presentation skills; - Time management skills; - Team working skills; - Excellent problem solving skills and clear logical sense; - Fluent in Kinyarwanda, English and/or French 	
7.		Legal Affairs	Legal Affairs Specialist	<p>A0 in Law with 3 years of working experience or Master's Degree in Law</p> <p>Key Technical skills and Knowledge required:</p> <ul style="list-style-type: none"> - High analytical and problem solving skills; - Legal research and analysis in complex areas of law; - Knowledge of Substantive Law and Legal Procedures; - Decision making skills; - Experience in contract drafting and negotiation; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. 	1
8.		Public Relations and Communication	Public Relations and Communication Specialist	<p>A0 in Communication, International Relations, Journalism, Marketing, Linguistics and Literature with 3 years of working experiences or Master's Degree or Equivalent in Communication, International Relations, Journalism,</p>	1

				<p>Marketing, Linguistics and Literature.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Excellent communication skills both orally and in writing - Excellent interpersonal skills - Report writing and presentation skills - Computer skills - Creativity and initiative - Good organisational and time-management skills - Team working skills - Effective public relations and public speaking skills - Interviewing skills - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage 	
		S/Total			9
1.	Prevention and Rehabilitation Division	Division Manager	Prevention and Rehabilitation Division Manager	<p>A0 in Social work, Sociology, Education, Psychopedagogy and Clinical Psychology with 5 years relevant working experience or Master's in Criminal Justice, Social work, Sociology, Psychopedagogy, Education and Clinical Psychology with 3years working experience</p> <p>Key technical skills and knowledge required</p> <ul style="list-style-type: none"> - Law enforcement skills - Training skills - Knowledge of Handling Psychological disorders; - Problem solving skills - Management skills - Interpersonal Skills; - Effective Communication Skills; - Administrative Skills; - Time Management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/or French 	1

2.		Delinquency prevention Specialist	Delinquency prevention Specialist	<p>A0 in Social work, Sociology, Education, Psychopedagogy and Clinical Psychology with 5 years relevant working experience or Master's in Criminal Justice, Social work, Sociology, Psychopedagogy, Education and Clinical Psychology</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Law enforcement skills - Training skills - Knowledge of Handling Psychological disorders; - Problem solving skills - Management skills - Interpersonal Skills; - Effective Communication Skills; - Administrative Skills; - Time Management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/or French. 	1
3.		Social and Health Rehabilitation Services Specialist	Social and Health Rehabilitation Services Specialist	<p>A0 in Clinical Psychology, Mental Health, Sociology, and Social Work with 3 years of relevant working experience or Master's in Clinical Psychology, Mental Health, Sociology, and Social Work.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Child guidance clinics skills - Health clinics skills - Mental, physical, and social rehabilitation skills - Knowledge in Reunification and Tracing; - Knowledge of Handling Psychological disorders; - -High analytical and problem solving skills; - Decision making skills; - communication skills ; - organization skills; 	1

				- Fluent in Kinyarwanda	
4.		Family Reintegration and Post- Delinquency follow- up Officer	Family Reintegration and Post- Delinquency follow- up Officer	<p>A0 in Sociology, Public Administration, Administrative Sciences, Political sciences, Clinical Psychology, Psychopedagogy and Education with 3 years relevant working experience or Master's in Sociology, Public Administration, Administrative Sciences, Political sciences, Clinical Psychology, Psychopedagogy and Education</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Knowledge in Reunification and Tracing; - Knowledge of Handling Psychological disorders; - -High analytical and problem solving skills; - Decision making skills; - communication skills ; - organization skills; - - Fluent in Kinyarwanda, English and/or French. 	5
5.		Skills Development Officer	Skills Development Officer	<p>A0 in Sociology, Public Administration, Administrative Sciences, Political sciences, Clinical Psychology, Psychopedagogy and Education</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Knowledge in Reunification and Tracing; - Knowledge of Handling Psychological disorders; - -High analytical and problem solving skills; - Decision making skills; - communication skills ; - organization skills; - Fluent in Kinyarwanda, English and/or French. 	1
	S/Total				9
1.	Finanace and Administration	Director of Unit	Director of Finance and	Accounting Professional Qualification recognised by IFAC (ACCA, CPA); Or A0 Public Finance, Finance, Accounting or	1

	Unit		Administration	<p>Management with specialization in Finance/Accounting with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting. - Knowledge of Rwanda Public Financial Law; - Leadership and management skills; - Planning and organisational, Budgeting skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Problem solving; - Fluent in Kinyarwanda, English and/ French; knowledge of all is an advantage. 	
2.		Database and Application Administrator	Database and Application Administrator	<p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (.NET),LAMP/WAMP Framework or MCITP are an added advantage</p> <p>Key Technical Skills & Knowledge required:</p>	1

				<ul style="list-style-type: none"> - Knowledge of Rwanda's ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems - Proficient in Microsoft Office products - Proficient in basic networking protocols and standards - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills; - - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	
3.		Human Resources Management Specialist	Human Resources Management Specialist	<p>A0 in Human Resource Management, Management with Specialization in Human Resource Management, Business Administration with Specialization in Human Resource Management with 3 years of working experience or Master's Degree in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Specialization in Human Resource Management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Deep knowledge of Rwandan public service and labor law; - Knowledge in Conflict Management; - knowledge of the regulations applying to payroll procedures; - Knowledge of human resources concepts, practices, policies, and procedures; - Problem Solving Skills; 	1

				<ul style="list-style-type: none"> - Computer Skills; - Judgment & Decision Making Skills; - Time management Skills; - Interview Skills; - High analytical Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	
4.		Accountant	Accountant	<p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of cost analysis techniques; - Knowledge to analyse complex financial information & Produce reports; - Deep understanding of financial accounts; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Judgment & Decision Making Skills; - High Analytical Skills; - Interpersonal skills; - Time management Skills; - Complex Problem solving; - Flexibility Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	2
5.		Logistics	Logistics Officer	<p>A0 in Store Management, Management, Finance, Economics, Accounting, Public Administration, Administrative Sciences,</p> <p>Key Technical Skills & Knowledge required:</p>	1

				<ul style="list-style-type: none"> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	
6.		Secretary	Secretary to DAF	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	S/Tota				8
	Total/ HEADQUARTER				26

1.	IWAWA Rehabilitation Center	Coordinator	Coordinator of IWAWA Rehabilitation Center	<p>A0 in Psychology, Sociology, Mental health, Clinical Psychology, Business Administration, Management, Finance, Accountant, Psychopedagogy and Education with 5 years of working Experience or Master in Psychology, Sociology, Mental health, Clinical Psychology and Education with 3 years of working experience</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Psychological skills - Knowledge of Handling Psychological disorders; - Social skills - -High analytical and problem solving skills; - Management Skills - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Fluent in Kinyarwanda, English and/or French. 	1
2.		Administrative Assistant	Administrative Assistant to Coordinator	<p>A1 in Secretarial Studies, Office Management with 2 years of working experience or A0 in Management, Public Administration, Administrative Sciences, Sociology, Social Work, Law</p> <p>Key technical skills and knowledge acquired</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, - Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - -Time management skills; - Fluent in Kinyarwanda, English and/ or French;12 	1

				knowledge of all is an advantage	
3.		HR Officer	HR Officer	<p>A0 in Human Resources Management, Administrative Sciences, Management, Public Administration,</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Deep knowledge of Rwandan public service and labor law; - Knowledge in Conflict Management; - knowledge of the regulations applying to payroll procedures; - Knowledge of human resources concepts, practices, policies, and procedures; - Problem Solving Skills; - Computer Skills; - Judgment & Decision Making Skills; - Time management Skills; - Interview Skills; - High analytical Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
4.		Logistics	Logistics Officer	<p>A0 in Store Management, Management, Accounting, Economics, Administrative Sciences, Public Administration</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; 	1

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

				<ul style="list-style-type: none"> - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	
6.		Animator	Animator	A0 or A1 in social work, sociology, and Education Key Technical Skills & Knowledge required: <ul style="list-style-type: none"> - Knowledge of handling Psychological disorders - Knowledge in Conflict Management; - Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills. 	4
7.		Plumber	Plumber	Diploma in Plumbing Key Technical Skills & Knowledge required: <ul style="list-style-type: none"> - Interpersonal Skills; - Time Management Skills; - Team working Skills. 	1
8.		Electricity	Electricity	Diploma in Plumbing and Electricity Key Technical Skills & Knowledge required: <ul style="list-style-type: none"> - Interpersonal Skills; - Time Management Skills; - Team working Skills. 	1
9.		Chief Cook	Chief Cook	Certificate in Catering, Food and Beverages Key Technical Skills & Knowledge required: <ul style="list-style-type: none"> - Extensive knowledge Catering Services - Hospitality skills; - Excellent communication skills, 	1

				<ul style="list-style-type: none"> - Interpersonal and writing skills, - Computer Skills; - Organizational Skills; - Judgment & Decision Making Skills; - Complex Problem Solving skills; - Time management Skills; - High analytical Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	
10.		Assistant Cook	Assistant Cook	<p>Certificate in Catering, Food and Beverages</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge Catering Services - Hospitality skills; - Excellent communication skills, - Interpersonal and writing skills, - Computer Skills; - Organizational Skills; - Judgment & Decision Making Skills; - Complex Problem Solving skills; - Time management Skills; - High analytical Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
11.		Store keeper	Store keeper	<p>A1 in Store Management, Management, Economics, Public Administration, Administrative Sciences</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; 	1

				<ul style="list-style-type: none"> - Planning organization skills; - Communication skills; - Flexibility skills; - Interpersonal skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. 	
12.		Navigator	Navigator	<p>A2 in any field, knowledge in swimming and boat navigation is a must</p> <p>Key Technical skills ad Knowledge required:</p> <ul style="list-style-type: none"> - Extensive Knowledge of Swimming - Boat navigation skills - Interpersonal skills 	4
	S/Total				18
1.	Health and Social Rehabilitation Services Unit At IWAWA Rehabilitation Center	Director of Unit	Director of Health and Social Rehabilitation Services Unit	<p>A0 in Psychology, Sociology, Mental Health, Clinical Psychology and Education with 3 years of working Experience or Master in Psychology, Sociology, Mental Health, Clinical Psychology and Education with 1 year of working experience</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Psychological skills - Knowledge of Handling Psychological disorders; - Social skills - -High analytical and problem solving skills; - Management Skills - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Fluent in Kinyarwanda, English and/or French. 	1
2.		Nurse A0 / A1 Clinical Officer	Nurse A0 / A1 Clinical Officer	A0 / A1 in Nursing	6

				Key Technical Skills & Knowledge required: <ul style="list-style-type: none"> - knowledge in Nursing - Hospitality skills; - communication skills, - Interpersonal and writing skills, - Organizational Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	
3.		Mental Nurse	Mental Nurse A1	A1 in Nursing Key Technical Skills & Knowledge required: <ul style="list-style-type: none"> - knowledge in Nursing - Hospitality skills; - communication skills, - Interpersonal and writing skills, - Organizational Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	2
4.		Community and Environment Health Officer A0/A1	Community and Environment Health Officer A0/A1	A0/ A1 in Environmental Health Sciences, Public Health, Community Health, Clinical Psychology, Hygiene and Sanitation. Key technical skills and knowledge required: <ul style="list-style-type: none"> - Psychological skills - Knowledge of Handling Psychological disorders; 	2

				<ul style="list-style-type: none"> - Social skills - -High analytical and problem solving skills; - Management Skills - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Fluent in Kinyarwanda, English and/or French. 	
5.		Laboratory Technician A0/A1	Laboratory Technician A0/A1	A1 in Biomedical Engineering, Biology, Laboratory Key technical skills and knowledge required: <ul style="list-style-type: none"> - Knowledge in Laboratory work - strong computer skills - Knowledge of practical problem solving - Knowledge of laboratory records maintenance - Knowledge to work safely with potentially hazardous materials - Good organisational, planning, and numerical skills - Communication skills 	2
6.		Nutritionist A0/A1	Nutritionist A0/A1	A0/A1 in Nutrition Key technical skills and knowledge required: <ul style="list-style-type: none"> - -Knowledge of sanitation and hygiene - Good management skills - communication skills - capacity building skills - Team working skills - Reporting skills 	1
7.		Clinical Psychology	Clinical Psychologist	A0 in Psychology, Mental Health, Clinical Psychology, Education and Sociology	15

				Key technical skills and knowledge required: <ul style="list-style-type: none"> - Psychological skills - Knowledge of Handling Psychological disorders; - Social skills - -High analytical and problem solving skills; - Management Skills - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Fluent in Kinyarwanda, English and/or French. 	
	S/Total				29
1.	Training Programs Unit / IWAWA Rehabilitation Centre	Director of Unit	Director of Training Programs Unit	A0 in Education, Construction, Psychopedagogy with 3 years of working Experience or Master or equivalent in Education, Construction, Psychopedagogy with 1 year of working Experience Key technical skills and knowledge required: <ul style="list-style-type: none"> - Training skills - Social skills - -High analytical and problem solving skills; - Management Skills - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Fluent in Kinyarwanda, English and/or French. 	1
2.		Trainer	Trainer	A0 in Carpentry, Construction, Welding, Crop production, Animal Sciences, Agriculture Sciences, Agri-business, Entrepreneurship & Cumputer, Education Sciences, Sewing and Catering	10

				Key technical skills and knowledge required: <ul style="list-style-type: none"> - Management skills - Social skills - -High analytical and problem solving skills; - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Fluent in Kinyarwanda, English and/or French. 	
3.		Assistant Trainer	Assistant Trainer	A1 in Carpentry, Construction, Welding, Crop production , Animal Sciences, Agriculture Sciences, Agri-business, Entrepreneurship & Cumputer, Education Sciences, Sewing and Catering Key technical skills and knowledge required: <ul style="list-style-type: none"> - Management skills - Social skills - -High analytical and problem solving skills; - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Fluent in Kinyarwanda, English and/or French. 	10
4.		Production	Production Officer	A0 in Economics, Business Administration and Project management Key Technical Skills & Knowledge required: <ul style="list-style-type: none"> - Management skills - Interpersonal Skills; - Effective Communication Skills; - Administrative Skills; - Interpersonal Skills; - Time Management Skills; 	1

				<ul style="list-style-type: none"> - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	
	S/Total				22
	Total / IWAWA				69
1.	NYAMAGABE Rehabilitation Center	Coordinator of Center	Coordinator of Nyamagabe Rehabilitation Center	<p>A0 in Psychology, Sociology, Mental health, Clinical Psychology, Business Administration, Management, Finance, Accountant, Psychopedagogy, and Education with 5 years of working Experience or Master in Psychology, Sociology, Mental health, Clinical Psychology and Education with 3 years of working experience</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Psychological skills - Knowledge of Handling Psychological disorders; - Social skills - -High analytical and problem solving skills; - Management Skills - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Fluent in Kinyarwanda, English and/or French. 	1
2.		Administrative Assistant	Administrative Assistant to Coordinator	<p>A1 in Secretarial Studies, Office Management with 2 years of working experience or A0 in Management, Public Administration, Administrative Sciences, Sociology, Social Work, Law</p> <p>Key technical skills and knowledge acquired:</p> <ul style="list-style-type: none"> - -Office Management Skills; - Excellent Communication, - Organizational, Interpersonal Skills; 	1

				<ul style="list-style-type: none"> - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	
3.		Logistics	Logistics Officer	<p>A0 in Store Management, Management, Accounting, Economics, Administrative Sciences, Public Administration</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
4.		Database and IT Officer	Database and IT Officer	<p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a</p>	1

				<p>Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems - Proficient in Microsoft Office products - Proficient in basic networking protocols and standards - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	
5.		Animator	Animator	<p>A0 or A1 in social work, sociology, and Education</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of handling Psychological disorders - Knowledge in Conflict Management; - Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; 	2
		Technician	Technician	Diploma in Plumbing, Electricity	1

		(Plumbing & Electricity)	(Plumbing & Electricity)	Key Technical Skills & Knowledge required: <ul style="list-style-type: none"> - Interpersonal Skills; - Time Management Skills; - Team working Skills. 	
6.		Chief Cook	Chief Cook	Certificate in Catering, Food and Beverages Key Technical Skills & Knowledge required: <ul style="list-style-type: none"> - Extensive knowledge Catering Services - Hospitality skills; - Excellent communication skills, - Interpersonal and writing skills, - Computer Skills; - Organizational Skills; - Judgment & Decision Making Skills; - Complex Problem Solving skills; - Time management Skills; - High analytical Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	S/Total				8
1.	Health and Social Rehabilitation Services Unit At NYAMAGABE Rehabilitation Center	Director of Unit	Director of Health and Social Rehabilitation Services Unit	A0 in Psychology, Sociology, Mental Health, Clinical Psychology and Education with 3 years of working Experience or Master in Psychology, Sociology, Mental Health, Clinical Psychology and Education with 1 year of working experience Key technical skills and knowledge required: <ul style="list-style-type: none"> - Psychological skills - Knowledge of Handling Psychological disorders; - Social skills 	1

				<ul style="list-style-type: none"> - High analytical and problem solving skills; - Management Skills - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Fluent in Kinyarwanda, English and/or French. 	
2.		Nurse A0 / A1 Clinical Officer	Nurse A0 / A1 Clinical Officer	A0 / A1 in Nursing Key Technical Skills & Knowledge required: <ul style="list-style-type: none"> - knowledge in Nursing - Hospitality skills; - communication skills, - Interpersonal and writing skills, - Organizational Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	3
3.		Mental Nurse A0/A1	Mental Nurse A0/A1	A1 in Nursing Key Technical Skills & Knowledge required: <ul style="list-style-type: none"> - knowledge in Nursing - Hospitality skills; - communication skills, - Interpersonal and writing skills, - Organizational Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	2

4.		Community and Environment Health Officer A0/A1	Community and Environment Health Officer A0/A1	<p>A0/ A1 in Environmental Health Sciences, Public Health, Community Health, Clinical Psychology, Hygiene and Sanitation.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Psychological skills - Knowledge of Handling Psychological disorders; - Social skills - -High analytical and problem solving skills; - Management Skills - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Fluent in Kinyarwanda, English and/or French. 	1
5.		Laboratory Technician	Laboratory Technician A0/A1	<p>A1 in Biomedical Engineering, Biology, Laboratory</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Knowledge in Laboratory work - strong computer skills - Knowledge of practical problem solving - Knowledge of laboratory records maintenance - Knowledge to work safely with potentially hazardous materials - Good organisational, planning, and numerical skills - Communication skills 	2
6.		Nutritionist A0/A1	Nutritionist A0/A1	<p>A0/ A1 in Nutrition</p> <p>Key technical skills and knowledge required:</p>	1

				<ul style="list-style-type: none"> - Knowledge of sanitation and hygiene - Good management skills - communication skills - capacity building skills - Team working skills - Reporting skills 	
7.		Clinical Psychology	Clinical Psychologist	A0 in Psychology, Mental Health, Clinical Psychology, Education and Sociology Key technical skills and knowledge required: <ul style="list-style-type: none"> - Psychological skills - Knowledge of Handling Psychological disorders; - Social skills - -High analytical and problem solving skills; - Management Skills - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Fluent in Kinyarwanda, English and/or French. 	5
	S/Total				15
1.	Training Programs Unit / NYAMAGABE Rehabilitation Centre	Director of Unit	Director of Training Programs Unit	A0 in Education, Construction, Psychopedagogy with 3 years of working Experience or Master or equivalent in Education, Construction, Psychopedagogy with 1 year of working Experience Key technical skills and knowledge required: <ul style="list-style-type: none"> - Training skills - Social skills - -High analytical and problem solving skills; - Management Skills - Decision making skills; - Excellent communication skills ; 	1

				<ul style="list-style-type: none"> - Very effective organization skills; - Fluent in Kinyarwanda, English and/or French. 	
2.		Trainer	Trainer	<p>A0 in Carpentry, Construction, Welding, Crop production , Animal Sciences, Agriculture Sciences, Agri-business, Entrepreneurship & Cumputer, Education Sciences, Sewing and Catering</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Management skills - Social skills - -High analytical and problem solving skills; - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Fluent in Kinyarwanda, English and/or French. 	4
3.		Assistant Trainer	Assistant Trainer	<p>A1 in Carpentry, Construction, Welding, Crop production , Animal Sciences, Agriculture Sciences, Agri-business, Entrepreneurship & Cumputer, Education Sciences, Sewing and Catering</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Management skills - Social skills - -High analytical and problem solving skills; - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Fluent in Kinyarwanda, English and/or French. 	4
4.		Production	Production Officer	A0 in Economics, Business Administration and Project management	1

				Key Technical Skills & Knowledge required: <ul style="list-style-type: none"> - Management skills - Interpersonal Skills; - Effective Communication Skills; - Administrative Skills; - Interpersonal Skills; - Time Management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	
	S/Total				10
	Total / NYAMAGABE				33
1.	GITAGATA Rehabilitation Center	Coordinator of Center	Coordinator of GITAGATA Rehabilitation Center	A0 in Psychology, Sociology, Mental health, Clinical Psychology, Business Administration, Management, Finance, Accountant, Psychopedagogy, and Education with 5 years of working Experience or Master in Psychology, Sociology, Mental health, Clinical Psychology and Education with 3 years of working experience Key technical skills and knowledge required: <ul style="list-style-type: none"> - Psychological skills - Knowledge of Handling Psychological disorders; - Social skills - -High analytical and problem solving skills; - Management Skills - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Fluent in Kinyarwanda, English and/or French. 	1
2.		Administrative Assistant	Administrative Assistant to	A1 in Secretarial Studies, Office Management with 2 years of working experience or A0 in Management, Public	1

			Coordinator	<p>Administration, Administrative Sciences, Sociology, Social Work, Law</p> <p>Key technical skills and knowledge acquired:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, - Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	
3.		Logistics	Logistics Officer	<p>A0 in Store Management, Management, Accounting, Economics, Administrative Sciences, Public Administration</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

4.		Database and IT Officer	Database and IT Officer	<p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems - Proficient in Microsoft Office products - Proficient in basic networking protocols and standards - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. - 	1
5.		Animator	Animator	<p>A0 or A1 in social work, sociology, and Education</p> <p>Key Technical Skills & Knowledge required:</p>	2

				<ul style="list-style-type: none"> - Knowledge of handling Psychological disorders - Knowledge in Conflict Management; - Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; 	
6.		Technician (Plumbing & Electricity)	Technician (Plumbing & Electricity)	Diploma in Plumbing, Electricity Key Technical Skills & Knowledge required: <ul style="list-style-type: none"> - Interpersonal Skills; - Time Management Skills; - Team working Skills. 	1
7.		Chief Cook	Chief Cook	Certificate in Catering, Food and Beverages Key Technical Skills & Knowledge required: <ul style="list-style-type: none"> - Extensive knowledge Catering Services - Hospitality skills; - Excellent communication skills, - Interpersonal and writing skills, - Computer Skills; - Organizational Skills; - Judgment & Decision Making Skills; - Complex Problem Solving skills; - Time management Skills; - High analytical Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
8.		Driver	Driver	Driving licence Key Technical Skills & Knowledge required: <ul style="list-style-type: none"> - Communication Skills; 	1

				<ul style="list-style-type: none"> - Time Management Skills; - Knowledge of Kinyarwanda, English and/ or French; knowledge of all is an advantage 	
	S/Total				9
1.	Health and Social Rehabilitation Services Unit / GITAGATA Rehabilitation Center	Director of Unit	Director of Health and Social Rehabilitation Services Unit	<p>A0 in Psychology, Sociology, Mental Health, Clinical Psychology and Education with 3 years of working Experience or Master in Psychology, Sociology, Mental Health, Clinical Psychology and Education with 1 year of working experience</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Psychological skills - Knowledge of Handling Psychological disorders; - Social skills - -High analytical and problem solving skills; - Management Skills - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Fluent in Kinyarwanda, English and/or French. 	1
2.		Nurse A0 / A1 Clinical Officer	Nurse A0 / A1 Clinical Officer	<p>A0 / A1 in Nursing</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - knowledge in Nursing - Hospitality skills; - communication skills, - Interpersonal and writing skills, - Organizational Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	3

3.		Mental Nurse	Mental Nurse A1	A1 in Nursing Key Technical Skills & Knowledge required: <ul style="list-style-type: none"> - knowledge in Nursing - Hospitality skills; - communication skills, - Interpersonal and writing skills, - Organizational Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2
4.		Community and Environment Health Officer A0/A1	Community and Environment Health Officer A0/A1	A0/ A1 in Environmental Health Sciences, Public Health, Community Health, Clinical Psychology, Hygiene and Sanitation. Key technical skills and knowledge required: <ul style="list-style-type: none"> - Psychological skills - Knowledge of Handling Psychological disorders; - Social skills - -High analytical and problem solving skills; - Management Skills - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Fluent in Kinyarwanda, English and/or French. 	1
5.		ECD Care giver	ECD Care giver	A0 in Education, Psychology, Sociology, socio worker Key technical skills and knowledge required: <ul style="list-style-type: none"> - Psychological skills - Child development skills 	2

				<ul style="list-style-type: none"> - Training skills - Knowledge of Handling Psychological disorders; - Social skills - High analytical and problem solving skills; - Management Skills - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Fluent in Kinyarwanda, English and/or French. 	
6.		Laboratory Technician	Laboratory Technician A0/A1	A1 in Biomedical Engineering, Biology, Laboratory Key technical skills and knowledge required: <ul style="list-style-type: none"> - Knowledge in Laboratory work - strong computer skills - Knowledge of practical problem solving - Knowledge of laboratory records maintenance - Knowledge to work safely with potentially hazardous materials - Good organisational, planning, and numerical skills - Communication skills 	2
7.		Nutritionist	Nutritionist A0/A1	A0/ A1 in Nutrition Key technical skills and knowledge required: <ul style="list-style-type: none"> - -Knowledge of sanitation and hygiene - Good management skills - communication skills - capacity building skills - Team working skills - Reporting skills 	1
8.		Clinical Psychology	Clinical Psychologist	A0 in Psychology, Mental Health, Clinical Psychology, Education and Sociology	5

				Key technical skills and knowledge required: <ul style="list-style-type: none"> - Psychological skills - Knowledge of Handling Psychological disorders; - Social skills - -High analytical and problem solving skills; - Management Skills - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Fluent in Kinyarwanda, English and/or French. 	
	S/Total				17
	Training Programs Unit/ GITAGATA Rehabilitation Center	Director of Unit	Director of Training Programs Unit	A0 in Education, Construction, Psychopedagogy with 3 years of working Experience or Master or equivalent in Education, Construction, Psychopedagogy with 1 year of working Experience Key technical skills and knowledge required: <ul style="list-style-type: none"> - Training skills - Social skills - -High analytical and problem solving skills; - Management Skills - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Fluent in Kinyarwanda, English and/or French. 	1
		Trainer	Trainer	A1 in Sewing, hair dress, Catering and pastry with 2 years of working experiences Key technical skills and knowledge required: <ul style="list-style-type: none"> - Management skills - Social skills - -High analytical and problem solving skills; 	4

				<ul style="list-style-type: none"> - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Fluent in Kinyarwanda, English and/or French. 	
		Assistant Trainer	Assistant Trainer	A1 in Sewing, hair dress, Catering and pastry Key technical skills and knowledge required: <ul style="list-style-type: none"> - Management skills - Social skills - -High analytical and problem solving skills; - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Fluent in Kinyarwanda, English and/or French. 	4
		Production	Production Officer	A0 in Economics, Business Administration, Project management, Agriculture, Rural Development and Agri-Business Key Technical Skills & Knowledge required: <ul style="list-style-type: none"> - Management skills - Interpersonal Skills; - Effective Communication Skills; - Administrative Skills; - Interpersonal Skills; - Time Management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Sub Total				10
	Total /Gitagata				36
	Grand Total				164

Bibonywe kugira ngo bishyirwe ku mugereka w' Iteka rya Minisitiri w'Intebe n° 132/03 ryo ku wa 23/12/2017 rigena imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi mu Kigo cy'Igihugu gishinzwe Igororamuco

Kigali, ku wa **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° 132/03 of 23/12/2017 determining mission and functions, organizational structure, job profiles, salaries and fringe benefits for employees of the National Rehabilitation Service

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° 132/03 du 23/12/2017 portant mission et fonctions, structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel du Service National de Réhabilitation

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 III W'ITEKA RYA MINISITIRI W'INTEBE N°132/03 RYO KU WA 23/12/2017 RIGENA IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IBISABWA KU MYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MU KIGO CY'IGIHUGU GISHINZWE IGORORAMUCO	ANNEX III TO PRIME MINISTER'S ORDER N°132/03 OF 23/12/2017 DETERMINING ORGANISATIONAL STRUCTURE, JOB PROFILES, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF NATIONAL REHABILITATION SERVICE	ANNEXE III A L'ARRETE DU PREMIER MINISTRE N°132/03 DU 23/12/2017 PORTANT STRUCTURE ORGANISATIONNELLE, PROFILS D'EMPLOIS, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU SERVICE NATIONAL DE REHABILITATION
--	---	---

NRS - SALARY STRUCTURE

N°	POST	I.V	Level	Index	Gross Salary (Rwf/Month)
NRS HEADQUARTERS					
1	Director General of NRS	441	F	2869	1,617,505
2	Prevention & Rehabilitation Division Manager	400	2.III	1890	1,085,308
3	Director of Administration & Finance Unit	400	3.II	1369	814,962
4	Delinquency Prevention Specialist	400	3.II	1369	786,131
5	Social & Health Rehabilitation Services Specialist	400	3.II	1369	786,131
6	Legal Affairs Specialist	400	3.II	1369	786,131
7	Planning, M&E Specialist	400	3.II	1369	786,131
8	Human Resources Management Specialist	400	3.II	1369	786,131
9	Public Relations and Communication Specialist	400	3.II	1369	786,131
10	Planning, M&E Officer	400	5.II	951	540,657
11	Administrative Assistant to DG	400	5.II	951	540,657
12	Internal Auditor	400	5.II	951	540,657
13	Family Reintegration & Post Delinquency Follow Up Officer	400	5.II	951	540,657
14	Skills Development Officer	400	5.II	951	540,657
15	Database and application Administrator	400	5.II	951	540,657
16	Procurement Officer	400	5.II	951	540,657
17	Accountant	400	5.II	951	540,657
18	Logistics Officer	400	5.II	951	540,657
19	Secretary to Central Secretariat	400	8.II	508	288,805
20	Secretary to DAF Unit	400	8.II	508	288,805
	SUB TOTAL				
NRS REHABILITATION CENTERS (3)					
21	Coordinator of IWAWA Rehabilitation Center	400	2.III	1890	1,085,308
22	Coordinator of Nyamagabe Rehabilitation Center	400	2.III	1890	1,085,308
23	Coordinator of Gitagata Rehabilitation Center	400	2.III	1890	1,085,308
24	Director of Health and Social Rehabilitation Services Unit	400	3.II	1369	786,131
25	Director of Training Programs Unit	400	3.II	1369	786,131
26	Human Resources Officer at IWAWA Rehabilitation Center	400	4.II	1141	648,675
27	Logistics Officer	400	5.II	951	540,657
28	Database & ICT Officer	400	5.II	951	698,607
29	Clinical Psychologist	400	5.II	951	540,657
30	ECD Caregiver	400	5.II	951	540,657
31	Trainer	400	5.II	951	540,657
32	Production Officer	400	5.II	951	540,657
33	Community & Environment Health Officer A0/A1	400	7.II	660	375,219
34	Animator	400	6.II	660	375,219
35	Nurse A0/A1	400	7.II	660	375,219
36	Mental Nurse A0/A1	400	7.II	660	375,219
37	Laboratory Technician	400	7.II	660	375,219
38	Nutritionist & Hygiene A0 /A1	400	7.II	660	375,219
39	Assistant Trainer	400	6.II	660	375,219

40	StoreKeeper	400	7.II	660	375,219
41	Administrative Assistant	400	7.II	660	375,219
42	Technician (Plumbing & Electricity)	400	8.II	508	288,805
43	Navigator	400	8.II	508	288,805
44	Chief Cook	400	8.II	508	288,805
45	Assistant Cook	400	9.II	391	222,289
46	Driver	400	10.II	300	170,554

Bibonywe kugira ngo bishyirwe ku mugereka w' Iteka rya Minisitiri w'Intebe n° 132/03 ryo ku wa 23/12/2017 rigena imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi mu Kigo cy'Igihugu gishinzwe Igororamuco

Kigali, ku wa 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° 132/03 of 23/12/2017 determining mission and functions, organizational structure, job profiles, salaries and fringe benefits for employees of the National Rehabilitation Service

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° 132/03 du 23/12/2017 portant mission et fonctions, structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel du Service National de Réhabilitation

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

ITEKA RYA MINISITIRI W'INTEBE
N°133/03 RYO KU WA 23/12/2017
RISHYIRAHU IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO, IBISABWA KU
MYANYA Y'IMIRIMO, IMISHAHARA
N'IBINDI BIGENERWA ABAKOZI B'IKIGO
CY'U RWANDA GISHINZWE
IKORANABUHANGA MU ITUMANAHU
N'ISAKAZABUMENYI

PRIME MINISTER'S ORDER N°133/03 OF
23/12/2017 DETERMINING
ORGANIZATIONAL STRUCTURE, JOB
PROFILES, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF RWANDA
INFORMATION SOCIETY AUTHORITY

ARRETE DU PREMIER MINISTRE N° 133/03
DU 23/12/2017 DETERMINANT
STRUCTURE ORGANISATIONNELLE,
PROFILS D'EMPLOIS, SALAIRES ET
AVANTAGES ACCORDES AU PERSONNEL
DE L'OFFICE RWANDAIS POUR LA
SOCIETE DE L'INFORMATION

ISHAKIRO

TABLE OF CONTENTS

TABLE DES MATIERES

Ingingo ya mbere: icyo iri teka rigamije

Article One: Purpose of this Order

Article premier: Objet du présent arrêtéArticle

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

Article 2: Organizational structure and job
profiles

2: Structure organisationnelle et profils
d'emplois

Ingingo ya 3: Igenwa ry'umushahara

Article 3: Determination of the salary

Article 3: Détermination du salaire

Ingingo ya 4: Ibigize umushahara mbumbe

Article 4: Composition of the gross salary

Article 4: Composition du salaire brut

Ingingo ya 5: Ibindi bigenerwa Umuyobozi
Mukuru

Article 5: Fringe benefits for the Chief
Executive Officer

Article 5: Avantages alloués au Directeur
Général en Chef

Ingingo ya 6: Ibindi bigenerwa Abayobozi
Bakuru bari ku rwego rwa “F”

Article 6: Fringe benefits for Senior Officials on
“F” job level

Article 6: Avantages alloués aux hauts
fonctionnaires aux postes de niveau “F”

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

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

Article 7: Avantages alloués aux Hauts Cadres
aux postes de niveau “2.III”

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

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

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

Ingingo ya 9: Indamunite z’urugendo
rw’imodoka

Article 9: Mileage allowances

Article 9: Indemnités kilométriques

Ingingo ya 10: Abashinzwe gushyira mu
bikorwa iri teka

Article 10: Authorities responsible for the
implementation of this Order

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

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

Article 11: Repealing provision

Article 11: Disposition abrogatoire

Ingingo ya 12: Igihe iri teka ritangira
gukurikizwa

Article 12: Commencement

Article 12: Entrée en vigueur

**ITEKA RYA MINISITIRI W'INTEBE
N°133/03 RYO KU WA 23/12/2017
RISHYIRAHU IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO, IBISABWA KU
MYANYA Y'IMIRIMO, IMISHAHARA
N'IBINDI BIGENERWA ABAKOZI B'IKIGO
CY'U RWANDA GISHINZWE
IKORANABUHANGA MU ITUMANAHU
N'ISAKAZABUMENYI**

**PRIME MINISTER'S ORDER N°133/03 OF
23/12/2017 DETERMINING
ORGANIZATIONAL STRUCTURE, JOB
PROFILES, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF RWANDA
INFORMATION SOCIETY AUTHORITY**

**ARRETE DU PREMIER MINISTRE N°133/03
DU 23/12/2017 DETERMINANT
STRUCTURE ORGANISATIONNELLE,
PROFILS D'EMPLOIS, SALAIRES ET
AVANTAGES ACCORDES AU PERSONNEL
DE L'OFFICE RWANDAIS POUR LA
SOCIETE DE L'INFORMATION**

Minisitiri w'Intebe;

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo mu 2003 ryavugururwe mu 2015, cyane cyane iya 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° 02/2017 ryo ku wa 18/02/2017 rishyiraho Ikigo cy'u Rwanda gishinzwe Ikoranabuhanga mu Itumanaho n'Isakazabumenyi rikanagena inshingano, imiterere n'imikorere byacyo, cyane cyane mu ngingo yaryo ya 27;

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

Inama y'Abaminisitiri yateranye ku wa 08/11/2017 imaze kubisuzuma no kubyemeza;

The Prime Minister;

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

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

Pursuant to Law n° 02/2017 of 18/02/2017 establishing Rwanda Information Society Authority and determining its mission, organisation and functioning, especially in Article 27;

On proposal by the Minister of Public Service and Labour;

After consideration and approval by the Cabinet, in its session of 08/11/2017;

Le Premier Ministre;

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

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

Vu la Loi n° 02/2017 du 18/02/2017 portant création de l'Office Rwandais pour la Société de l'Information et déterminant ses missions, son organisation et son fonctionnement, spécialement en son article 27;

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

Après examen et adoption par le Conseil des Ministres, en sa séance du 08/11/2017;

ATEGETSE:

Ingingo ya mbere: Icyo iri teka rigamije

Iri teka rishyiraho Imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi mu Kigo cy'u Rwanda gishinzwe Ikoranabuhanga mu Itumanaho n'Isakazabumenyi (RISA).

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

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

Ingingo ya 3: Igenwa ry'umushahara

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

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

Ingingo ya 4: Ibigize umushahara mbumbe

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

ORDERS:

Article One: Purpose of this Order

This Order determines organizational structure, job profiles, salaries and fringe benefits for employees of Rwanda Information Society Authority (RISA).

Article 2: Organizational structure and job profiles

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

Article 3: Determination of the salary

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

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

Article 4: Composition of the gross salary

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

ARRETE:

Article premier: Objet du présent arrêté

Le présent arrêté détermine la structure organisationnelle, les profils d'emplois, les salaires et avantages accordés au personnel de l'Office Rwandais pour la Société de l'Information (RISA).

Article 2: Structure organisationnelle et profils d'emplois

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

Article 3: Détermination du salaire

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

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

Article 4: Composition du salaire brut

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

- 1 ° 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", "1.IV" na "2.III" boroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite Gutwara Abantu mu nshingano ze. Ntigenerwa kandi abakozi bari ku rwego rwa "3" bagenerwa indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite Abakozi ba Leta mu nshingano ze.

The transport allowance specified in Paragraph One of this Article shall not be granted to officials positioned on levels "E", "1.IV" and "2.III" whose transport is facilitated in accordance with Instructions of the Minister in charge of transport. It shall not also be granted to public servants positioned on level "3" who are entitled to special transport allowance in accordance with Instructions of the Minister in charge of public service.

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

Ingingo ya 5: Ibindi bigenerwa Umuyobozi Mukuru

Umuyobozi Mukuru wa RISA 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 mironko ine (40.000 Frw) buri kwezi

Article 5: Fringe benefits for the Chief Executive Officer

The Chief Executive Officer of RISA 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

Article 5: Avantages alloués au Directeur Général en Chef

Le Directeur Général en Chef de RISA 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

y'itumanaho rya interineti igendanwa n'ay'itumanaho rya telefoni igendanwa angana n'ibihumbi ijana na mirongo itanu y'u Rwanda (150.000 FRW) buri kwezi;

connection communication allowance and one hundred and fifty thousand Rwandan francs (Frw 150,000) per month for mobile phone communication allowance;

rwandais (40.000 Frw) par mois et ceux de communication par téléphone portable équivalent à cent cinquante mille francs rwandais (150.000 Frw) par mois;

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

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

3 ° les frais de représentation au service équivalent à trois cent mille francs rwandais (300.000 Frw) chaque mois et domiciliés au compte de l'institution concernée;

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

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

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

Ingingo ya 6: Ibindi bigenerwa Abayobozi Bakuru bari ku rwego rwa “F”

Article 6: Fringe benefits for Senior Officials on “F” job level

Article 6: Avantages alloués aux hauts fonctionnaires aux postes de niveau “F”

Abayobozi Bakuru bari ku rwego rwa “F” bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

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

Les Hauts Cadres aux postes de niveau “F” bénéficient chacun des avantages suivants:

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

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

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

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

Abayobozi Bakuru bari ku rwego rwa “2.III” kandi bafite itsinda ry’Abakozi ba Leta bayobora hashingiwe ku mbonerahamwe y’imyanya y’imirimo ya RISA, bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

1 ° amafaranga y’u Rwanda ibihumbi mirongo irindwi (70.000 Frw) y’itumanaho rya telefoni na fagisi byo mu biro buri kwezi n’ay’itumanaho rya telefoni igendanwa angana n’amafaranga y’u Rwanda ibihumbi mirongo irindwi y’u Rwanda (70.000 Frw) buri kwezi;

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

Abayobozi Bakuru bari ku rwego rw’imirimo rwa 2.III ariko badafite itsinda ry’Abakozi ba Leta bayobora hashingiwe ku mbonerahamwe y’imyanya, bagenerwa buri wese kandi buri kwezi amafaranga y’itumanaho rya telefoni igendanwa angana n’ibihumbi mirongo irindwi y’u Rwanda (70.000 Frw). Boroherezwa kandi ingendo mu buryo buteganyijwe mu gika cya mbere cy’iyi ingingo.

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

Senior Officials on “2.III” job level with a pool of public servants under their responsibilities in accordance with the organizational structure of RISA, are each entitled to the following fringe benefits:

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

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

Senior Officials positioned on level 2.III without a pool of public servants under their responsibilities in accordance with the organizational structure, are each entitled to a mobile phone communication allowance of seventy thousand Rwandan francs (Frw 70,000) per month. They also benefit transport facilitation as provided for under Paragraph One of this Article.

Article 7: Avantages alloués aux Hauts Cadres aux postes de niveau “2.III”

Les Hauts Cadres aux postes de niveau “2.III” et ayant des agents de l’Etat placés sous leurs responsabilités suivant la structure organisationnelle de RISA, bénéficient chacun des avantages suivants:

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

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

Les hauts cadres aux postes de niveau 2.III qui n’ont pas d’Agents de l’Etat placés sous leurs responsabilités suivant la structure organisationnelle, bénéficient chacun des frais de communication par téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 Frw) par mois. Ils bénéficient également les facilités de transport conformément à l’alinéa premier du présent article.

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

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

7° amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo itatu y'u Rwanda (30.000 Frw) buri kwezi;

8° indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

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

Ingingo ya 9: Indamunite z'urugendo rw'imodoka

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

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

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

7° thirty thousand Rwandan francs (Frw 30,000) per month for a mobile phone communication allowance;

8° a special transport allowance in accordance with the instructions of the Minister in charge for public service.

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

Article 9: Mileage allowances

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

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

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

7° les frais de communication par téléphone portable équivalant à trente mille francs rwandais (30.000 Frw) par mois;

8° l'indemnité spéciale de transport conformément aux Instructions du Ministre ayant la fonction publique dans ses attributions.

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

Article 9: Indemnités kilométriques

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

Ingingo ya 10: Abashinzwe gushyira mu bikorwa iri teka

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

Article 10: Authorities responsible for the implementation of this Order

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

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

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

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

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

Article 11: Repealing provision

All prior provisions contrary to this Order are repealed.

Article 11: Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Ingingo ya 12: Igihe iri teka ritangira gukurikizwa

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

Article 12: Commencement

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

Article 12: Entrée en vigueur

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

Official Gazette n° 52 of 25/12/2017

Kigali, ku wa 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

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

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:

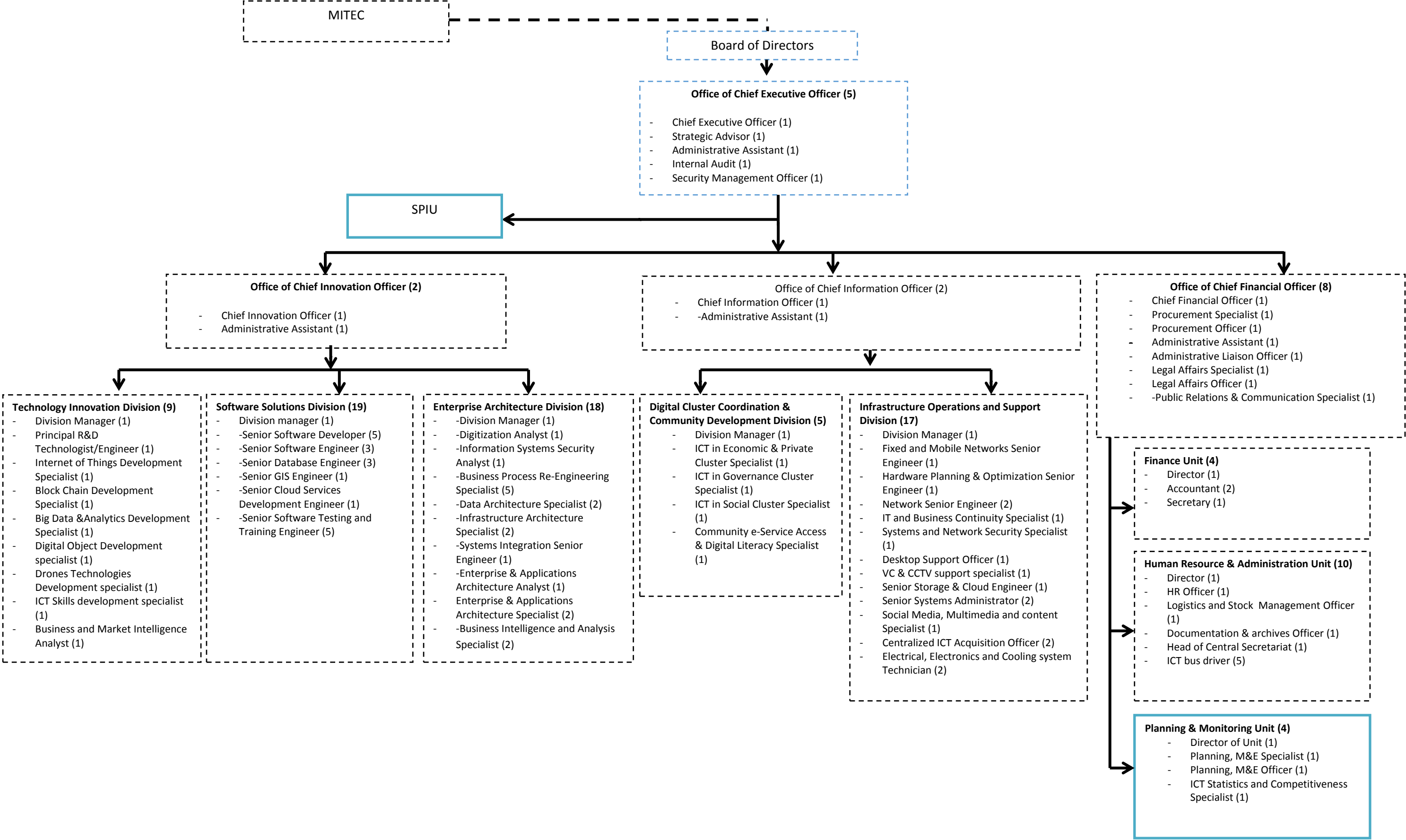
(sé)
BUSINGYE Johnston
Ministre de la Justice/ Garde des Sceaux

UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N° 133/03 RYO KU
WA 23/12/2017 RISHYIRAHU
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IBISABWA KU MYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI B'IKIGO CY'U
RWANDA GISHINZWE
IKORANABUHANGA MU ITUMANAHU
N'ISAKAZABUMENYI

ANNEXE I TO PRIME MINISTER'S ORDER
N° 133/03 OF 23/12/2017 DETERMINING
ORGANIZATIONAL STRUCTURE, JOB
PROFILES, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF RWANDA
INFORMATION SOCIETY AUTHORITY

ANNEXE I A L'ARRETE DU PREMIER
MINISTRE N° 133/03 DU 23/12/2017
DETERMINANT STRUCTURE
ORGANISATIONNELLE, PROFILS
D'EMPLOIS, SALAIRES ET AVANTAGES
ACCORDES AU PERSONNEL DE L'OFFICE
RWANDAIS POUR LA SOCIETE DE
L'INFORMATION

Rwanda Information Society Authority (RISA) Organizational Structure



Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 133/03 ryo ku wa 23/12/2017 rishyiraho imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Ikigo cy'u Rwanda gishinzwe Ikoranabuhanga mu Itumanaho n'Isakazabumenyi

Seen to be annexed to Prime Minister's Order n° 133/03 of 23/12/2017 determining organizational structure, job profiles, salaries and fringe benefits for employees of Rwanda Information Society Authority

Vu pour être annexé à l'Arrêté du Premier Ministre n° 133/03 du 23/12/2017 déterminant structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel de l'Office Rwandais pour la Société de l'Information

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

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

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

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

Seen and sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République:

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

(sé)
BUSINGYE Johnston
Minister of Justice/ Attorney General

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

UMUGEREKA WA II W'ITEKA RYA
MINISITIRI W'INTEBE N° 133/03 RYO KU
WA 23/12/2017 RISHYIRAHU
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IBISABWA KU MYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI B'IKIGO CY'U
RWANDA GISHINZWE
IKORANABUHANGA MU ITUMANAHU
N'ISAKAZABUMENYI

ANNEXE II TO PRIME MINISTER'S ORDER
N° 133/03 OF 23/12/2017 DETERMINING
ORGANIZATIONAL STRUCTURE, JOB
PROFILES, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF RWANDA
INFORMATION SOCIETY AUTHORITY

ANNEXE II A L'ARRETE DU PREMIER
MINISTRE N° 133/03 DU 23/12/2017
DETERMINANT STRUCTURE
ORGANISATIONNELLE, PROFILS
D'EMPLOIS, SALAIRES ET AVANTAGES
ACCORDES AU PERSONNEL DE L'OFFICE
RWANDAIS POUR LA SOCIETE DE
L'INFORMATION

RWANDA INFORMATION SOCIETY AUTHORITY- JOB PROFILES					
	Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Office of the Chief Executive Officer	Chief Executive Officer	Chief Executive Officer	Political Appointee	1
		Strategic Advisor to the CEO	Strategic Advisor to the CEO	<p>Master's Degree in Economics, Business Administration, Finance, and a very strong understanding of Digital Transformation and Information and Communication Technology with 2-3 years of working experience or A0 in above mentioned fields with 3 years of working experience in the areas mentioned above and Strategy</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Ability to research, analyze and write papers and proposals. - Strong skills in analysis and reporting - Ability to review Policies and procedure - Experience in ICT strategy formulation - Knowledge of the digital trends. - Good interpersonal communication skills and ability to work with others under pressure and solve problems 	1
		Administrative Assistant to the CEO	administrative Assistant to the CEO	<p>A0 in Public Administration, Administrative Sciences, Office Management, Secretariat Studies, Management or A1 in Public Administration, Administrative Sciences, Office Management, Secretariat Studies, Management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point 	1

				<p>and Internet)</p> <ul style="list-style-type: none"> - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage 	
		Internal Audit	Internal Auditor	<p>A0 in Accounting, Public Finance, Management specializing in Finance/Accounting Training in Internal Audit is an added advantage</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Detailed knowledge of financial and Audit Standards, HR & Financial - Regulations, Procedures ; - Financial software; - Planning Skill; - High Analytical skills; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
		Security Management officer	Security Management officer	<p>A0 in Management, Public Administration, Administrative Sciences, Business Administration, Law or A1 in Management, Public Administration, Administrative Sciences, Business Administration, Law</p> <p>Key Technical Skills and Knowledge</p> <ul style="list-style-type: none"> - Proven experience as security manager or similar position 	1

				<ul style="list-style-type: none"> - Experience using relevant technology and equipment (e.g. CCTV) - Experience in reporting and emergency response planning - Excellent knowledge of security protocols and procedures - Solid understanding of budgeting and statistical data analysis - Working knowledge of MS Office - Excellent communication and interpersonal skills - Outstanding organizational and leadership skills - Committed and reliable - High school diploma; Further education in security administration or similar field will be an asset 	
	Sub Total				5
	Office of the Chief Innovation Officer	Chief Innovation Officer	Chief Innovation Officer	Political Appointee	1
		Administrative Assistant	Administrative Assistant	<p>A0 in Public Administration, Administrative Sciences, Office Management, Secretariat Studies, Management or A1 in Public Administration, Administrative Sciences, Office Management, Secretariat Studies, Management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills & Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1

	Sub Total				2
	Enterprise Architecture Division	Division Manager	Enterprise Architecture Division Manager	<p>A0 in Computer Science, Computer Engineering, Software Engineering, Information and Communication Technology with 5 years of working experience or Master's Degree in Computer Science, Computer Engineering, Software Engineering, Information and Communication Technology with 3 years working experience in Business analysis, Management information systems, IT System Architecture Design</p> <p>Certifications in Enterprise Architecture like TOGAF/ITIL is an added advantage</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Strong Leadership Skills - Excellent analytical, mathematical, and creative problem-solving skills. - Strong understanding of solution governance frameworks such as TOGAF. - Excellent listening, interpersonal, written, and oral communication skills. - Logical and efficient, with keen attention to detail. - Highly self-motivated and directed. - Ability to effectively prioritize and execute tasks while under pressure. - Strong customer service orientation. - Experience working in a team-oriented, collaborative environment 	1
		Digitization Analyst	Digitization Analyst	<p>A0 in Computer Science, Computer Engineering, Software Engineering, Information and Communication Technology with 5 years of working experience or Masters' Degree in Computer Science, Computer Engineering, Software Engineering, Information and Communication Technology with 3 years of working experience in Business analysis,</p>	1

				<p>Management information systems. Certifications in A+, N+, CBAP and PMP is an added advantage Certifications in A+, N+, CBAP and PMP is an added advantage</p> <p>Key Technical Skills & Knowledge required :</p> <ul style="list-style-type: none"> - Excellent analytical, mathematical, and creative problem-solving skills. - Excellent understanding of the organization's goals and objectives. - Excellent listening, interpersonal, written, and oral communication skills. - Logical and efficient, with keen attention to detail. - Highly self-motivated and directed. - Ability to effectively prioritize and execute tasks while under pressure. - Strong customer service orientation. - Experience working in a team-oriented, collaborative environment 	
		Information Systems Security Analyst	Information Systems Security Analyst	<p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 5 years working of experience or Master's degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 years working of experience in Oracle, SQL Server, MySQL, or other relational database . Certification in Oracle, SQL Server, MySQL is required</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Proficient in network equipment debugging 	1

				<p>technology, hacker attack and defense technology, information security, technology, data analysis techniques,</p> <ul style="list-style-type: none"> - Hands-on experience with anti-virus software, intrusion detection, firewalls and content filtering - Familiarity with the security aspects of a variety of technologies in the following areas: IdAM, hardening tools, communications protocols, Windows OS platforms, database design/admin, hand held devices - Working knowledge of JSP, JavaScript, Web services, XML, ASP, JSP, PHP, UNIX, Linux, Redhat Linux - -Good interpersonal communication skills and ability to work with others under pressure and solve problems - -Analytical/technical mindset 	
		Business Process re-engineering Specialist	Business Process re-engineering Specialist	<p>A0 in Computer Science, Computer Engineering, Software Engineering, Information and Communication Technology with 3 years of working experience in Business analysis, Management information systems or Master's Degree in Computer Science, Computer Engineering, Software Engineering, Information and Communication Technology Certifications in A+, N+, CBAP and PMP is an added advantage</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Excellent analytical, mathematical, and creative problem-solving skills. - Excellent understanding of the organization's goals and objectives. - Experience with data process modeling and tools like UML, BPEL - Good understand of ERP, BPM, CRM and BI, SOAP, WSDL, and XML 	5

				<ul style="list-style-type: none"> - Excellent listening, interpersonal, written, and oral communication skills. - Logical and efficient, with keen attention to detail. - Experience working in a team-oriented, collaborative environment 	
		Data Architecture Specialist	Data Architecture Specialist	<p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 years of working experience in Oracle, SQL Server, MySQL, or other relational database or Master's Degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering Certification in Oracle, SQL Server, MySQL is required</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Expert knowledge of all database vendor versions; - Proficient in designing, writing, editing, and debugging programs and databases; - Experience in Database Design, Data Maintenance, Database Security, Database Management, Requirements Analysis - Hands-on knowledge of data modeling methods, databases, data warehouses, master data and metadata. - Preferably having working knowledge of JSP, JavaScript, - Web services, XML, ASP, JSP, PHP, UNIX, Linux, Redhat Linux - Good interpersonal communication skills and ability to work with others under pressure and solve problems - Analytical/technical mindset 	2
		Infrastructure Architecture	Infrastructure Architecture	A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and	2

		Specialist	Specialist	<p>Telecommunication Engineering with 3 years of working experience or Master's Degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering . Previous working experience with sizeable IT Infrastructure and industry certifications in Certifications from Microsoft, Red Hat, IBM, VMware, Cisco is considered an added advantage. ,</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good analytical skills and problem solving techniques - Proficient in computer networks and Internet technologies - Experience in designing, building, installing, and configuring intel, pSeries, and iSeries based systems running (UNIX, LINUX, Windows, VMware) - Experience in architecting public, private and hybrid cloud solutions across IaaS, PaaS and SaaS cloud providers - Experience in architect, design, development of enterprise applications and systems - Good command of oral language skills and writing ability in all stages of the implementation or research topics - Good interpersonal communication skills and ability to work with others under pressure and solve problems 	
		Systems Integration Senior Engineer	Systems Integration Senior Engineer	<p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 years of working experience in Oracle, SQL Server, MySQL, or other relational database or Master's Degree in Computer Science, Computer Engineering, Information and Communication</p>	1

				<p>Technology, Electronics and Telecommunication Engineering Certification in Oracle, SQL Server, MySQL is required</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Expert knowledge of all database vendor versions; - Proficient in designing, writing, editing, and debugging programs and databases; - Business Intelligence, Data Warehouse, ETL, data modeling, reporting and analytics, Knowledge of XML/XML Schema, SOAP, ESB Technologies - Database Design, Development, Management and Maintenance - Preferably having working knowledge of JSP, JavaScript, Web services, XML, ASP, JSP, PHP, UNIX, Linux, Redhat Linux - Good interpersonal communication skills and ability to work with others under pressure and solve problems - Analytical/technical mindset - 	
		Enterprise & Applications Architecture Analyst	Enterprise & Applications Architecture Analyst	<p>A0 in Software Engineering, Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 5 years of working experience in software development or Master's Degree in Software Engineering, Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Hands-on experience in development with C, C++, ASP.Net/C#. HTML, Active Server Pages, JavaScript - J2EE, Servlets, Struts, spring and Hibernate - Open source technologies skills 	1

				<ul style="list-style-type: none">- Knowledge of web server infrastructure- Advanced knowledge of Server environments (window, linux, unix)- XML experience- Proficient in RDBMS (expertise with Stored Procedures and User-Defined Functions), database structures, and ADO).- Database performance tuning experience- Knowledge in Project management- Leadership and team-building & Analytical/technical mindset		
		Enterprise Applications Architecture Specialist	&	Enterprise Applications Architecture Specialist	<p>Bachelor Degree or advanced in Software Engineering, Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Teor ICT related field with minimum of 3 years of working experience in software development or Master's Degree in Software Engineering, Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering.</p> <p>Required Certifications in PHP or MCTs(.NET) or Java Programing. Certifications</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none">- Hands-on experience in development with C, C++, ASP.Net/C#. HTML, Active Server Pages, JavaScript- J2EE, Servlets, Struts, spring and Hibernate- Open source technologies skills- Knowledge of web server infrastructure- Advanced knowledge of Server environments (window, linux, unix)- XML experience- Proficient in RDBMS (expertise with Stored Procedures and User-Defined Functions), database structures, and ADO).	2

				<ul style="list-style-type: none"> - Database performance tuning experience - Knowledge in Project management - Leadership and team-building & Analytical/technical mindset 	
		Business Intelligence and Analysis Specialist	Business Intelligence and Analysis Specialist	<p>A0 in Computer Science, Computer Engineering, Software Engineering, Information and Communication Technology with 3 years' experience in Business analytics, Management information systems or Master's Degree in Computer Science, Computer Engineering, Software Engineering, Information and Communication Technology</p> <p>Certifications in A+, N+, CBAP and PMP is an added advantage</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Excellent analytical, mathematical, and creative problem-solving skills. - Excellent understanding of the organization's goals and objectives. - Excellent listening, interpersonal, written, and oral communication skills. - -Logical and efficient, with keen attention to detail. - Highly self-motivated and directed. - Ability to effectively prioritize and execute tasks while under pressure. - Strong customer service orientation. - Experience working in a team-oriented, collaborative environment 	2
	Sub Total				18
	Software Solutions Division	Division Manager	Software Solution Division Manager	<p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 5 years working experience in system integration, developing large software application, systems and databases or Master Degree in</p>	1

				<p>Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 years working experience in system integration, developing large software application, systems and databases</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Strong understanding of IT system development lifecycle, systems engineering and systems integration implementation process - Strong ability to understand how a particular solution fits into the overall client needs - Systems implementation skills include requirements/process analysis, conceptual and detailed design, configuration, and troubleshooting - Must be able to manage multiple projects utilizing strong planning and organizational skills - Good command of oral language skills and writing ability in all stages of software development and tender writing - Good interpersonal communication skills and ability to work with others under pressure and solve problems 	
		Senior Software Developer	Senior Software Developer	<p>A0 in Software Engineering, Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 years working experience in software development or Master's Degree in Software Engineering, Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering.</p> <p>Required Certifications in PHP or MCTs (.NET) or Java Programing. Certifications</p>	5

				<p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Hands-on experience in development with C, C++, ASP.Net/C#. HTML, Active Server Pages, JavaScript - J2EE, Servlets, Struts, spring and Hibernate - Open source technologies skills - Knowledge of web server infrastructure - Advanced knowledge of Server environments (window, linux, unix) - XML experience - Proficient in RDBMS (expertise with Stored Procedures and User-Defined Functions), database structures, and ADO). - Database performance tuning experience - Knowledge in Project management - Leadership and team-building & Analytical/technical mindset 	
		Senior Software Engineer	Senior Software Engineer	<p>A0 in Software Engineering, Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 years of working experience or Master's Degree in Software Engineering, Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering</p> <p>Required Certifications in PHP or MCTs(.NET) or Java Programing. Certifications in Project Management, Software Development Processes an added advantage</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Proven experience as a Senior Software Engineer - Extensive experience in software development, scripting and project management - Experience leading teams of software engineers in 	3

				<p>the development of web applications</p> <ul style="list-style-type: none"> - Advanced knowledge of Server environments (window, linux, unix) - Knowledge of selected programming languages (e.g. Python, C++) and the Java/J2EE platform - Proficient in RDBMS (expertise with Stored Procedures and User-Defined Functions), database structures, and ADO). - Knowledge in Project management - Leadership and team-building & Analytical/technical mindset 	
		Senior Database Engineer	Senior Database Engineer	<p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 working experience in Oracle, SQL Server, MySQL, or other relational database and Certification in Oracle, SQL Server, MySQL is required or Master's Degree in in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering; working experience in Oracle, SQL Server, MySQL, or other relational database and Certification in Oracle, SQL Server, MySQL is required</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Expert knowledge of all database vendor versions; - Proficient in designing, writing, editing, and debugging programs and databases; - Having working knowledge of JSP, JavaScript, Web services, XML, ASP, JSP, PHP, UNIX, Linux, Redhat Linux - Good interpersonal communication skills and ability to work with others under pressure and solve problems 	3

		Senior GIS Engineer	Senior GIS Engineer	<p>A0 in Geographic Information Systems (GIS), Geography, Agronomy, Information Technology or Computer Science with 3 years of working experience in GIS data analysis, management, web applications and dynamic databases or Master's in Geographic Information Systems (GIS), Geography, Agronomy, Information Technology or Computer Science</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Oral and written communication skills are needed; - Strong GIS skills with two or more GIS packages; - Strong Oracle or related RDBMS skills; - High understanding of the concepts behind data management in a relational database; - Strong technical aptitude and ability to solve complex issues independently; - Ability to effectively communicate issues and resolutions to all levels of the organizations; - GIS specialized Certification is required; - Solid knowledge of computer based technology; - Certification in A+, MCTs(.NET) is an added advantage 	1
		Senior Cloud Services Development Engineer	Senior Cloud Services Development Engineer	<p>A0 in Software Engineering, Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 years working experience or Master's Degree on advanced in Software Engineering, Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering . Prior knowledge of cloud computing platforms and virtualization is considered an added advantage</p> <p>Key Technical Skills & Knowledge required:</p>	1

				<ul style="list-style-type: none"> - Certification in either CCNA, RHCE, MCITP is required - Experience in administering SAN, NAS, backup and DR technologies within a corporate environment - Strong familiarity with virtualization platforms such as KVM / VMware / Xen - Hands-on experience with AWS / Azure / OpenStack - Knowledge of Cloud computing, Web App services, and production SaaS experience a plus 	
		Senior Software Testing and Training Engineer	Senior Software Testing and Training Engineer	<p>A0 in Software Engineering, Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 years working experience in software development or Master's Degree in Software Engineering, Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering.</p> <p>Required Certifications in PHP or MCTs(.NET) or Java Programing. Certifications</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Hands-on experience in development with C, C++, ASP.Net/C#. HTML, Active Server Pages, JavaScript - J2EE, Servlets, Struts, spring and Hibernate - Open source technologies skills - Knowledge of web server infrastructure - Advanced knowledge of Server environments (window, linux, unix) - XML experience - Proficient in RDBMS (expertise with Stored Procedures and User-Defined Functions), database structures, and ADO). - Database performance tuning experience - Knowledge in Software Testing Process and 	5

				<p>Documentation</p> <ul style="list-style-type: none"> - Leadership and team-building & Analytical/technical mindset 	
	Sub Total				19
	Technology Innovation Division	Division Manager	Technology Innovation Division Manager	<p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 5 years of working experience or Master's Degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 years of working experience. Previous industry R&D experience is an added advantage</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Strong Leadership Skills - Familiar with a variety of the ICT field technologies and trends - Ability to simultaneously perform a variety of tasks, lead and direct the work of other employees - A wide degree of creativity and latitude is expected - Good command of oral language skills and writing ability - Good interpersonal communication skills and ability to work with others under pressure and solve problems 	1
		Principal R&D Technologist/Engineer	Principal R&D Technologist/Engineer	<p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 5 years of working experience or Master's Degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with a minimum of 3 years of working experience. Previous industry or academia R&D experience is an added advantage</p>	1

				<p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Strong Leadership Skills - Proven experience in conducting applied research and development in ICT - Experience in supervising a team of researchers - Familiar with a variety of the ICT field technologies and trends - Ability to simultaneously perform a variety of tasks, lead and direct the work of others. - A wide degree of creativity and latitude is expected - Good command of oral language skills and writing ability - Good interpersonal communication skills and ability to work with others under pressure and solve problems 	
		Internet of Things Development Specialist	Internet of Things Development Specialist	<p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 years working experience or Masters' Degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering . Previous working experience and industry certifications in IoT field is considered an added advantage</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good analytical skills and problem solving techniques - Proficient in computer networks and Internet technologies - Proficient in hardware, software systems, computer programming, embedded systems and information security 	1

				<ul style="list-style-type: none"> - Proven expertise of successfully conducting a research project in a relevant field - Demonstrated ability to convert high-level customer needs into a technical development strategy - Good understanding of sensor networks, and wireless communication protocols such as WiFi, Zigbee, BLE, Wireless Hart, RFID, LoRA, Cellular, Sigfox - Good command of oral language skills and writing ability in all stages of the implementation or research topics - Good interpersonal communication skills and ability to work with others under pressure and solve problems 	
		Block Chain Development Specialist	Block Chain Development Specialist	<p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 years of working experience or Masters' Degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering. Previous working experience and industry certifications in Blockchain technologies is considered an added advantage</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good analytical skills and problem solving techniques - Proficient in computer networks and Internet technologies - Proficient in hardware, software systems, computer programming, information security - Proven expertise of successfully conducting a research project in a relevant field - Demonstrated ability to convert high-level customer needs into a technical development strategy 	1

				<ul style="list-style-type: none"> - Understanding of Bitcoin, P2P Networking and distributed systems, cryptography, including asymmetric (pub/priv key), symmetric, hash functions, encryption/signatures. - Good command of oral language skills and writing ability in all stages of the implementation or research topics - Good interpersonal communication skills and ability to work with others under pressure and solve problems 	
		Big Data & Analytics Development Specialist	Big Data & Analytics Development Specialist	<p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 years working experience or Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering . Previous working experience and industry certifications in Big Data and Analytics technologies is considered an added advantage or Masters' Degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good analytical skills and problem solving techniques - Proficient in computer networks and Internet technologies - Proficient in hardware, software systems, computer programming of major programming/scripting languages like Java, Linux, PHP, Ruby, Python and/or R - Proven expertise of successfully conducting a research project in a relevant field - Demonstrated ability to convert high-level customer 	1

				<p>needs into a technical development strategy</p> <ul style="list-style-type: none"> - Understanding of distributed RDBMS and/or knowledge on NoSQL platforms Big Data querying tools, integration of data from multiple data sources - Good command of oral language skills and writing ability in all stages of the implementation or research topics - Good interpersonal communication skills and ability to work with others under pressure and solve problems 	
		Digital Objects Development Specialist	Digital Objects Development Specialist	<p>Masters' Degree in Computer Science, Information Management, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering or A0 in Computer Science, Information Management, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with a minimum of 3 years working experience in Network Administration is required , Certifications in CCNA CCNP are added advantage</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good analytical skills and problem solving techniques - Proficient in Internet technologies and infrastructure (TCP/IP), WAN, LAN, MPLS, fixed and mobile telecommunications networks, data centers infrastructure, cloud computing & virtualization, IPV6, VPN, Network Security - Proven expertise of successfully conducting a research project in a relevant field - Demonstrated ability to convert high-level customer needs into a technical development strategy - Good command of oral language skills and writing ability in all stages of the implementation or research 	1

				topics - Good interpersonal communication skills and ability to work with others under pressure and solve problems	
		ICT Development Specialist	ICT Development Specialist	A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with a minimum of 3 years of relevant working experience or Master's Degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering. Previous experience in Curriculum Development and IT Capacity Building is an added advantage Key Technical Skills & Knowledge required: <ul style="list-style-type: none"> - Strong Leadership Skills - Familiar with a variety of the ICT field technologies and trends - Proven work experience as a training manager - Track record in designing and executing successful training programs - Familiarity with traditional and modern training methods (mentoring, coaching, on-the-job or in classroom training, e-learning, workshops, simulations etc) - A wide degree of creativity and latitude is expected - Good command of oral language skills and writing ability - Good interpersonal communication skills and ability to work with others under pressure and solve problems 	1
		Business & Market Intelligence Analyst	Business & Market Intelligence Analyst	A0 in Business Administration, Economics, Marketing, Information and Communication Technology, Computer	1

				<p>Science, Electronics and Telecommunication Engineering or similar with a minimum of 5 years relevant working experience or Master's Degree in Business Administration, Economics, Marketing, Information and Communication Technology, Computer Science, Electronics and Telecommunication Engineering with 3 years working experience. Previous working experience in Entrepreneurship and Business Development is an added advantage .</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good analytical skills and problem solving techniques - Proficient in basic computer skills and internet - A deep understanding of business administration, business modeling and marketing principles - Closing Skills, Motivation for Sales, Prospecting Skills, Sales Planning, Selling to Customer Needs, Territory Management, Market Knowledge, Presentation Skills, Meeting Sales Goals - Good command of oral language skills and writing ability in all stages of the implementation or research topics - Good interpersonal communication skills and ability to work with others under pressure and solve problems 	
		Drones Technologies Development Specialist	Drones Technologies Development Specialist	<p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Robotics, Electronics and Telecommunication Engineering with 3 years of working experience or Master's degree in Computer Science, Computer Engineering, Information and Communication Technology, Robotics, Electronics and Telecommunication Engineering. Previous working experience in Drones Technologies is considered an added advantage</p>	1

				Key Technical Skills & Knowledge required: <ul style="list-style-type: none"> - Good analytical skills and problem solving techniques - Proficient in drones technology (Unmanned Controlled Systems, Robotics Systems, system guidance, navigation and control, general aerospace flight control and regulations, drones software & hardware) - Proven expertise of successfully conducting a research project in a relevant field - Demonstrated ability to convert high-level customer needs into a technical development strategy - Good command of oral language skills and writing ability in all stages of the implementation or research topics - Good interpersonal communication skills and ability to work with others under pressure and solve problems 	
	S/Total of Division				9
	Office of the Chief Information Officer	Chief Information Officer	Chief Information Officer	Political Appointee	1
		Administrative Assistant	Administrative Assistant	A0 in Public Administration, Administrative Sciences, Office Management, Secretariat Studies, Management or A1 in Public Administration, Administrative Sciences, Office Management, Secretariat Studies, Management Key Technical Skills & Knowledge required: <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; 	1

				<ul style="list-style-type: none"> - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills & Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	
	Sub Total				2
	Infrastructure Operations and Support Division	Infrastructure Operations and Support Division Manager	Infrastructure Operations and Support Division Manager	<p>A0 in IT Network Infrastructure, telecommunications engineering, Computer Science with 5 years of working experience or Master's Degree in IT Network Infrastructure, telecommunications engineering, Computer Science with 3 years of working experience in ICT Infrastructure environment</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - -Analytical, problem-solving and critical thinking skills. - -Strong Leadership Skills - -Technical understanding infrastructure planning and development - Solid understanding of different virtualization technologies - -Good at networking and understanding of Data center technologies, Different server technologies. - -Able to work well with both internal and external clients. - -Good presentation skills, and ability to communicate with various audiences, including end users, managers, and members of the IT team. - -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. - -Strong attention to detail organizational skills. - Quick learner who is easily able to learn new products, systems, applications and technologies 	1

		Fixed and Mobile Network Senior Engineer	Fixed and Mobile Networks Senior Engineer	<p>A0 in Computer Science, Computer Engineering, Software Engineering, Information and Communication Technology with 3 years of working experience in Network Administration or Master's degree in Computer Science, Computer Engineering, Software Engineering, Information and Communication Technology</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Ability to research and analyze technology problems, issues, and program requirements. - Strong skill level with firewall design, implementation and rule sets - Strong skill level with load balancer configuration - Experience with common routing protocols including BGP and OSPF - Knowledge of the principles, methods of IT project planning, monitoring, and evaluation. - Good interpersonal communication skills and ability to work with others under pressure and solve problems 	1
		Hardware Planning & Optimization Senior Engineer	Hardware Planning & Optimization Senior Engineer	<p>A0 in Computer Science, Computer Engineering, Software Engineering, Information and Communication Technology with 3 years of working experience or Masters in Computer Science, Computer Engineering, Software Engineering, Information and Communication Technology</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Ability to research and analyze technology problems, issues, and program requirements. - Knowledge of the principles, methods of IT project planning, monitoring, and evaluation. - Good interpersonal communication skills and ability 	1

				<p>to work with others under pressure and solve problems</p> <ul style="list-style-type: none"> - Strong attention to detail organizational skills. - Ability to learn new products, systems, applications and technologies 	
		Network Engineer Senior	Network Engineer Senior	<p>A0 in Computer Science, Computer Engineering, Software Engineering, Information and Communication Technology or equivalent, Certification in A+, N+, Linux+ and MCITP or MCSE, MCSA, Certificate in CCNA and Server is an added advantage</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Ability to research and analyze technology problems, issues, and program requirements. - Knowledge in data analysis technique, information security and networking - Knowledge in various operating system installations and configurations - Good command of oral language skills and writing ability, interpersonal communication skills and ability to work with others under pressure and solve problems 	2
		IT And Business Continuity Specilaist	IT And Business Continuity Specilaist	<p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering , Diploma in field with 2 years working experience in Oracle, SQL Server, MySQL, or other relational database, Certification in Oracle, SQL Server, MySQL is required</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Expert knowledge of all database vendor versions; - Proficient in designing, writing, editing, and 	1

				debugging programs and databases; <ul style="list-style-type: none"> - Preferably having working knowledge of JSP, JavaScript, Web services, XML, ASP, JSP, PHP, UNIX, Linux, Redhat Linux - Good interpersonal communication skills and ability to work with others under pressure and solve problems - Analytical/technical mindset 	
		Systems and Network Security Specialist	Systems and Network Security Specialist	A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 years working experience. Previous working experience and industry certifications in Big Data and Analytics technologies is considered an added advantage or Master's Degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering Key Technical Skills & Knowledge required: <ul style="list-style-type: none"> - Good analytical skills and problem solving techniques - Proficient in computer networks and Internet technologies - Proficient in hardware, software systems, computer programming of major programming/scripting languages like Java, Linux, PHP, Ruby, Python and/or R - Proven expertise of successfully conducting a research project in a relevant field - Demonstrated ability to convert high-level customer needs into a technical development strategy - Understanding of distributed RDBMS and/or knowledge on NoSQL platforms Big Data querying tools, integration of data from multiple data sources 	1

				<ul style="list-style-type: none"> - Good command of oral language skills and writing ability in all stages of the implementation or research topics - Good interpersonal communication skills and ability to work with others under pressure and solve problems 	
		Desktop Support Officer	Desktop Support Officer	<p>A0 in Computer Science, Information Management, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with experience in Network Administration is required , Certifications in A++, N++, CCNA CCNP are added advantage or A1 in Computer Science, Information Management, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good analytical skills and problem solving techniques - Proficient in Internet technologies and infrastructure (TCP/IP), WAN, LAN, MPLS, fixed and mobile telecommunications networks, data centers infrastructure, cloud computing & virtualization, IPV6, VPN, Network Security - Proven expertise of successfully conducting a research project in a relevant field - Demonstrated ability to convert high-level customer needs into a technical development strategy - Good command of oral language skills and writing ability in all stages of the implementation or research topics - Good interpersonal communication skills and ability to work with others under pressure and solve problems 	1

		VC & CCTV Support Specialist	VC & CCTV Support Specialist	<p>A0 in Computer Science, Information Management, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with a minimum of 3 years working experience in Network Administration is required , Certifications in VC and CCTV is an added advantage or Master's Degree in Computer Science, Information Management, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Broad knowledge of the following technologies: CCTV, IP video, Intelligent Video, video storage & archiving, command/control display technologies and general Security system principles and practices. - Good knowledge of technical infrastructure and integration technologies to include power, UPS, networking, communications, - Experience of design and implementation of large scale integrated security systems and complex projects. - Demonstrate experience in the design, procurement and application of IT/security solutions/techniques in a commercial and/or law enforcement environment. - Network experience to include WAN, LAN, firewall, network switch technologies and video transmission on IP networks. 	1
		Senior Storage & Cloud Engineer	Senior Storage & Cloud Engineer	<p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 years of working experience or Master's in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering</p>	1

				<p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Configuring, debugging, and supporting multiple infrastructure platforms - Performing high-level root cause analysis in support of service interruption recovery, as well as creating and documenting preventive measures - Working as a strong team contributor, and providing technical expertise. - Staying abreast of emerging trends in information technology and helping shape the work for the Government. - Working with the Government to understand their requirements and evaluate possible technical solutions. - Must have good communication skills, shows tact, effective listening skills, follow through and anticipates questions while being prepared with answers or follow-up. - -The ability to work independently with little to no supervision researching new technologies or comparing technologies to meet the customers need while providing an unbiased opinion. - Candidate must be a team player and be able to follow processes and procedures. - Self-disciplined, self-starter, professional who can successfully bring projects to closure with minimum direction, guidance and oversight. - Implementing and optimizing storage and backup infrastructure - Managing enterprise HCI, SAN, NAS and backup environments - Understanding of storage solutions from EMC, NetApp, HDS, IBM and other storage solutions - Experience managing team projects and mentoring - Certified Storage Engineer (SCSE). 	
--	--	--	--	---	--

		Senior Systems Administrator	Senior Systems Administrator	<p>A0 in Computer Science, Information Management, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with a minimum of 3 years working experience in System Administration is required , Certifications in A++, N++, CCNA CCNP are added advantage Or Master's Degree in Computer Science, Information Management, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good analytical skills and problem solving techniques - Proficient in Internet technologies and infrastructure (TCP/IP), WAN, LAN, MPLS, fixed and mobile telecommunications networks, data centers infrastructure, cloud computing & virtualization, IPV6, VPN, Network Security - Proven expertise of successfully conducting a research project in a relevant field - Demonstrated ability to convert high-level customer needs into a technical development strategy - Good command of oral language skills and writing ability in all stages of the implementation or research topics - Good interpersonal communication skills and ability to work with others under pressure and solve problems 	2
		Social Media, Multimedia and content Specialist	Social Media, Multimedia and content Specialist	<p>A0 in in Web and graphical Design, Content and Communications, Information Systems with 3 years of working experience in content creation, social media content, editing, email or Master's in Web and graphical Design, Content and Communications, Information Systems</p> <p>Key Technical Skills & Knowledge required:</p>	1

				<ul style="list-style-type: none"> - analytics and marketing required. Experience includes client/vendor relationships. - Experience working in an web designs, content development, social media - Experience with marketing automation software - Background in email technology, data analytics, and SEO is strongly preferred. - Strong analytical skills. Self-motivated and a strong team player. Comfortable in a fast-paced environment. Easily adaptable to different goals for each assignment. - Education marketing experience preferred. - Strong organizational skills and attention to detail - Excellent logical reasoning and analytical skills 	
		Centralized ICT acquisition officer	Centralized ICT acquisition officer	<p>A0 in Computer Science, Information Management, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering. Network Administration is required, Certifications in A++, N++, CCNA CCNP are added advantage or A1 in Computer Science, Information Management, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering. Network Administration is required, Certifications in A++, N++, CCNA CCNP are added advantage with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good understanding of ICT specifications for different equipment, PCs, Primers, scanners, etc. - Good analytical skills and problem solving techniques - Proficient in Internet technologies and infrastructure (TCP/IP), WAN, LAN, MPLS, fixed and mobile telecommunications networks, data centers infrastructure, cloud computing & virtualization, 	2

				IPV6, VPN, Network Security <ul style="list-style-type: none"> - Proven expertise of successfully conducting a research project in a relevant field - Demonstrated ability to convert high-level customer needs into a technical development strategy - Good command of oral language skills and writing ability in all stages of the implementation or research topics - Good interpersonal communication skills and ability to work with others under pressure and solve problems 	
		Electrical, Electronics and cooling system technicians	Electrical, Electronics and cooling system technicians	A0 in Electronics, or A1 in Electronics, Electricity and relevant vocational training or successfully completed apprenticeship as an electrician with 3 years of working experience as an electrician Electronics Key Technical Skills & Knowledge required: <ul style="list-style-type: none"> - Experience in industrial and/or commercial electrical systems - Demonstrable ability to use electrical and hand tools (e.g. wire strippers, voltmeter etc.) and electrical drawings and blueprints - Strong skills in installation, maintenance of cooling systems - Thorough knowledge of safety procedures and legal regulations and guidelines - Excellent critical thinking and problem-solving ability - Excellent physical condition and flexibility to work long shifts and overnight - Valid license to practice profession 	2
	S/Total of Division				17
	Digital Cluster	Division Manager	Digital Cluster	A0 in Business, e-government, Computer Science, Software	1

	coordination & community Dev't Division		coordination & community Dev't Division Manager	<p>Engineering, Computer Engineering, Information Communication Technology, Electronics, Management, Economics, Finance, Business Administration, Development studies, and Telecommunication with 5 years of working experience or Masters' Degree in Business, e-government, Computer Science, Software Engineering, Computer Engineering, Information Communication Technology, Electronics, Management, Economics, Finance, Business Administration, Development studies, and Telecommunication with 3 years working experience in ICT environment with working knowledge in Project Management, Strategic Planning, Finance, Accounting and Procurement is required. Certified in CAMP or PMP is and added advantage</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - -Good command of oral language skills and writing ability in all stages of the project implementation - -Good interpersonal communication skills and ability to work with others under pressure and solve problems - -Proficiency in Project Management Software - -Knowledge of the principles, methods of IT project planning, monitoring, and evaluation. - -Knowledge of computer hardware/software technologies. - -Ability to research and analyze technology problems, issues, and program requirements 	
		Economic & Private Cluster Specialist	ICT in Economic & Private Cluster Specialist	Bachelors' Degree in Computer Science, Software Engineering, Computer Engineering, Information Communication Technology, Electronics, Management, Economics, Finance, Business Administration, Development studies and Telecommunication with 3 years of working experience in ICT environment with working knowledge in	1

				<p>Project Management, Strategic Planning, Finance, Accounting and Procurement is required. Certified in CAMP or PMP is and added advantage or Master's Degree in in Computer Science, Software Engineering, Computer Engineering, Information Communication Technology, Electronics, Management, Economics, Finance, Business Administration, Development studies and Telecommunication working knowledge in Project Management, Strategic Planning, Finance, Accounting and Procurement is required</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - -Good command of oral language skills and writing ability in all stages of the project implementation - -Good interpersonal communication skills and ability to work with others under pressure and solve problems - -Proficiency in Project Management Software - -Knowledge of the principles, methods of IT project planning, monitoring, and evaluation. - -Knowledge of computer hardware/software technologies. - -Ability to research and analyze technology problems, issues, and program requirements 	
		ICT in Governance Cluster Specialist	ICT in Governance Cluster Specialist	<p>Bachelors' Degree in Computer Science, Software Engineering, Computer Engineering, Information Communication Technology, Electronics, Management, Economics, Finance, Business Administration, Development studies, Public Administration, Administrative Sciences and Telecommunication with 3 years of working experience in ICT environment with working knowledge in Social Sciences, Good Governance, Political Sciences, Administration is required. Certified in CAMP or PMP is and added advantage or</p>	1

				<p>Masters' Degree in Computer Science, Software Engineering, Computer Engineering, Information Communication Technology, Electronics, Management, Economics, Finance, Business Administration, Development studies, Public Administration, Administrative Sciences and Telecommunication working knowledge in Social Sciences, Good Governance, Political Sciences, Administration is required</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - -Good command of oral language skills and writing ability in all stages of the project implementation - -Good interpersonal communication skills and ability to work with others under pressure and solve problems - -Proficiency in Project Management Software - -Knowledge of the principles, methods of IT project planning, monitoring, and evaluation. - Knowledge of computer hardware/software technologies. - Ability to research and analyze technology problems, issues, and program requirements 	
		ICT in Social Cluster Specialist	ICT in Social Cluster Specialist	<p>A0 in Computer Science, Software Engineering, Computer Engineering, Information Communication Technology, Electronics, Management, Economics, Finance, Business Administration, Development studies, Public Administration, Administrative Sciences and Telecommunication with 3 years of working experience in ICT environment or Masters' Degree in Computer Science, Software Engineering, Computer Engineering, Information Communication Technology, Electronics, Management, Economics, Finance, Business Administration, Development studies, Public Administration, Administrative Sciences and Telecommunication with experience in ICT environment with</p>	1

				<p>working knowledge in Social Sciences, Good Governance, Political Sciences, Administration, Health Sector , Education is required with working knowledge in Social Sciences, Good Governance, Political Sciences, Administration, Health Sector , Education is required.</p> <p>Certified in CAMP or PMP is and added advantage</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - -Good command of oral language skills and writing ability in all stages of the project implementation - -Good interpersonal communication skills and ability to work with others under pressure and solve problems - -Proficiency in Project Management Software - -Knowledge of the principles, methods of IT project planning, monitoring, and evaluation. - -Knowledge of computer hardware/software technologies. - -Ability to research and analyze technology problems, issues, and program requirements 	
		Community e-Service access & Digital Literacy Specialist	Community e-Service access & Digital Literacy Specialist	<p>Bachelors' Degree in Computer Science, Software Engineering, Computer Engineering, Information Communication Technology, Electronics, Management, Economics, Finance, Business Administration, Development studies, Public Administration, Administrative Sciences and Telecommunication with 3 years of working experience in ICT environment with working knowledge in TVET is required.</p> <p>Certified in CAMP or PMP is and added advantage or Masters' Degree in Computer Science, Software Engineering, Computer Engineering, Information Communication Technology, Electronics, Management, Economics, Finance, Business Administration, Development studies, Public Administration, Administrative Sciences and</p>	1

				<p>Telecommunication with working knowledge in TVET is required. Certified in CAMP or PMP is and added advantage</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - -Good command of oral language skills and writing ability in all stages of the project implementation - -Good interpersonal communication skills and ability to work with others under pressure and solve problems - -Proficiency in Project Management Software - -Knowledge of the principles, methods of IT project planning, monitoring, and evaluation. - -Knowledge of computer hardware/software technologies. - -Ability to research and analyze technology problems, issues, and program requirements 	
	S/Total				5
	Office of the Chief Financial Officer	Chief Financial Officer	Chief Financial Officer	<p>A0 in Accounting, Public Finance, Finance, or Management with specialization in Finance with Professional accounting designation (ACCA, CMA or CPA) and 5 years working experience or Master's Degree in Accounting, Finance with Professional accounting designation (ACCA, CMA or CPA) and 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Excellent communication skills - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting. - Knowledge of Rwanda Public Financial Law; - Deep knowledge of Rwandan public service and 	1

				labor law; - Knowledge in Conflict Management; - Knowledge of the regulations applying to payroll procedures; - Knowledge of human resources concepts, practices, policies, and procedures; - Leadership and management skills; - Planning and organisational, Budgeting skills;	
		Administrative Assistant to the CFO	Administrative Assistant to the CFO	A0 in Public Administration, Administrative Sciences, Office Management, Secretariat Studies, Management or A1 in Public Administration, Administrative Sciences, Office Management, Secretariat Studies, Management, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
		Administrative Liaison Officer	Administrative Liaison Officer	A0 in Public Administration, Administrative Sciences, Office Management, Secretariat Studies, Management or A1 in Public Administration, Administrative Sciences, Office Management, Secretariat Studies, Management, Law Key Technical Skills & Knowledge required: - Office Management Skills;	1

				<ul style="list-style-type: none"> - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	
		Legal Affairs Specialist	Legal Affairs Specialist	<p>Master's Degree in Law or A0 in Law with 3 years of working experience. A good understanding of the Rwandan Laws is very key</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - -High analytical and problem solving skills - -Legal research and analysis in complex areas of law - -Knowledge of Substantive Law and Legal Procedures - -Decision making skills - -Experience in contract drafting and negotiation - -Excellent communication skills - -Very effective organization skills - -Computer skills - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	1
		Legal Affairs officer1	Legal Affairs officer	<p>Bachelors Degree in Law</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - -High analytical and problem solving skills - -Legal research and analysis in complex areas of law - -Knowledge of Substantive Law and Legal Procedures - -Decision making skills 	1

				<ul style="list-style-type: none"> - Experience in contract drafting and negotiation - Excellent communication skills - Very effective organization skills - Computer skills - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	
		Public Relations & Communication Specialist	Public Relations & Communication Specialist	<p>A0 in Communication, International Relations, Journalism, Marketing, Linguistics and Literature.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Excellent communication skills both orally and in writing - Excellent interpersonal skills - Report writing and presentation skills - Computer skills - Creativity and initiative - Good organizational and time-management skills - Team working skills - Effective public relations and public speaking skills - Interviewing skills - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage 	1
		Procurement specialist	Procurement specialist	<p>A0 in Procurement, Management, Accounting, Law, Public Finance, Economics with 3 years of working experience or Master's degree in Procurement, Management, Accounting, Law, Public Finance, Economics</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - High Analytical Skills; - Negotiation Skills; - Knowledge of basic business and purchasing practices; - Excellent Communication Skills; 	1

				<ul style="list-style-type: none"> - Knowledge of state contracting laws, regulations and procedures; - Knowledge of grades, qualities, supply and price trends of commodities; - Time Management Skills; - Decision making Skills; - Computer Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all - is an advantage. 	
		Procurement Officer	Procurement Officer	A0 in Procurement, Management, Accounting, Law, Public Finance, Economics Key Technical Skills & Knowledge required: <ul style="list-style-type: none"> - High Analytical Skills; - Negotiation Skills; - Knowledge of basic business and purchasing practices; - Excellent Communication Skills; - Knowledge of state contracting laws, regulations and procedures; - Knowledge of grades, qualities, supply and price trends of commodities; - Time Management Skills; - Decision making Skills; - Computer Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	a
	Sub Total				8
	office of the Director of Planning and Monitoring	Director of Planning, Monitoring and Evaluation Unit	Director of Planning, Monitoring and Evaluation Unit	A0 in Economics, Management, Development Studies, Project Management, Business Administration with 3 years of working experience or Master's degree in Economics, Management, Development Studies, Project Management,	1

				<p>Business Administration with 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's trade and industry Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	
		Planning, M& E Specialist	Planning, M& E Specialist	<p>A0 in Economics, Management, Development Studies, Project Management, Strategic Management, Business Administration, Public Administration, Administrative Sciences with 3 years of working experience or Master's Degree in Economics, Management, Development Studies, Project Management, Strategic Management, Business Administration, Public Administration, Administrative Sciences</p> <p>Key Technical Skills & Knowledge required:</p>	1

				<ul style="list-style-type: none"> - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Knowledge of Rwanda's justice sector policies and strategies; - Knowledge to conduct monitoring exercises; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Complex Problem Solving; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	
		Planning, M& E Officer	Planning, M& E Officer	<p>A0 in Economics, Management, Development Studies, Project Management, Strategic Management, Business Administration, Public Administration, Administrative Sciences</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Knowledge of Rwanda's justice sector policies and strategies; - Knowledge to conduct monitoring exercises; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Complex Problem Solving; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

		ICT statistics and Competitiveness Specialist	ICT statistics and Competitiveness Specialist	<p>Bachelor's degree in statistics, economics or mathematics with good IT, numerical and analytical skills, with 3 years of work experience in Economics, statistical analysis, A masters degree is in statistics, economics or mathematics with good IT, numerical and analytical skills, with 3 years of work experience in Economics, statistical analysis,</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Excellent analytical skills , - Demonstrated ability understand ICT trends and patterns; - Excellent presentation and communication (both oral and written) - Maturity and confidence in dealing with the staff of government institutions and private sector; - Ability to seek and apply knowledge, information and best practices from multiple sectors; - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; - Advanced computer literacy and proficiency, especially related to professional office software packages (Microsoft Office and graphics); -Fluent in Kinyarwanda, English, and /or French both written and spoken. 	1
	Sub Total				4
	Finance Unit	Director of Unit	Director of Finance Unit	<p>A masters degree in Finance, or Accounting Professional Qualification recognised by IFAC (ACCA, CPA) with 1 year of working experience or A0 in Finance, Accounting, Management specialized in Finance/Accounting with 3 years of working experience MBA in Finance is also an added advantage</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's financial management 	1

				<p>standards and procedures;</p> <ul style="list-style-type: none"> - 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; - An analytical mind with a strategic ability - Planning and organisational, Budgeting skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Problem solving; - -Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	
		Accountant	Accountant	<p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting a degree in Finance, accounting</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of cost analysis techniques; - Knowledge to analyse complex financial information & Produce reports; - Deep understanding of financial accounts; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Judgment & Decision Making Skills; - High Analytical Skills; - Interpersonal skills; 	2

				<ul style="list-style-type: none"> - Time management Skills; - Complex Problem solving; - Flexibility Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	
		Secretary to the Finance Unit	Secretary to the Finance Unit	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Sub Total				4
	Human Resource & Administration Unit	Director Unit	Director of Human Resource & Administration Unit	<p>A0 in Human Resources Management, Management with Specialization in Human Resource, Public Administration, Administrative Sciences with 3 years of working experience or Master's Degree in Human Resources Management, Management with Specialization in Human Resource, Public Administration, Administrative Sciences with 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of human resources concepts, practices, 	1

				<p>policies, and procedures;</p> <ul style="list-style-type: none"> - Knowledge of organizational structure, workflow, and operating procedures; - Knowledge in Monitoring & System Evaluation; - Leadership and management skills; - Planning and organisational skills; - High Analytical Skills; - Communication skills; - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Problem Solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	
		Human Resource Officer	Human Resource Officer	<p>A0 in Human Resource Management, Management, Public Administration, Administrative Sciences</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources; - Knowledge in the Development of Human Resources Policies and procedures; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an 	1

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

				<ul style="list-style-type: none"> - Report writing & Presentation skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	
		Head of Central Secretariat	Head of Central Secretariat	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law with 2 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
		ICT BUS driver	ICT BUS driver	<p>Driving licence Category B,C,D</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Communication Skills; - Time Management Skills; - Knowledge of Kinyarwanda, English and/ or French; knowledge of all is an advantage 	5
	Sub Total				10
	Grand Total				103

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 133/03 ryo ku wa 23/12/2017 rishyiraho imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Ikigo cy'u Rwanda gishinzwe Ikoranabuhanga mu Itumanaho n'Isakazabumenyi

Kigali, ku wa 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 Prime Minister's Order n° 133/03 of 23/12/2017 determining organizational structure, job profiles, salaries and fringe benefits for employees of Rwanda Information Society Authority

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° 133/03 du 23/12/2017 déterminant structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel de l'Office Rwandais pour la Société de l'Information

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 III W'ITEKA RYA
MINISITIRI W'INTEBE N° 133/03 RYO KU
WA 23/12/2017 RISHYIRAHU
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IBISABWA KU MYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI B'IKIGO CY'U
RWANDA GISHINZWE
IKORANABUHANGA MU ITUMANAHU
N'ISAKAZABUMENYI

ANNEXE III TO PRIME MINISTER'S
ORDER N° 133/03 OF 23/12/2017
DETERMINING ORGANIZATIONAL
STRUCTURE, JOB PROFILES, SALARIES
AND FRINGE BENEFITS FOR EMPLOYEES
OF RWANDA INFORMATION SOCIETY
AUTHORITY

ANNEXE III A L'ARRETE DU PREMIER
MINISTRE N° 133/03 DU 23/12/2017
DETERMINANT STRUCTURE
ORGANISATIONNELLE, PROFILS
D'EMPLOIS, SALAIRES ET AVANTAGES
ACCORDES AU PERSONNEL DE L'OFFICE
RWANDAIS POUR LA SOCIETE DE
L'INFORMATION

RISA SALARY STRUCTURE

NO	POST	I.V	Level	Index	Gross Salary (Rwf/Month)
1	Chief Executive Officer	500	E	3,156	2,017,360
2	Chief Innovation Officer	441	F	2,869	1,617,505
3	Chief Information Officer	441	F	2,869	1,617,505
4	Chief Financial Officer	441	F	2,869	1,617,505
5	Technology Innovation Division Manager	400	2.III	1,890	1,125,112
7	Enterprise Architecture Division Manager	400	2.III	1,890	1,125,112
8	Software Solutions Division Manager	400	2.III	1,890	1,085,308
9	Infrastructure Operations and Support Division Manager	400	2.III	1,890	1,085,308
10	Digital Cluster Coordination & Community Development Division Manager	400	2.III	1,890	1,085,308
11	Principal R&D Technologist/ Engineer	400	2.III	1,890	1,085,308
12	Business and Market Intelligence Analyst	400	2.III	1,890	1,085,308
13	Digitization Analyst	400	2.III	1,890	1,085,308
14	Information Systems Security Analyst	400	2.III	1,890	1,085,308
15	Enterprise & Applications Architecture Analyst	400	2.III	1,890	1,085,308
16	Director of Finance Unit	400	3.II	1,369	814,962
17	Director of Human Resource & Administration Unit	400	3.II	1,369	814,962
18	Director of Planning & Monitoring Unit	400	3.II	1,369	814,962
19	Internet of Things Development Specialist	400	3.II	1,369	786,131
20	Bloc Chain Development Specialist	400	3.II	1,369	786,131
27	Big Data & Analytics Development Specialist	400	3.II	1,369	786,131
29	Digital Object Development specialist	400	3.II	1,369	786,131
32	Drones Technologies Development specialist	400	3.II	1,369	786,131
34	ICT Skills Development Specialist	400	3.II	1,369	786,131
35	Business Process Re-Engineering Specialist	400	3.II	1,369	786,131
36	Data Architecture Specialist	400	3.II	1,369	786,131
37	Infrastructure Architecture Specialist	400	3.II	1,369	786,131
38	Systems Integration Senior Engineer	400	3.II	1,369	786,131
39	Enterprise & Applications Architecture Specialist	400	3.II	1,369	786,131
40	Business Intelligence and Analysis Specialist	400	3.II	1,369	786,131
41	Senior Software Developer	400	3.II	1,369	786,131
42	Senior Software Engineer	400	3.II	1,369	786,131
43	Senior Database Engineer	400	3.II	1,369	786,131
44	Senior GIS Engineer	400	3.II	1,369	786,131
45	Senior Cloud Services Development Engineer	400	3.II	1,369	786,131
46	Senior Software Testing & Training Engineer	400	3.II	1,369	786,131
47	ICT in Economic & Private Cluster Specialist	400	3.II	1,369	786,131
48	ICT in Governance Cluster Specialist	400	3.II	1,369	786,131
49	ICT in Social Cluster Specialist	400	3.II	1,369	786,131
52	Community e-Service Access & Digital Literacy Specialist	400	3.II	1,369	786,131
53	Fixed and Mobile Networks Senior Engineer	400	3.II	1,369	786,131
54	Hardware Planning & Optimization Senior Engineer	400	3.II	1,369	786,131
55	Network Senior Engineer	400	3.II	1,369	786,131
56	IT and Business Continuity Specialist	400	3.II	1,369	786,131
57	Systems and Network Security Specialist	400	3.II	1,369	786,131
58	VC & CCTV support specialist	400	3.II	1,369	786,131
59	Senior Storage & Cloud Engineer	400	3.II	1,369	786,131
61	Senior System Administrator	400	3.II	1,369	786,131
62	Social Media, Multimedia and Content Specialist	400	3.II	1,369	786,131

63	Procurement specialist	400	3.II	1,369	786,131
64	Planning, M& E Specialist	400	3.II	1,369	786,131
67	ICT Statistics and Competitiveness Specialist	400	3.II	1,369	786,131
69	Strategic Advisor	400	3.II	1,369	786,131
70	Legal Affairs Specialist	400	3.II	1,369	786,131
71	Public Relation & Communications Specialist	400	3.II	1,369	786,131
72	Legal Affairs Officer	400	4.III	1,313	746,459
73	HR Officer	400	4.II	1,141	648,675
74	Desktop Support Officer	400	5.II	951	540,657
80	Centralized ICT Acquisition Officer	400	5.II	951	540,657
81	Electrical, Electronics and Cooling system Technician	400	5.II	951	540,657
75	Internal Auditor	400	5.II	951	546,099
76	Security Management Officer	400	5.II	951	546,099
77	Planning, M& E Officer	400	5.II	951	546,099
78	Accountant	400	5.II	951	546,099
82	Administrative Assistant	400	5.II	951	540,657
83	Administrative Assistant to the Chief Innovation Officer	400	5.II	951	540,657
84	Administrative Assistant to the Chief Information Officer	400	5.II	951	540,657
85	Administrative Assistant to the Chief Financial Officer	400	5.II	951	540,657
86	Administrative Liaison Officer	400	5.II	951	540,657
88	Procurement Officer	400	5.II	951	540,657
89	Logistics and Stock Management Officer	400	5.II	951	540,657
90	Documentation & Archives Officer	400	6.II	793	450,832
91	Head of Central Secretariat	400	7.II	660	375,219
94	Secretary to Finance Unit	400	8.II	580	329,738
95	ICT bus driver	400	10.II	300	170,554

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 133/03 ryo ku wa 23/12/2017 rishyiraho imbonerahamwe y'imyanya y'imirimo, ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Ikigo cy'u Rwanda gishinzwe Ikoranabuhanga mu Itumanaho n'Isakazabumenyi

Kigali, ku wa 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 Prime Minister's Order n° 133/03 of 23/12/2017 determining organizational structure, job profiles, salaries and fringe benefits for employees of Rwanda Information Society Authority

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° 133/03 du 23/12/2017 déterminant structure organisationnelle, profils d'emplois, salaires et avantages accordés au personnel de l'Office Rwandais pour la Société de l'Information

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