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ITEKA RYA MINISITIRI W'INTEBE N° 057/03
RYO KU WA 26/03/2018 RIGENA
INSHINGANO N'IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO BYA MINISITERI
Y'UBUBANYI N'AMAHANGA,
UBUTWERERANE N'UMURYANGO
W'IBIHUGU BY'AFURIKA
Y'IBURASIRAZUBA RIKANAGENA I
IBISABWA KU MYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI BIGENERWA
ABAKOZI BAYO

PRIME MINISTER'S ORDER N° 057/03 OF
26/03/2018 DETERMINING MISSION,
FUNCTIONS AND ORGANISATIONAL
STRUCTURE OF THE MINISTRY OF
FOREIGN AFFAIRS, COOPERATION
AND EAST AFRICAN COMMUNITY, AND
JOB PROFILES, SALARIES AND FRINGE
BENEFITS FOR ITS EMPLOYEES

ARRETE DU PREMIER MINISTRE N°
057/03 DU 26/03/2018 PORTANT
MISSION, FONCTIONS ET STRUCTURE
ORGANISATIONNELLE DU MINISTERE
DES AFFAIRES ETRANGERES, DE LA
COOPERATION ET DE LA
COMMUNAUTE DES PAYS DE
L'AFRIQUE DE L'EST ET
DETERMINANT LES PROFILS
D'EMPLOIS, SALAIRES ET
AVANTAGES ACCORDES A SON
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ISHAKIRO

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ITEKA RYA MINISITIRI W'INTEBE N° 057/03 RYO KU WA 26/03/2018 RIGENA INSHINGANO N'IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO BYA MINISITERI Y'UBUBANYI N'AMAHANGA, UBUTWERERANE N'UMURYANGO W'IBIHUGU BY'AFURIKA Y'IBURASIRAZUBA RIKANAGENA IBISABWA KU MYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI BAYO

PRIME MINISTER'S ORDER No 057/03 OF 26/03/2018 DETERMINING MISSION, FUNCTIONS AND ORGANISATIONAL STRUCTURE OF THE MINISTRY OF FOREIGN AFFAIRS, COOPERATION AND EAST AFRICAN COMMUNITY, AND JOB PROFILES, SALARIES AND FRINGE BENEFITS FOR ITS EMPLOYEES

ARRETE DU PREMIER MINISTRE N° 057/03 DU 26/03/2018 PORTANT MISSION, FONCTIONS ET STRUCTURE ORGANISATIONNELLE DU MINISTERE DES AFFAIRES ETRANGERES, DE LA COOPERATION ET DE LA COMMUNAUTE DES PAYS DE L'AFRIQUE DE L'EST ET DETERMINANT AUSSI LES PROFILS D'EMPLOIS, SALAIRES ET AVANTAGES ACCORDES A SON PERSONNEL

Minisitiri w'Intebe;

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

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

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

Inama y'Abaminisitiri, yateranye ku wa 19/01/2018, imaze kubisuzuma no kubyemeza;

ATEGETSE:

The Prime Minister;

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

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

On proposal by the Minister of Public Service and Labour;

After consideration and approval by the Cabinet, in its session of 19/01/2018;

HEREBY ORDERS:

Le Premier Ministre;

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

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

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

Après examen et adoption par le Conseil des Ministres, en sa séance du 19/01/2018;

ARRETE:

Ingingo ya mbere: Icyo iri teka rigamije

Iri teka rigena inshingano n'imbonerahamwe y'imyanya y'imirimo bya Minisiteri y'Ububanyi n'Amahanga, Ubutwererane n'Umuryango w'Ibihugu by'Afurika y'Iburasirazuba. Rigena kandi ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi bayo (MINAFFET).

Ingingo ya 2: Inshingano

Minisiteri y'Ububanyi n'Amahanga, Ubutwererane n'Umuryango w'Ibihugu by'Afurika y'Iburasirazuba ifite inshingano rusange yo guteza imbere imibanire myiza n'ibindi bihugu mu rwego rwo kurengera amahoro n'umutekano n'umutuzo mu Gihugu, mu karere no ku isi.

Ibyo bikorwa hagamijwe kugira uruhare mu bukungu binyuze mu bufatanye mu iterambere, mu guteza imbere ishoramari n'ubukerarugendo, gusangira ubumenyi n'ikoranabuhanga, guteza imbere ubucuruzi buboneye ku isi no kuyobora gahunda n'ibikorwa biyanye no kwinjira mu Muryango w'Afurika y'Iburasirazuba hagamijwe kongera ingamba z'iterambere mu Rwanda no mu Karere.

By'Umwihariko Minisiteri y'Ububanyi n'Amahanga, Ubutwererane n'Umuryango w'Ibihugu by'Afurika y'Iburasirazuba ishinze ibi bikurikira:

Article One: Purpose of this Order

This Order determines mission, functions and organizational structure of the Ministry of Foreign Affairs, Cooperation and East African Community. It determines also job profiles, salaries and fringe benefits for its employees (MINAFFET).

Article 2: Mission and functions

The Ministry of Foreign Affairs, Cooperation and East African Community has the general mission to establish and maintain good relationship with other countries for peace, security and stability of the country, the region and the world.

This is done with the purpose of participating to wealth creation through more efficient cooperation for development, promotion of investments and tourism, transfer of know-how and technologies, more equitable worldwide trade and directing the East African Community integration process in order to further development strategies of Rwanda and the region.

Specifically, the Ministry of Foreign Affairs, Cooperation and East African Community is responsible for the following:

Article premier: Objet du présent arrêté

Le présent arrêté porte mission, fonctions et structure organisationnelle du Ministère des Affaires Etrangères, de la Coopération et de la Communauté des Pays de l'Afrique de l'Est et détermine les profils d'emplois, salaires et avantages accordés à son personnel (MINAFFET).

Article 2: Mission et fonctions

Le Ministère des Affaires Etrangères, de la Coopération et de la Communauté des Pays de l'Afrique de l'Est a pour mission générale d'établir et de maintenir de bonnes relations avec les autres pays en vue du maintien de la paix, de la sécurité et de la stabilité nationale, régionale et internationale.

Ceci est faite dans le but de participer aux activités de développement à travers la coopération plus efficace pour le développement, la promotion des investissements et du tourisme, le transfert du savoir-faire et des technologies, le commerce mondial et diriger le processus d'intégration dans la Communauté des pays de l'Afrique de l'Est afin d'approfondir les stratégies de développement du Rwanda et de la région.

Plus particulièrement, le Ministère des Affaires Etrangères, de la Coopération et de la Communauté des Pays de l'Afrique de l'Est est chargé de:

1° gukora, kumenyekanisha no guhuza ishyirwa mu bikorwa rya za politiki, ingamba na gahunda bijyanye n'ububanyi n'amahanga n'ubutwererane binyuze mu:

- a) guhuza politiki, ingamba na gahunda bigamiye kuzamura inyungu z'u Rwanda no guha imbaraga gahunda yo kwihuriza hamwe muri uyu Muryango;
- b) gukangurira no gushishikariza abafatanyabikorwa b'inzego za Leta n'izabikorera kugira uruhare muri gahunda zirebana no kwihuriza hamwe mu Muryango w'Ibihugu by'Afurika y'Iburasirazuba;
- c) kurengera inyungu z'u Rwanda mu bijyanye no gufata imyanzuro mu nzego z'Umuryango w'Ibihugu by'Afurika y'Iburasirazuba;

2° kunononsora amategeko y'Igihugu n'ay'Umuryango w'Afurika y'Iburasirazuba binyuze mu:

- a) guhuza ibikorwa byo kuvugurura amategeko, amahame n'amabwiriza by'Igihugu bisanzweho kugira ngo bihuzwe n'iby'Umuryango w'Afurika y'Iburasirazuba;

1° to develop, disseminate and coordinate the implementation of policies, strategies and programs as regards to external relations and cooperation through:

- a) harmonization of national and regional policies, strategies and programs that promote Rwanda's interests and strengthen the regional integration process;
- b) mobilizing and sensitizing public and private sector stakeholders on initiatives related to the East African Community integration process;
- c) promoting Rwanda's interests in the decision-making process of East African Community organs;

2° to improve East African Community and national laws and regulations through:

- a) coordinating reform of existing national laws and regulations to ensure that they are aligned with the East African Community regulatory framework;

1° développer, diffuser et coordonner la mise en œuvre des politiques, stratégies et programmes en ce qui concerne les relations extérieures et la coopération à travers:

- a) harmonisation des politiques, stratégies et programmes nationaux et régionaux qui favorisent les intérêts du Rwanda et renforcent le processus d'intégration régionale;
- b) la mobilisation et la sensibilisation des partenaires des secteurs public et privé quant aux initiatives relatives au processus d'intégration dans la Communauté des Pays de l'Afrique de l'Est;
- c) promouvoir les intérêts du Rwanda dans le processus décisionnel des organes de la Communauté de l'Afrique de l'Est;

2° l'amélioration des textes légaux et réglementaires du pays et ceux de la Communauté des Pays d'Afrique de l'Est à travers:

- a) la coordination des réformes des lois et règlements en vigueur dans le pays pour s'assurer de leur conformité avec la législation en vigueur au sein de la Communauté des Pays de l'Afrique de l'Est;

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| b) kumenyekanisha amahame, amategeko, n'amabwiriza ajyanye no kwihuriza hamwe mu Muryango w'Afurika y'Iburasirazuba; | b) disseminating principles, laws and regulations related to East African Community integration; | b) la dissémination des principes, des textes légaux et réglementaires relatifs à l'intégration dans la Communauté des Pays de l'Afrique de l'Est; |
| 3° kongera ubushobozi bw'urwego n'ubw'abakozi binyuze mu: | 3° to develop institutional and human resources capacities through: | 3° développer des capacités institutionnelles et celles des ressources humaines à travers: |
| a) guhuza ibikorwa hagati y'inzego z'u Rwanda, iz'Afurika y'Iburasirazuba, iz'Ibihugu nterankunga n'Imiryango yo mu Karere hagamijwe gushimangira ubutwererane n'ubufatanye mu karere; | a) coordinating activities between Rwandan institutions, East African Community organs, institutions of partner States and regional bodies to strengthen regional cooperation initiatives and partnerships; | a) la coordination des activités entre les institutions rwandaises, les organes de la Communauté des Pays de l'Afrique de l'Est, les institutions des Etats partenaires et les autres organismes régionaux en vue de renforcer la coopération et le partenariat régionaux; |
| b) kongerera ubushobozi n'ubumenyi inzego mfatanyabikorwa mu bijyanye no kwihuriza hamwe mu miryango yo mu Karere; | b) enhancing performance and skills of the partner institutions in the regional integration process; | b) le renforcement des performances et les aptitudes des institutions partenaires dans le processus d'intégration régionale; |
| c) kugenzura no gusuzuma ishyirwa mu bikorwa ry'imishinga na gahunda by'Umuryango w'Afurika y'Iburasirazuba mu Rwanda; | c) monitoring and providing oversight on the implementation of East African Community projects and programs within Rwanda; | c) le suivi et l'évaluation de la mise en exécution des projets et programmes de la Communauté des Pays de l'Afrique de l'Est au Rwanda; |
| d) gusesengura ingaruka za gahunda n'imishinga by'Umuryango w'Ibihugu by'Afurika y'Iburasirazuba hagamijwe kuvugurura politiki zijyanye no kwihuriza hamwe muri uyu muryango; | d) evaluating the impact of East African Community projects and programs in order to improve policies related to the regional integration process; | d) l'évaluation de l'impact des programmes et des projets de la Communauté des Pays de l'Afrique de l'Est en vue de la réforme des politiques relatives au processus d'intégration régionale; |

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| e) gushaka no gukusanya inkunga z'iterambere ry'Umuryango w'Ibihugu by'Afurika y'Iburasirazuba; | e) mobilizing resources for the development of the East African Community; | e) mobiliser les ressources pour le développement de la Communauté des Pays de l'Afrique de l'Est; |
| f) guteza imbere ishoramari ryigenga mu muryango w'Ibihugu by'Afurika y'Iburasirazuba. | f) promoting private investment in the East African Community. | f) la promotion d'investissement privé au sein de la Communauté des Pays de l'Afrique de l'Est. |
| 4° gutegura amategeko, kugira uruhare mu gushyira umukono ku masezerano mpuzamahanga no gukurikirana ishyirwa mu bikorwa ryayo ibinyujije mu: | 4° to develop legal instruments, participate in the signing of international treaties and conventions and ensuring their implementation through: | 4° préparer des instruments juridiques, participer à la signature des conventions et traités internationaux et assurer leur mise en application à travers: |
| a) gushyiraho ibisabwa n'ibigenderwaho mu gufungura za Ambasade no gutanga impushya ku bashaka guhagararira ibihugu byabo cyangwa indi miryango mu Rwanda; | a) determination of conditions and rules to open Embassies, and deliver accreditations; | a) la détermination des conditions et des règles d'ouverture des Ambassades et arrangement des accréditations; |
| b) gutegura, kubyaza amahirwe no kumenyekanisha amasezerano mpuzamahanga yashyizweho umukono n'u Rwanda; | b) preparation, capitalization and dissemination of treaties and conventions signed by Rwanda; | b) préparation, capitalisation et dissémination des traités et conventions signés par le Rwanda; |
| c) gukusanya no kubika ibyemezo by'inkiko bireba Minisiteri. | c) collection and keeping files of jurisprudence decisions concerning the Ministry. | c) la collecte et la conservation de la jurisprudence concernant le Ministère. |
| 5° gushyiraho no kubungabunga ubutwererane hagati y'Ibihugu n'Imiryango Mpuzamahanga ibinyujije mu: | 5° to establish and maintain bilateral and multilateral relations through: | 5° établir et maintenir des relations bilatérales et multilatérales à travers: |
| a) gushyiraho uburyo bworohereza ishoramari ry'abanyamahaga mu Rwanda; | a) mobilization and facilitation of initiatives geared to foreign investments within Rwanda; | a) la mobilisation et la facilitation des initiatives axées sur les investissements étrangers au Rwanda; |

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| b) gufasha imikoranire n'abashoramari bikorera bo hanze mu rwego rwo kugira uruhare mu iterambere ry'ubukungu mu Gihugu; | b) facilitation of the relations with the private business sphere abroad to contribute to the development of the economic sectors of the country; | b) la facilitation des relations avec des entreprises privées étrangères pour contribuer au développement des secteurs économiques du pays; |
| 6° gukurikirana ibikorwa bya za Ambassade na Konsila by'u Rwanda mu mahanga ibinyujije mu: | 6° to supervise activities of Rwanda's Embassies and Consulates abroad through: | 6° superviser les activités des Ambassades et Consultats du Rwanda à l'étranger à travers: |
| a) gutanga umurongo ngenderwaho kuri gahunda zigomba gushyirwa mu bikorwa muri za Ambassade na Konsila; | a) orientations on programs to be implemented by Rwanda Embassies and Consulates; | a) les orientations sur les programmes à mettre en œuvre par les Ambassades et les Consultats; |
| b) gukurikirana imikorere n'imirungire bya za ambassade na konsila; | b) supervising the functioning and management of Embassies and Consulates; | b) la supervision du fonctionnement et de la gestion des Ambassades et Consultats; |
| c) guteza imbere ubufatanye n'ishoramari ry'abikorera mu bikorwa byose by'Igihugu; | c) promoting partnerships and private investments in all sectors of national activities; | c) la promotion des partenariats et des investissements privés dans tous les secteurs d'activités nationales; |
| 7° gutunganya ibijyanye no kwakira abashyitsi n'itumanaho ibinyujije mu: | 7° to organise protocol and communication through: | 7° organiser le protocole et la communication à travers: |
| a) gutegura ibijyanye n'abashyitsi, kubayobora no kubakira ku meza no mu biro; | a) managing visits, protocols, reception and audiences for visitors; | a) la gestion des visites, du protocole, des réceptions et des audiences pour les visiteurs; |
| b) gushyira mu bikorwa ibijyanye no gutanga no gucunga uburenganzira bw'akarusho bw'abadipolomati n'ubudahangarwa bwabo; | b) implementation of activities related to provision and management of diplomatic privileges and immunities; | b) la mise en application des activités liées à l'attribution et à la gestion des privilèges et immunités diplomatiques; |
| c) kumenyekanisha umuco nyarwanda ku basura u Rwanda; | c) dissemination of the Rwandan culture to visitors; | c) la propagation de la culture rwandaise à l'égard des visiteurs; |

8° guhuza imikorere n'ubukangurambaga mu Banyarwanda baba mu mahanga binyuze mu kubaha serivisi z'ubuvugizi n'izo kubahuriza hamwe no kubakangurira gukunda Igihugu no kugira uruhare mu iterambere ryacyo.

8° to coordinate Diaspora's mobilisation and animation through advocacy and mobilization services to the Diaspora's members and encouraging them to be patriotic and contribute to national development.

8° coordonner la mobilisation et l'animation de la diaspora grâce à des services de plaidoyer et de mobilisation pour les membres de la diaspora et leur encourager à être patriote et à contribuer au développement national.

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'Ububanyi n'Amahanga, Ubutwererane n'Umuryango w'Ibihugu by'Afurika y'Iburasirazuba biri ku mugereka wa I n'uwa II y'iri teka.

Article 3: Organizational structure and job profiles

The organizational structure and job profiles for the Ministry of Foreign Affairs, Cooperation and East African Community are respectively in Annex I and II of this Order.

Article 3: Structure organisationnelle et profils d'emplois

La structure organisationnelle et les profils d'emplois du Ministère des Affaires Etrangères, de la Coopération et de la Communauté des Pays de l'Afrique de l'Est sont respectivement en annexes I et II du présent arrêté.

Ingingo ya 4: Igenwa ry'umushahara

Imishahara y'abakozi ba Minisiteri y'Ububanyi n'Amahanga, Ubutwererane n'Umuryango w'Ibihugu by'Afurika y'Iburasirazuba igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara mu butegetsi bwa Leta.

Article 4: Determination of the salary

Salaries for employees of the Ministry of Foreign Affairs, Cooperation and East African Community are determined basing on the job classification and in accordance with general principles on salary calculation in public service.

Article 4: Détermination du salaire

Les salaires accordés au personnel du Ministère des Affaires Etrangères, de la Coopération et de la Communauté des Pays de l'Afrique de l'Est sont déterminés suivant la classification des emplois et conformément aux principes généraux de fixation des salaires dans la fonction publique.

Urwego, umubare fatizo, agaciro k'umubare fatizo n'umushahara mbumbe bijyanye na buri mwanya w'umurimo muri Minisiteri y'Ububanyi n'Amahanga n'Ubutwererane n'Umuryango w'Ibihugu by'Afurika y'Iburasirazuba 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 Foreign Affairs, Cooperation and East African Community are in Annex III of this Order.

Le niveau, l'indice, la valeur indiciaire et le salaire brut correspondant à chaque emploi du Ministère des Affaires Etrangères, de la Coopération et de la Communauté des Pays de l'Afrique de l'Est sont en annexe III du présent arrêté.

Ingingo ya 5: Ibigize umushahara mbumbe

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

Article 5: Composition of the gross salary

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

Article 5: Composition du salaire brut

Le salaire brut mensuel pour chaque agent comprend principalement:

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

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

The transport allowance specified in Paragraph One of this Article shall not be granted to officials positioned on levels "F", "1.IV" and "2.III" whose transport is facilitated in accordance with Instructions of the Minister of State 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 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"; "1.IV" et "2.III" pour lesquels le transport est facilité selon les instructions du Secrétaire d'Etat ayant le transport dans ses attributions. Elle n'est pas non plus attribuée aux agents de l'Etat aux postes de niveau "3" qui bénéficient de l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Ingingo ya 6: Ibindi bigenerwa Umunyamabanga Uhoraho

Umunyamabanga Uhoraho muri Minisitiri y'Ububanyi n'Amahanga, Ubutwererane n'Umuryango w'Ibihugu by'Afurika y'Iburasirazuba agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

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

Article 6: Fringe benefits for Permanent Secretary

The Permanent Secretary in the Ministry of Foreign Affairs, Cooperation and East African Community is entitled to the following fringe benefits:

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

Article 6: Avantages alloués au Secrétaire Permanent

Le Secrétaire Permanent au sein du Ministère des Affaires Etrangères, de la Coopération et de la Communauté des Pays de l'Afrique de l'Est bénéficie des avantages suivants:

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

		mille francs rwandais (100.000 Frw) par mois;
2° amafaranga y'u Rwanda ibihumbi 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 Minisiteri;	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 y'Umunyamabanga wa Leta ufite gutwara abantu n'ibintu mu nshingano ze.	4° transport facilitation in accordance with instructions of the Minister of State in charge of transport.	4° facilitation de transport conformément aux instructions du Secrétaire d'Etat ayant le transport dans ses attributions.

Ingingo ya 7: Ibindi bigenerwa Abayobozi Bakuru bari ku rwego rwa 1.IV

Abayobozi Bakuru bari ku ntera ya 1.IV bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

- 1° amafaranga y'u Rwanda ibihumbi ijana (100.000 Frw) buri kwezi y'itumanaho rya telefoni yo mu biro;
- 2° amafaranga y'u Rwanda ibihumbi ijana (100.000 Frw) buri kwezi y'itumanaho rya telefoni igendanwa;

Article 7: Fringe benefits for Senior Officials on 1.IV level

Senior Officials on 1.IV level are entitled each 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 7: Avantages alloués aux Hauts Cadres au niveau 1.IV

Les Hauts Cadres au niveau 1.IV bénéficient chacun des avantages suivants:

- 1° les frais de communication par téléphone de bureau équivalent à cent mille francs rwandais (100.000 Frw) par mois;
- 2° les frais de communication par téléphone portable équivalent à cent mille francs rwandais (100.000 Frw) par mois;

3° koroherezwa ingendo hakurikijwe amabwiriza y'Umunyamabanga wa Leta ufite gutwara abantu n'ibintu mu nshingano ze.

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

3° facilitation de transport conformément aux instructions du Secrétaire d'Etat ayant le transport dans ses attributions.

Ingingo ya 8: Ibindi bigenerwa Abayobozi Bakuru bari ku rwego rwa “2.III”

Article 8: Fringe benefits for Senior Officials on “2.III” job level

Article 8: Avantages alloués aux Hauts Cadres aux postes de niveau “2.III”

Abayobozi Bakuru bari ku rwego rwa “2.III” bagenerwa buri wese ibindi bibafasha gutunganya imirimo mu buryo bukurikira:

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

Les Hauts Cadres aux postes de niveau “2.III” bénéficient chacun des avantages comme suit:

1° Umuyobozi Mukuru ufite itsinda ry'abantu ayobora agenerwa amafaranga y'itumanaho rya telefoni yo mu biro angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw) n'irya telefoni igendanwa angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw) buri kwezi;

1° a Senior Official with a pool of public servant under his/her supervision is entitled to seventy thousand Rwandan francs (70,000 Frw) per month for office land line communication allowance and seventy thousand Rwandan francs (70,000 Frw) per month for mobile phone communication allowance;

1° le Haut Cadre ayant les agents de l'Etat sous sa supervision bénéficie des frais de communication par téléphone de bureau équivalent à soixante-dix mille francs rwandais (70.000 Frw) et ceux de communication par téléphone portable équivalent à soixante-dix mille francs rwandais (70.000 Frw) par mois;

2° Umuyobozi Mukuru udafite itsinda ry'abantu ayobora agenerwa amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw) buri kwezi;

2° a Senior Official without a pool of public servant is entitled to seventy thousand Rwandan francs (70,000 Frw) per month for mobile phone communication allowance;

2° le Haut Cadre n'ayant pas les agents de l'Etat sous sa supervision bénéficie des frais de communication par téléphone portable équivalent à soixante-dix mille francs rwandais (70.000 Frw) par mois;

3° koroherezwa ingendo hakurikijwe amabwiriza y'Umunyamabanga wa Leta ufite gutwara abantu n'ibintu mu nshingano ze.

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

3° facilitation de transport conformément aux instructions du Secrétaire d'Etat ayant le transport dans ses attributions.

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

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

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

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

Ingingo ya 10: Indamunite z'urugendo rw'imodoka

Iyo Abayobozi Bakuru bari ku rwego rwa F, 1.IV, na 2.III bagiye mu butumwa imbere mu Gihugu bakoresheje imodoka zabo, Leta ibagenera indamunite y'urugendo hakurikijwe amabwiriza y'Umunyamabanga wa Leta ufite gutwara abantu n'ibintu mu nshingano ze.

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

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

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

Directors of Units on level "3.II" with a pool of public servants under their responsibilities in accordance with the organizational structure of the Ministry are also each entitled to an office telephone communication allowance of one hundred thousand Rwandan francs (Frw 100,000) per month.

Article 10: Mileage allowances

When Senior Officials on levels F, 1.IV 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 of State in charge of transport.

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

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

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

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

Article 10: Indemnités kilométriques

Lorsque les hauts cadres aux postes de niveaux F, 1.IV 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 Secrétaire d'Etat ayant le transport dans ses attributions.

Ingingo ya 11: Abashinzwe gushyira mu bikorwa iri teka

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri w'Ububanyi n'Amahanga, Ubutwererane n'Umuryango w'Ibihugu by'Afurika y'Iburasirazuba, Minisitiri w'Ibikorwaremezo na Minisitiri w'Imari n'Igenamigambi bashinzwe gushyira mu bikorwa iri teka.

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

Iteka rya Minisitiri w'Intebe n° 39/03 ryo ku wa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Ububanyi n'Amahanga n'Ubutwererane n'ingingo zose z'amateka abanziriza iri kandi zinyuranyije na ryo bivanyweho.

Ingingo ya 13: Igihe iteka ritangira gukurikizwa

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

Kigali, ku wa **26/03/2018**

Article 11: Authorities responsible for the implementation of this Order

The Minister of Public Service and Labour, the Minister of Foreign Affairs, Cooperation and East African Community, the Minister of Infrastructure and the Minister of Finance and Economic Planning are entrusted with the implementation of this Order.

Article 12: Repealing provision

Prime Minister's Order n° 39/03 of 27/02/2015 determining mission and functions, organisational structure, salaries and fringe benefits for employees in the Ministry of Foreign Affairs and Cooperation and all prior provisions contrary to this Order are repealed.

Article 13: Commencement

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

Kigali, on **26/03/2018**

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

Le Ministre de la Fonction Publique et du Travail, le Ministre des Affaires Etrangères, de la Coopération et de la Communauté des Pays de l'Afrique de l'Est, le Ministre des Infrastructures et le Ministre des Finances et de la Planification Economique sont chargés de l'exécution du présent arrêté.

Article 12: Disposition abrogatoire

L'Arrêté du Premier Ministre n° 39/03 du 27/02/2015 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère des Affaires Etrangères et de la Coopération et toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Article 13: Entrée en vigueur

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

Kigali, le **26/03/2018**

(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

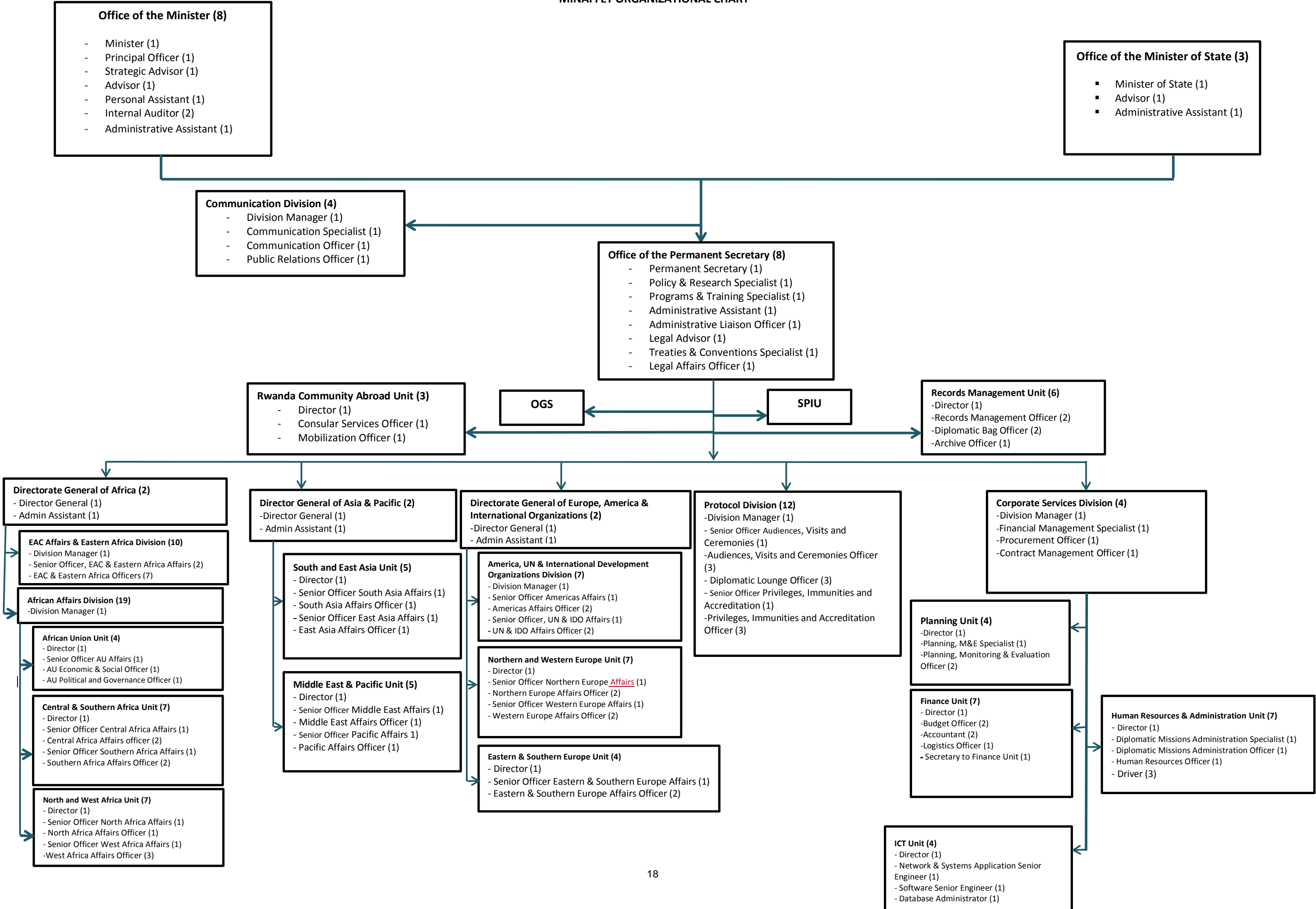
(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

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

**UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N° 057/03 RYO KU
WA 26/03/2018 RIGENA INSHINGANO
N'IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO BYA MINISITERI Y'UBUBANYI
N'AMAHANGA, UBUTWERERANE
N'UMURYANGO W'IBIHUGU BY'AFURIKA
Y'IBURASIRAZUBA RIKANAGENA
IBISABWA KU MYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI BIGENERWA
ABAKOZI BAYO**

**ANNEX I TO PRIME MINISTER'S ORDER
N° 057/03 OF 26/03/2018 DETERMINING
MISSION, FUNCTIONS AND
ORGANISATIONAL STRUCTURE OF THE
MINISTRY OF FOREIGN AFFAIRS,
COOPERATION AND EAST AFRICAN
COMMUNITY, AND JOB PROFILES,
SALARIES AND FRINGE BENEFITS FOR
ITS EMPLOYEES**

**ANNEXE I A L'ARRETE DU PREMIER
MINISTRE N° 057/03 DU 26/03/2018
PORTANT MISSION, FONCTIONS ET
STRUCTURE ORGANISATIONNELLE
DU MINISTERE DES AFFAIRES
ETRANGERES, DE LA COOPERATION
ET DE LA COMMUNAUTE DES PAYS DE
L'AFRIQUE DE L'EST ET
DETERMINANT LES PROFILS
D'EMPLOIS, SALAIRES ET
AVANTAGES ACCORDES A SON
PERSONNEL**



Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°057/03 ryo ku wa 26/03/2018 rigena inshingano n'imbonerahamwe y'imyanya y'imirimo bya Minisitiri y'Ububanyi n'Amahanga, Ubutwererane n'Umuryango w'Ibihugu by'Afurika y'Iburasirazuba rikanagena ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi bayo

Kigali, ku wa **26/03/2018**

(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 Draft Prime Minister's order n°057/03 of 26/03/2018 determining mission, functions and organizational structure of the Ministry of Foreign Affairs, Cooperation and East African Community, and job profiles, salaries and fringe benefits for its employees

Kigali, on **26/03/2018**

(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° 057/03 du 26/03/2018 portant mission, fonctions et structure organisationnelle du Ministère des Affaires Etrangères, de la Coopération et de la Communauté des Pays de l'Afrique de l'Est et déterminant les profils d'emplois, salaires et avantages accordés à son personnel

Kigali, le **26/03/2018**

(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 No 057/03
RYO KU WA 26/03/2018 RIGENA
INSHINGANO
N'IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO BYA MINISITERI
Y'UBUBANYI N'AMAHANGA,
UBUTWERERANE N'UMURYANGO
W'IBIHUGU BY'AFURIKA
Y'IBURASIRAZUBA RIKANAGENA
IBISABWA KU MYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI BAYO**

**ANNEX II TO PRIME MINISTER'S ORDER
N° 057/03 OF 26/03/2018 DETERMINING
MISSION, FUNCTIONS AND
ORGANISATIONAL STRUCTURE OF THE
MINISTRY OF FOREIGN AFFAIRS,
COOPERATION AND EAST AFRICAN
COMMUNITY, AND JOB PROFILES,
SALARIES AND FRINGE BENEFITS FOR
ITS EMPLOYEES**

**ANNEXE II A L'ARRETE DU PREMIER
MINISTRE N° 057/03 DU 26/03/2018
PORTANT MISSION, FONCTIONS ET
STRUCTURE ORGANISATIONNELLE
DU MINISTERE DES AFFAIRES
ETRANGERES, DE LA COOPERATION
ET DE LA COMMUNAUTE DES PAYS
DE L'AFRIQUE DE L'EST ET
DETERMINANT LES PROFILS
D'EMPLOIS, SALAIRES ET
AVANTAGES ACCORDES A SON
PERSONNEL**

MINISTRY OF FOREIGN AFFAIRS, COOPERATION AND EAST AFRICAN COMMUNITY- JOB PROFILES

Administrative unit	Job title	Title linked to Job Position	Required personal and professional profile	Proposed Jobs
Office of the Minister	Minister	Minister	Political appointee	1
	Principal Officer	Principal Officer to the Minister of Foreign Affairs	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 10 years of working experience in Public service and international diplomacy or Master's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 8 years of working experience in Public Service and international diplomacy.</p> <p>Key technical Skills & knowledge required:</p> <ul style="list-style-type: none"> - Comprehensive knowledge of Rwandan Political environment; - Comprehensive knowledge of Rwandan foreign policies, laws, regulations and procedures; - Demonstrated intellectual leadership and ability to integrate knowledge and experience with broader strategic, policy and operational objectives; - Proven managerial and administrative competence; - Proven strategic planning and organisational skills and ability to coordinate the work of 	1

			<p>teams and individuals, ensuring the quality and timeliness of outputs;</p> <ul style="list-style-type: none"> - Creative thinking, independent judgement and discretion in handling major issues; - Working independently and without close supervision; - Working knowledge of the activities and functions of all departments of the institution; - Excellent interpersonal and communication skills (spoken, written and presentational) including ability to defend difficult positions; - Ability to establish and maintain effective working relations with people of different national and cultural backgrounds; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
	Strategic Advisor	Strategic Advisor	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 10 years of working experience in Public service and international diplomacy or Master's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 8 years of working experience in Public Service and international diplomacy.</p>	1

			Key technical skills & knowledge required: <ul style="list-style-type: none"> - Extensive knowledge and practical experience in public service and international diplomacy; - Comprehensive knowledge of Rwandan Political environment; - Comprehensive knowledge of Rwandan foreign policies, laws, regulations and procedures; - Demonstrated intellectual leadership and ability to integrate knowledge and experience with broader strategic, policy and operational objectives; - Creative thinking, independent judgement and discretion in handling major issues; - Work independently and without close supervision; - Excellent interpersonal and communication skills (spoken, written and presentational) including ability to defend difficult positions; - Ability to establish and maintain effective working relations with people of different national and cultural backgrounds; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
	Advisor to the Minister	Advisor to the Minister	Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 7 years of working experience in Public service and international diplomacy or Master's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business	1

			<p>Administration, Development Studies, Commerce or Project Management with 5 years of working experience in Public Service and international diplomacy.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Comprehensive knowledge of Rwandan foreign policies, laws, regulations and procedures; - Working independently and without close supervision; - Working knowledge of the activities and functions of all departments of the Institution; - Extensive knowledge and understanding of the Rwandan international relations & diplomacy system; - Good knowledge of government policy-making and legislative processes; - Knowledge of the justice sector policies and issues; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
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	Personal Assistant	Personal Assistant	<p>Bachelor's degree in Public Administration, Secretariat Studies, Administrative Sciences, Management, Office Management with 3 years of working experience; or Master's Degree or Equivalent in Public Administration, Administrative Sciences, Secretariat Studies, Management, Office Management with 1 year of working experience.</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, organisational 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, knowledge of all these three (3) languages is an advantage. 	1
	Internal Auditor	Internal Auditor	<p>Bachelor's degree in Finance, Accounting or Management with specialization 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 skills; - High analytical skills; - Report writing and presentation skills; - Time management skills; - Excellent problem-solving skills and clear logical thinking; 	2

			<ul style="list-style-type: none"> - Time management skills; - Excellent problem-solving skills and clear logical thinking; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
	Administrative Assistant to the Minister	Administrative assistant to the Minister	<p>A1 in Secretarial Studies, Office Management or bachelor's degree 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 these three (3) languages is an advantage. 	1
S/Total				8
Office of the Minister of State	Minister of State	Minister of State	Political appointee	1
	Advisor to the Minister of State	Advisor to the Minister of State	Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 7 years of working experience in Public service and international diplomacy or Master's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business	1

			<p>Administration, Development Studies, Commerce or Project Management with 5 years of working experience in Public Service and international diplomacy.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Experience in foreign affairs or cooperation services, and with a variety of stakeholders both national and international; - Comprehensive knowledge of Rwandan legal environment; - Comprehensive knowledge of Rwandan foreign policies, laws, regulations and procedures; - Working independently and without close supervision; - Working knowledge of the activities and functions of all departments of the institution; - Extensive knowledge and understanding of the Rwandan international relations & diplomacy system; - Good knowledge of Government policy-making and legislative processes; - Knowledge of the justice sector policies and issues; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; 	
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			<ul style="list-style-type: none"> - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretarial Studies, Office Management or Bachelor's degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law.</p> <p>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 these three (3) languages is an advantage. 	1
S/Total				3
Communication Division	Communication Division Manager	Communication Division Manager	<p>Bachelor's degree in Public Relations, International Relations, Communications, Journalism, Linguistics and Literature, Marketing with 7 years of working experience or Master's degree in Public Relations, International Relations, Communications, Journalism, Linguistics and Literature, Marketing with 5 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Experience in communication domain across the devolved administrations, and 	1

			<p>with a variety of stakeholders both national and international;</p> <ul style="list-style-type: none"> - Working knowledge of public service policy issues and political awareness; - Comprehensive knowledge of Rwandan political environment; - Comprehensive knowledge of Rwandan foreign policies, laws, regulations and procedures; - Working independently and without close supervision; - Working knowledge of the activities and functions of all departments of the institution; - Conflict management skills; - Extensive knowledge in foreign affairs; - Knowledge in administrative management; - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Computer skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
	Communication Specialist	Communication Specialist	<p>Bachelor's degree in Public Relations, International Relations/Studies, Communications, Journalism, Linguistics and Literature, Marketing with 4 years of working experience or Master's degree in Public Relations, International Relations/Studies, Communications, Journalism, Linguistics and Literature, Marketing with 3 years of working</p>	

			<p>experience.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Experience in communication domain across the devolved administrations, and with a variety of stakeholders both national and international; - Working knowledge of public service policy issues and political awareness; - Comprehensive knowledge of Rwandan political environment; - Comprehensive knowledge of Rwandan foreign policies, laws, regulations and procedures; - Working independently and without close supervision; - Working knowledge of the activities and functions of all departments of the institution; - Conflict management skills; - Extensive Knowledge in foreign affairs; - Knowledge in administrative management; - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Computer skills; - Fluent in Kinyarwanda, English and/or French, knowledge of all these three (3) languages is an advantage. 	
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	Communication Officer	Communication Officer	<p>Bachelor's degree in Public Relations, International Relations/Studies, Communications, Journalism, Linguistics and Literature, Marketing.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of working media; - Presentation skills; - Interpersonal skills; - Excellent communication skills both orally and in writing; - 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 these three (3) languages is an advantage. 	1
	Public Relations Officer	Public Relations Officer	<p>Bachelor's degree in Public Relations, International Relations/Studies, Communications, Journalism, Linguistics and Literature, Marketing.</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; 	1

			<ul style="list-style-type: none"> - 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 these three (3) languages is an advantage. 	
S/Total				4
Office of the Permanent Secretary	Permanent Secretary	Permanent Secretary	Political appointee	1
	Programs and Training Specialist	Programs and Training Specialist	<p>Bachelor's degree in Education Sciences, Human Resource Management, Public Administration, Administrative Sciences, Management with 4 years of working experience; or Master's degree in Education Sciences, Human Resource Management, Public Administration, Administrative Sciences, Management with 3 years of working experience.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Proven experience in designing multiple training events; - Extensive knowledge of instructional design theory and learning principles; - Proven ability to master the full training cycle; - Adequate knowledge of learning management software; - Familiarity with traditional and modern training methods, tools and techniques; - Familiarity with talent management and succession planning; 	1

			<ul style="list-style-type: none"> - Ability to conduct cost-benefit analysis and calculate training ROI; - Sound decision making and organisational skills; - Ability to present complex information to a variety of audiences; - Proficiency in MS Office and in database software; - Interviewing skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
	Policy & Research Specialist	Policy & Research Specialist	<p>Bachelor's degree in Political Sciences, International Relations/Studies, Development Studies, International Law, Public Policy, Economics with 4 years of working experience or Master's Degree or Equivalent Political Sciences, International Relations/Studies, Development Studies, International Law, Public Policy, Economics with 3 years of working experience.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of working with high Officials; - Proven and demonstrated research and analytical skills; - Diplomatic skills; - Excellent communication skills both orally and in writing; - Report writing and presentation skills; - Planning and Coordination skills; - Computer skills; - Creativity and initiative; - Good organisational and time-management skills; - Team working skills; 	1

			<ul style="list-style-type: none"> - Effective public relations and public speaking skills; - Interviewing skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
	Legal Advisor	Legal Advisor	<p>Bachelor's degree in Law with 4 years of working experience in legal drafting or Master's Degree in Law with 3years of working experience in legal drafting.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Deep knowledge of Rwandan public service and labor; law; - High analytical and problem solving skills; - Legal research and analysis in complex areas of law; - Knowledge of substantive law and legal procedures; - Decision making skills; - Experience in contract drafting and negotiation; - Excellent communication skills; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French, knowledge of all these three (3) languages is an advantage. 	1
	Treaties and Conventions Specialist	Treaties and Conventions Specialist	Bachelor's degree in Law with 4 years of working experience in legal drafting or Master's Degree in International Law, Human Right Law with 3 years of working experience in Human Right, Treaties.	1

			Key technical skills and knowledge required : <ul style="list-style-type: none"> - Legal research and analysis in complex areas of law; - Knowledge of Substantive law and legal procedures; - Decision making skills; - Knowledge of international conventions and Treaties; - Excellent communication skills; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French, knowledge of all these three (3) languages is an advantage. 	
	Legal Affairs Officer	Legal Affairs Officer	<p>Bachelor's degree in Law.</p> Key technical skills and knowledge required: <ul style="list-style-type: none"> - Legal research and analysis in complex areas of law; - Knowledge of substantive law and legal procedures; - Good knowledge of Rwanda's legal system; - Knowledge of court processes and procedures; - Team working skills; - High analytical & problem solving skills; - Negotiations skills; - Stress management skills; - Networking skills and result-oriented; - Interpersonal skills; - Effective communication skills; - Time management skills; - Computer skills; 	1

			<ul style="list-style-type: none"> - Decision making skills; - Fluency in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
	Administrative Liaison Officer	Administrative Liaison Officer	<p>A1 in Secretarial Studies, Office Management or bachelor's degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law.</p> <p>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 these three (3) languages is an advantage. 	1
	Administrative Assistant	Administrative Assistant to the Permanent Secretary	<p>A1 in Secretarial Studies, Office Management or Bachelor's degree 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; 	1

			- Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage.	
S/Total				8
Rwanda Community Abroad Unit	Director of Unit	Director of Rwanda Community Abroad Unit	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Political Sciences, Commerce or Project Management with 5 years of working experience or Master's Degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Political Sciences, Commerce or Project Management with 4 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Experience in diplomacy or international relations; - Demonstrated effective leadership and managerial/ administrative skills; - Indigenous knowledge of Rwandan community; - Political analysis skills; - Negotiation skills; - Organizational skills; - Strong interpersonal skills; - Public speaking skills; - Knowledge of different culture aspects; - Research skills; - Convincing skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	1

	Consular Services Officer	Consular Services Officer	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Political Sciences, Commerce or Project Management.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Possess good communication skills; - Proficiency in either English or French; - Proficiency in one of the other languages of the United Nations; - Indigenous knowledge of Rwandan community; - Mobilization skills; - Negotiation skills; - Organizational skills; - Strong interpersonal skills; - Public speaking skills; - Knowledge of different culture aspects; - Convincing skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	1
	Mobilisation Officer	Mobilisation Officer	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Political Sciences, Commerce or Project Management.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - HR Management skills; - Mobilisation skills; - Communication skills; - Negotiation skills; 	1

			<ul style="list-style-type: none"> - Organizational Skills; - Strong interpersonal skills; - Public speaking skills; - Convincing skills; - Proficiency in one of the other languages of the United Nations; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
S/Total				3
Records Management Unit	Director of Unit	Director of Records Management Unit	<p>Bachelor's degree in Public Administration, Management, Administrative Sciences, Office Management, Secretary studies, Sociology, Social Work, Law, Library and Information Science with 5 years of working experience; Or Master's Degree or Equivalent in Public Administration, Management, Administrative Sciences, Office Management, Secretary studies, Sociology, Social work, Law, Library and Information Science with 4 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; - Planning and coordination skills; - Interpersonal skills; - Organizational skills; - Filing skills; - Stress management skills; - Time management skills; - Bookkeeping skills; - Analytical & problem solving skills; - Decision making skills; 	1

			<ul style="list-style-type: none"> - Ability to use discretion and maintain confidentiality; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
	Records Management Officer	Records Management Officer	<p>Bachelor's degree in Public Administration, Management, Administrative Sciences, Office Management, Secretary studies, Sociology, Social Work, Law, Library and Information Science.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of office administration; - Communication skills; - Computer skills; - Interpersonal skills; - Excellent organizational and time management skills; - Good interpersonal skills; - Stress management skills; - Bookkeeping skills; - Ability to use discretion and maintain confidentiality; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	2
	Diplomatic Bag Officer	Diplomatic Bag Officer	<p>Bachelor's degree in Public Administration, Management, Administrative Sciences, Office Management, Secretary studies, Sociology, Social Work, Law, Library and Information Science.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of office administration; - Communication skills; - Computer skills; 	2

			<ul style="list-style-type: none"> - Interpersonal skills; - Excellent organizational and time management skills; - Good interpersonal skills; - Stress management skills; - Bookkeeping skills; - Ability to use discretion and maintain confidentiality; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
	Archive Officer	Archive Officer	<p>Bachelor's degree in Secretariat, Archives and Documentation and or Library services.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of office administration; - Communication skills; - Computer skills; - Interpersonal skills; - Excellent organizational and time management skills; - Good interpersonal skills; - Stress management skills; - Bookkeeping skills; - Ability to use discretion and maintain confidentiality; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	1
S/Total				6
Directorate General of Africa	Director General	Director General of Africa	Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or	1

			<p>Project Management with 10 years of working experience in Public service and international diplomacy or Master's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 8 years of working experience in Public Service and international diplomacy.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none">- Experience in diplomacy, international relations or relevant field at a bilateral and multilateral level;- Comprehensive knowledge of Rwandan political environment;- Comprehensive knowledge and understanding of Rwanda's foreign policy and other key national policies, objectives and strategies;- Have demonstrated intellectual leadership and ability to integrate knowledge and experience with broader strategic, policy and operational objectives;- Creative thinking, independent judgement and discretion in handling major issues;- Ability to formulate Rwanda's position in relation to negotiations on bilateral and international instruments, meetings and conferences;- Demonstrated ability to analyse political and economic developments/trends;- Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3)	
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			languages is an advantage.	
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretarial Studies, Office Management or Bachelor's degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law.</p> <p>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 these three (3) languages is an advantage. 	1
S/Total				2
East Africa Community Affairs & Eastern African Division	Division Manager	Division Manager, EAC Affairs & Eastern Africa Affairs	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 8 years of working experience in Public service and international diplomacy or Master's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 6 years of working experience in Public Service and international diplomacy.</p>	1

			Key technical skills & knowledge required: <ul style="list-style-type: none"> - Experience in diplomacy, international relations; - Extensive knowledge of bilateral & multilateral affairs; - Demonstrated professional competence, effective leadership and managerial/administrative skills; - Possess excellent negotiation, analytical and communication skills; - A clear understanding of Rwanda's foreign policy and other key national policies, objectives and strategies; - Clear understanding of the workings and functioning of the AU & its organs, as well as matters concerning regional trade and integration; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
	Senior Officer, EAC & Eastern African Affairs	Senior Officer, EAC & Eastern African Affairs	Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce, Project Management, Agriculture, Health, Environmental Science, Veterinary Science, Civil Engineering, Transport Engineering, Education, Public Policy with 4 years of working experience in public service and international diplomacy or Master's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce, Project Management, Agriculture, Health, Environmental Science, Veterinary Science, Civil	2

			<p>Engineering, Transport Engineering, Education, Public Policy with 3 years of working experience in Public Service and international diplomacy.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Experience in Diplomacy, International Relations; - Demonstrated professional competence, effective leadership and managerial/administrative skills - Possess effective negotiation, analytical and communication skills; - Clear understanding of Rwanda's foreign policy and other key national policies, objectives and strategies; - Clear understanding of the workings and functioning of the AU & its organs, as well as matters concerning regional trade and integration; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
	EAC & Eastern Africa Officer	EAC & Eastern Africa Officer	<p>Bachelor's degree in in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce, Project Management, Agriculture, Health, Environmental Science, Veterinary Science, Civil Engineering, Transport Engineering, Education, Public Policy.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Extensive Knowledge of Eastern Africa community; 	7

			<ul style="list-style-type: none"> - Extensive knowledge of international relations; - Conflict Management Skills; - Public speaking skills; - Knowledge of administrative management; - Excellent communication skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
S/Total				10
Africa Affairs Division	Division Manager	Division Manager/Africa Affairs	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 8 years of working experience in Public service and international diplomacy or Master's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 6 years of working experience in Public Service and international diplomacy.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge in multilateral and bilateral cooperation; - Conflict management skills; 	1

			<ul style="list-style-type: none"> - Extensive knowledge in foreign affairs; - Knowledge of administrative management; - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills - Writing and reporting skills; - High analytical thinking; - Computer skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
S/Total				1
Africa Union Unit	Director of Unit	Director of Africa Union Unit	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 5 years of working experience in Public service and international diplomacy or Master's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 4 years of working experience in Public Service and international diplomacy.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Clear understanding of the workings and functioning of the AU & its organs, as well 	1

			<p>as matters concerning regional trade and integration;</p> <ul style="list-style-type: none"> - Conflict management skills; - Extensive knowledge in foreign affairs; - Knowledge of administrative management; - Excellent interpersonal and communication skills; - Decision-making skills; - Organizational skills; - Planning, time management and coordination skills; - Writing and reporting skills; - Excellent analytical skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
	Senior Officer, AU Affairs	Senior Officer, AU Affairs	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 4 years of working experience in Public service and international diplomacy or Master's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 3 years of working experience in Public Service and international diplomacy.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge of multilateral cooperation; 	1

			<ul style="list-style-type: none"> - Conflict management skills; - Knowledge of administrative management; - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - High analytical thinking; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
	AU Economic & Social Officer	AU Economic & Social Officer	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge in multilateral and bilateral cooperation; - Conflict management skills; - Knowledge of administrative management; - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - High analytical thinking; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	1

	AU Political and Governance Officer	AU Political and Governance Officer	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Political Sciences, Economics, Business Administration, Development Studies, Commerce or Project Management.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge in multilateral and bilateral cooperation; - Conflict management skills; - Knowledge of administrative management; - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - High analytical thinking; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	1
S/Total				4
Central & Southern Africa Unit	Director of Unit	Director of Central & Southern Africa Unit	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 5 years of working experience in Public service and international diplomacy or Master's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 4 years of working</p>	1

			<p>experience in Public Service and international diplomacy.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge in multilateral and bilateral cooperation; - Extensive knowledge of international relations; - Conflict management skills; - Public speaking skills; - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Computer skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
	Senior Officer, Central Africa Affairs	Senior Officer, Central Africa Affairs	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 4 years of working experience in Public service and international diplomacy or Master's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 3 years of working experience in Public Service and international diplomacy.</p>	1

			<p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Extensive Knowledge of Central Africa community; - Extensive knowledge of international relations; - Conflict management skills; - Public speaking skills; - Knowledge of administrative management; - Excellent communication skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
	Central Africa Affairs Officer	Central Africa Affairs Officer	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of international relations; - Conflict management skills; - Public speaking skills; - Knowledge of administrative management; - Excellent communication skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; 	2

			<ul style="list-style-type: none"> - High analytical thinking; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
	Senior Officer, Southern Africa Affairs	Senior Officer, Southern Africa Affairs	<p>Bachelor's degree in International Relations, Political Sciences and International Studies with 3 years of working experience or Master's Degree in International Relations, Political Sciences and International Studies.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Extensive Knowledge of Central Africa community; - Extensive knowledge of international relations; - Conflict management skills; - Public speaking skills; - Knowledge of administrative management; - Excellent communication skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	1
	Southern Africa Affairs Officer	Southern Africa Affairs Officer	Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management.	2

			Key technical skills & knowledge required: <ul style="list-style-type: none"> - Knowledge of international relations; - Conflict management skills; - Public speaking skills; - Knowledge of administrative management; - Excellent communication skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
S/Total				7
North and West Africa Unit	Director of Unit	Director of North and West Africa Unit	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 5 years of working experience in Public service and international diplomacy or Master's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 4 years of working experience in Public Service and international diplomacy.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge in bilateral and multilateral cooperation; - Conflict management skills; 	1

			<ul style="list-style-type: none"> - Extensive knowledge in foreign affairs; - Knowledge of administrative management; - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Computer skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
	Senior Officer North Africa Affairs	Senior Officer North Africa Affairs	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 4 years of working experience in Public service and international diplomacy or Master's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 3 years of working experience in Public Service and international diplomacy.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge in bilateral and multilateral cooperation; - Extensive knowledge of international relations; - Conflict management skills; - Public speaking skills; 	1

			<ul style="list-style-type: none"> - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Computer skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
	North Africa Affairs Officer	North Africa Affairs Officer	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of international relations; - Conflict management skills; - Public speaking skills; - Knowledge of administrative management, - Excellent communication skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	1
	Senior Officer West Africa Affairs	Senior Officer West Africa Affairs	Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business	1

			<p>Administration, Development Studies, Commerce or Project Management with 4 years of working experience in Public service and international diplomacy or Master's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 3 years of working experience in Public Service and international diplomacy.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Extensive Knowledge in Bilateral and Multilateral Cooperation; - Extensive knowledge of international relations; - Conflict management skills; - Public speaking skills; - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Computer skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
	West Africa Affairs Officer	West Africa Affairs Officer	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management.</p>	3

			Key technical skills & knowledge required: <ul style="list-style-type: none"> - Knowledge of international relations; - Conflict management skills; - Public speaking skills; - Knowledge of administrative management; - Excellent communication skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
S/Total				7
Directorate General of Asia and Pacific	Director General	Director General of Asia and Pacific	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 10 years of working experience in Public service and international diplomacy or Master's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 8 years of working experience in Public Service and international diplomacy.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Experience in diplomacy, international relations at a bilateral and multilateral level; 	1

			<ul style="list-style-type: none"> - Comprehensive knowledge of Rwandan Political environment; - Comprehensive knowledge and understanding of Rwanda's Foreign Policy and other key national policies, objectives and strategies; - Have demonstrated intellectual leadership and ability to integrate knowledge and experience with broader strategic, policy and operational objectives; - Creative thinking, independent judgement and discretion in handling major issues; - Ability to formulate Rwanda's position in relation to negotiations on bilateral and international instruments, meetings and conferences; - Demonstrated ability to analyse political and economic developments/trends. 	
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretarial Studies, Office Management or Bachelor's degree in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law.</p> <p>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 these three (3) languages is an advantage. 	1

S/Total				2
South & East Asia Unit	Director of Unit	Director of South & East Asia Unit	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 5 years of working experience in Public service and international diplomacy or Master's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 4 years of working experience in Public Service and international diplomacy.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge in bilateral and multilateral cooperation; - Conflict management skills; - Extensive knowledge in foreign affairs; - Knowledge of administrative management; - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Computer skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	1

	Senior Officer, South Asia Affairs	Senior Officer, South Asia Affairs	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 4 years of working experience in Public service and international diplomacy or Master's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 3 years of working experience in public service and international diplomacy.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge in bilateral and multilateral cooperation; - Extensive knowledge of international relations; - Conflict management skills; - Public speaking skills; - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Computer skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	1
	Senior Officer, East Asia Affairs	Senior Officer, East Asia Affairs	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy,</p>	1

			<p>Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 4 years of working experience in Public service and international diplomacy or Master's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 3 years of working experience in Public Service and international diplomacy.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge in bilateral and multilateral cooperation; - Extensive knowledge of international relations; - Conflict management skills; - Public speaking skills; - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Computer skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
	South Asia Officer	South Asia Officer	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business</p>	1

			<p>Administration, Development Studies, Commerce or Project Management.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of international relations; - Conflict management skills; - Public speaking skills; - Knowledge of administrative management; - Excellent communication skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
	East Asia Officer	East Asia Officer	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of international relations; - Conflict management skills; - Public speaking skills; - Knowledge of administrative management; - Excellent communication skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; 	1

			- Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage.	
S/Total				5
Middle East & Pacific Unit	Director of Unit	Director of Middle East & Pacific Unit	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 5 years of working experience in Public service and international diplomacy or Master's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 4 years of working experience in Public Service and international diplomacy.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge in bilateral and multilateral cooperation; - Conflict management skills; - Extensive knowledge in foreign affairs; - Knowledge of administrative management; - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Computer skills; 	1

			<ul style="list-style-type: none"> - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
	Senior Officer Middle East Affairs	Senior Officer Middle East Affairs	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 4 years of working experience in Public service and international diplomacy or Master's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 3 years of working experience in public service and international diplomacy.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge in bilateral and multilateral cooperation; - Extensive knowledge of international relations; - Conflict management skills; - Public speaking skills; - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Computer skills; 	1

			<ul style="list-style-type: none"> - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
	Senior Officer Pacific Affairs	Senior Officer Pacific Affairs	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 4 years of working experience in Public service and international diplomacy or Master's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 3 years of working experience in public service and international diplomacy.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge in bilateral and multilateral cooperation; - Extensive knowledge of international relations; - Conflict management skills; - Public speaking skills; - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Computer skills; 	1

			<ul style="list-style-type: none"> - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
	Middle East Affairs Officer	Middle East Affairs Officer	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of international relations; - Conflict management skills - Public speaking skills; - Knowledge of administrative management; - Excellent communication skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	1
	Pacific Affairs Officer	Pacific Affairs Officer	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of international relations; - Conflict management skills; - Public speaking skills; - Knowledge of administrative management; 	1

			<ul style="list-style-type: none"> - Excellent communication skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
S/Total				5
Directorate General of Europe, America & International Organizations	Director General	Director General of Europe, America & International Organization	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 10 years of working experience in public service and international diplomacy or Master's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 8 years of working experience in Public Service and international diplomacy.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Experience in diplomacy, international relations at a bilateral and multilateral level; - Comprehensive knowledge of Rwandan political environment; - Comprehensive knowledge and understanding of Rwanda's foreign policy and other key national policies, objectives and strategies; 	1

			<ul style="list-style-type: none"> - Have demonstrated intellectual leadership and ability to integrate knowledge and experience with broader strategic, policy and operational objectives; - Creative thinking, independent judgement and discretion in handling major issues; - Ability to formulate Rwanda's position in relation to negotiations on bilateral and international instruments, meetings and conferences; - Demonstrated ability to analyse political and economic developments/trends; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretarial Studies, Office Management or Bachelor's degree in Public Administration, Administrative sciences, Management specialized in Administration.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Office management skills; - Excellent communication, organizational, interpersonal skills; - Analytical and problem solving skills; - Time management skills; - ICT Literacy in MS Word, Excel, Power Point and Internet; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	1
S/Total				2
America, UN & International Development	Division Manager	Division Manager, Americas, UN & International	Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business	1

Organizations Division		Development Organizations	<p>Administration, Development Studies, Commerce or Project Management with 8 years of working experience in Public service and international diplomacy or Master's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 6 years of working experience in Public Service and international diplomacy.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge in multilateral and bilateral cooperation; - Conflict management skills; - Extensive knowledge in foreign affairs; - Knowledge of administrative management; - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Computer skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
	Senior Officer Americas Affairs	Senior Officer Americas Affairs	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 4 years of working experience in Public service and international</p>	1

			<p>diplomacy or Master's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 3 years of working experience in Public Service and international diplomacy.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge in bilateral and multilateral cooperation; - Extensive knowledge of international relations - Conflict management skills; - Public speaking skills; - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Computer skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
	Senior Officer UN & IDO Affairs	Senior Officer UN & IDO Affairs	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 4 years of working experience in Public service and international diplomacy or Master's degree in Public Relations, International Relations/Studies, Law, Diplomacy,</p>	1

			<p>Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 3 years of working experience in public service and international diplomacy.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge in bilateral and multilateral cooperation; - Extensive knowledge of international relations; - Conflict management skills; - Public speaking skills; - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Computer skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
	Americas Affairs Officer	Americas Affairs Officer	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of international relations; - Conflict management skills; 	2

			<ul style="list-style-type: none"> - Public speaking skills; - Knowledge of administrative management; - Excellent communication skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
	UN & IDO Affairs Officer	UN & IDO Affairs Officer	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of international relations; - Conflict management skills; - Public speaking skills; - Knowledge of administrative management; - Excellent communication skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	2
S/Total				7
Northern and Western Europe Unit	Director of Unit	Director, Northern and Western Europe Unit	Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy,	1

			<p>Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 5 years of working experience in Public service and international diplomacy or Master's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 4 years of working experience in Public Service and international diplomacy.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Extensive Knowledge in bilateral and multilateral cooperation; - Conflict management skills; - Extensive knowledge in foreign affairs; - Knowledge of administrative management; - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Computer skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
	Senior Officer, Northern Europe Affairs	Senior Officer Northern Europe Affairs	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 4 years of working</p>	1

			<p>experience in Public service and international diplomacy or Master's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 3 years of working experience in Public Service and international diplomacy.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge in bilateral and multilateral cooperation; - Extensive knowledge of international relations; - Conflict management skills; - Public speaking skills; - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Computer skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage 	
	Senior Officer, Western Europe Affairs	Senior Officer, Western Europe Affairs	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 4 years of working experience in Public service and international diplomacy or Master's degree in Public Relations,</p>	1

			<p>International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 3 years of working experience in Public Service and international diplomacy.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge in bilateral and multilateral cooperation; - Extensive knowledge of international relations; - Conflict management skills - Public speaking skills; - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Computer skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage 	
	Northern Europe Affairs Officer	Northern Europe Affairs Officer	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of international relations; 	2

			<ul style="list-style-type: none"> - Conflict management skills; - Public speaking skills; - Knowledge of administrative management; - Excellent communication skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
	Western Europe Affairs Officer	Western Europe Affairs Officer	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of international relations; - Conflict management skills; - Public speaking skills; - Knowledge of administrative management; - Excellent communication skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	2
S/Total				7
Eastern & Southern Europe Unit	Director of Unit	Director, Eastern & Southern Europe Unit	Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy,	1

			<p>Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 5 years of working experience in Public service and international diplomacy or Master's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 4 years of working experience in Public Service and international diplomacy.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge in bilateral and multilateral cooperation; - Conflict management skills; - Extensive knowledge in foreign affairs; - Knowledge of administrative management; - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Computer skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
	Senior Officer, Eastern & Southern Europe Affairs	Senior Officer, Eastern & Southern Europe Affairs	Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 4 years of working	1

			<p>experience in Public service and international diplomacy or Master's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 3 years of working experience in Public Service and international diplomacy.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge in bilateral and multilateral cooperation; - Extensive knowledge of international relations; - Conflict management skills; - Public speaking skills; - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - -High analytical thinking; - Computer skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage 	
	Eastern & Southern Europe Affairs Officer	Eastern & Southern Europe Affairs Officer	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management.</p>	2

			Key technical skills & knowledge required: <ul style="list-style-type: none">- Knowledge of international relations;- Conflict management skills;- Public speaking skills;- Knowledge of administrative management;- Excellent communication skills;- Time management skills;- Organizational skills- Planning and coordination skills;- Writing and reporting skills;- High analytical thinking;- Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage.		
S/Total				4	
Protocol Division	Division Manager	Protocol Manager	Division	<p>Bachelor’s degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 8 years of working experience in Public service and international diplomacy or Master's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 6 years of working experience in Public Service and international diplomacy.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none">- Extensive Knowledge in multilateral and bilateral cooperation;	1

			<ul style="list-style-type: none"> - Conflict management skills; - Extensive knowledge in foreign affairs; - Knowledge of administrative management, - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Computer skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
	Senior Officer, Audiences, Visits and Ceremonies	Senior Officer, Audiences, Visits and Ceremonies	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 4 years of working experience in Public service and international diplomacy or Master's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 3 years of working experience in Public Service and international diplomacy.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge of international relations; - Conflict management skills; - Public speaking skills; - Excellent interpersonal skills; 	1

			<ul style="list-style-type: none"> - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Computer skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage 	
	Audiences, Visits and Ceremonies Officer	Audiences, Visits and Ceremonies Officer	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge of foreign affairs; - Excellent communication skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	3
	Diplomatic Lounge Officer	Diplomatic Lounge Officer	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management.</p>	3

			Key technical skills & knowledge required: <ul style="list-style-type: none"> - Extensive Knowledge of foreign affairs; - Excellent communication skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
	Senior Officer, Privileges, Immunities and Accreditation	Senior Officer, Privileges, Immunities and Accreditation	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 4 years of working experience in Public service and international diplomacy or Master's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management with 3 years of working experience in Public Service and international diplomacy.</p> Key technical skills & knowledge required: <ul style="list-style-type: none"> - Extensive knowledge of international relations; - Conflict management skills; - Public speaking skills; - Excellent interpersonal skills; - Excellent communication skills - Decision-making skills; - Time management skills; - Organizational skills 	1

			<ul style="list-style-type: none"> - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Computer skills - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage 	
	Privileges, Immunities and Accreditation Officer	Privileges, Immunities and Accreditation Officer	<p>Bachelor's degree in Public Relations, International Relations/Studies, Law, Diplomacy, Communications, Economics, Business Administration, Development Studies, Commerce or Project Management.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge of foreign affairs; - Excellent communication skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	3
S/Total				12
Corporate Services Division	Division Manager	Division Manager, Corporate Services	Bachelor's degree in Economics, Management, Business Administration, Public Administration, Strategic Management, Public Finance, Accounting, Human Resource Management, Development Studies with 8 years of working experience in Human Resource and Financial Management and occupied a managerial position at head of unit from a reputable organization or Master's Degree in Economics, Management, Business Administration,	1

			<p>Public Administration, Strategic Management, Public Finance, Accounting, Human Resource Management, Development Studies with 6 years of working experience in Human Resource and Financial Management.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Human Resources Policy and procedures; - Knowledge of accounting principles and practices and financial data reporting; - Knowledge of Rwanda public service & labour laws and financial law; - Operational knowledge of Rwandan human resource management policies, laws and regulations, procedures and software (i.e IPPIS); - Operational knowledge of Rwandan public financial management policies, procedures and software (i.e IFMIS); - Working independently and make decisions; - High level negotiation skills; - Knowledge of electronic equipment and computer hardware and software; - Leadership skills; - Coordination, planning & organizational skills; - Interpersonal skills; - Effective communication skills; - Complex problem solving; - Time management skills; - Fluency in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage 	
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	Financial Management Specialist	Financial Management Specialist	<p>Bachelor's degree in Finance, Accounting, Management with specialization in Finance/Accounting with 4 years of working experience or Accounting Professional Qualification recognized by IFAC (ACCA, CPA) with 3 years of working experience or Master's Degree in Finance, Accounting, Management with specialization in Finance/Accounting.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's public financial management standards and procedures; - Knowledge of accounting principles and practices and financial data reporting; - Knowledge of Rwanda financial and procurement regulations; - Planning and organizational, 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 these three (3) languages is an advantage. 	1
	Procurement Officer	Procurement Officer	<p>Bachelor's degree in Procurement, Management, Accounting, Public Finance, Law, Economics.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - High analytical skills; - Negotiation skills; 	1

			<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 these three (3) languages is an advantage. 	
	Contract Management Officer	Contract Management Officer	<p>Bachelor's degree in Law.</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 these three (3) languages is an advantage. 	1
S/Total				4
Planning Unit	Director of Unit	Director of Planning Unit	Bachelor's degree in in Business Administration, Public Administration/Administrative Sciences,	1

			<p>Development Studies, Public Policy, Economics, Management, Project Management with 5 years of working experience in planning, monitoring and evaluation, statistics or Master in Business Administration, Public Administration, Development Studies, Public Policy and Management, Economics, Management, Project Planning and Management with 4 years of working experience in planning, monitoring and evaluation, statistics.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Excellent planning skills; - Comprehensive knowledge of results based management, logical framework approach, strategic planning processes and tools; - Extensive knowledge of drafting action plans and operational plans; - Extensive knowledge of monitoring and evaluation concepts, systems and tools; - Extensive knowledge of conducting policy analysis and draft policy proposals; - Excellent monitoring and evaluation skills; - 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 these three (3) languages is an advantage. 	
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	Planning, Specialist	M&E	Planning, Specialist	M&E	<p>Bachelor's degree in Economics, Management, Development Studies, Project Management, Business Administration with 4 years of working experience; Or Master's Degree or Equivalent in Economics, Management, Development Studies, Project Management, Business Administration with 3 years of working experience.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - 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 these three (3) languages is an advantage. 	1
	Planning, Monitoring & Evaluation Officer		Planning, Monitoring & Evaluation Officer		<p>Bachelor'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; 	2

			<ul style="list-style-type: none"> - 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 these three (3) languages is an advantage. 	
S/Total				4
Finance Unit	Director of Unit	Director of Finance Unit	<p>Bachelor's degree in Finance, Accounting, Management with specialization in Finance/Accounting with 4 years of working experience in a finance management in a Government institution or any other institution or Accounting Professional Qualification recognized by IFAC (ACCA, CPA) with 3 years of working experience in a finance management in a Government institution or any other institution or Master's Degree in Finance, Accounting, Management with specialization in Finance/Accounting with 4 years of working experience in a finance management in a Government institution or any other institution.</p>	1

			Key technical skills & knowledge required: <ul style="list-style-type: none"> - Knowledge of Rwanda's public financial management standards and procedures; - Knowledge of accounting principles and practices and financial statement and data reporting; - Knowledge of Rwanda Public Financial Law; - Knowledge in financial software (SMART, IFMIS, etc); - 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 these three (3) languages is an advantage 	
	Accountant	Accountant	<p>Bachelor's degree in Finance, Accounting, and Management specialized in Finance/Accounting or Accounting professional qualification recognized by IFAC (ACCA, CPA).</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Working experience in Finance, Accounting, Management; - Experience of working in current public finance software in use; - Knowledge of cost analysis techniques; 	2

			<ul style="list-style-type: none"> - Knowledge of Finance, Accounting, Management; - Knowledge and use of SMARTFMIS; - Comprehensive knowledge of the planning tools; - Working knowledge of the activities of other functions of the institution relevant to the department; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in financial software (SMART IFMIS); - Judgment & decision making skills; - Knowledge to analyse complex financial information & produce reports; - Deep understanding of financial accounts; - High analytical skills; - Interpersonal skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all these three (3) languages is an advantage. 	
	Budget Officer	Budget Officer	<p>Bachelor's degree in Finance, Accounting, Economics, Management.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Planning and organizational skills; - Communication skills; - Strong IT skills, particularly in Finance software (SMART IFMIS); - Judgment & decision making skills; - Deep understanding of financial accounts; - High analytical skills - Interpersonal skills - Time management skills 	2

			<ul style="list-style-type: none"> - Complex problem solving; - Flexibility skills; - Fluency in English and/or French, knowledge of all these three (3) languages is an advantage 	
	Secretary to Finance Unit	Secretary to Finance Unit	<p>A1 in Secretarial Studies, Office Management or Bachelor's degree 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 these three (3) languages is an advantage. 	1
	Logistics Officer	Logistics Officer	<p>Bachelor's degree in Store Management, Management, Accounting, Economics, 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; 	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 these three (3) languages is an advantage. 	
S/Total				7
ICT Unit	Director of Unit	Director of ICT Unit	<p>Bachelor's degree in Computer Science, Software Engineering, Computer Engineering and Information Communication Technology with 5 years working experience in ICT environment with a working knowledge in Project Management, Strategic Planning, Finance, Accounting and Procurement procedures or Master's degree in Computer Science, Computer Engineering, Information and Communication Technology, Information Technology, Information systems, Computer application Technology, Computer sciences and systems, Electronics and Telecommunication Engineering with 4 years working experience in ICT environment with a working knowledge in Project Management, Strategic Planning, Finance, Accounting and Procurement procedures.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's ICT Policies and Strategies as well as National ICT Policy; - Deep understanding of information technology and telecommunications; - Knowledge to research and analyze technology problems, issues, and program requirements; 	1

			<ul style="list-style-type: none"> - Extensive knowledge of various IT software; - Comprehensive knowledge of ICT systems, policies and procedures; - Operating knowledge of IT systems; - Working independently and without close supervision; - Working knowledge of the activities for other functions in the Office of - Knowledge of computer hardware/software technologies; - Interpersonal skills; - Communication skills; - Problem-solving skills; analytical skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage 	
	Network & Systems Application Senior Engineer	Network & Systems Application Senior Engineer	<p>Bachelor's degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics, Software Engineering, Telecommunication Engineering, with 4 years of working experience, Knowledge in A+, N+ and CCNA is an advantage; Or Master's Degree or Equivalent in Computer Science, Computer Engineering, Information and Communication Technology, Electronics, Software Engineering, Telecommunication Engineering, with Knowledge in A+, N+ and CCNA is an advantage with 3 years of working experience.</p> <p>Key technical skills & knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of research and development ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems; 	1

			<ul style="list-style-type: none"> - 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 these three (3) languages is an advantage. 	
	Software Engineer	Senior Software Engineer	<p>Bachelor's degree in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 4 years of working experience and Knowledge in A+, N+, Security+, Linux+, CCNA, CCNA Security, MCITP, CCNP, CCSP is an advantage; Or Master's Degree or Equivalent in Computer Science, Computer Engineering, Information and Communication Technology, Electronics, Software Engineering, Telecommunication Engineering, with 3 years of working experience, Knowledge in A+, N+, Security+, Linux+, CCNA, CCNA Security, MCITP, CCNP, CCSP is an advantage.</p>	1

			Key technical skills & knowledge required: <ul style="list-style-type: none"> - Knowledge of Research and development ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems; - Proficient in Microsoft Office products; - Proficient in basic networking protocols and standards; - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal skills; - Communication skills; - Negotiation skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
	Database Administrator	Database Administrator	Bachelor's degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics, Software Engineering, Telecommunication Engineering. Knowledge in A+, N+ and CCNA is an advantage; Or Master's Degree or Equivalent in Computer Science, Computer Engineering, Information and Communication Technology, Electronics, Software Engineering, Telecommunication Engineering, with Knowledge in A+, N+ and CCNA is an advantage.	1

			Key technical skills & knowledge required: <ul style="list-style-type: none"> - Knowledge of research and development ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems; - Proficient in Microsoft Office products; - Proficient in basic networking protocols and standards; - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal skills; - Communication skills; - Negotiation skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage. 	
S/Total				4
Human Resources & Administration Unit	Director of Unit	Director of Human Resources & Administration Unit	Bachelor's degree in Human Resource Management, Management, Public Administration, Administrative Sciences with 5 years of working experience in human resource management or Public Administration or Master's Degree in Human Resource Management, Management, Public Administration, Administrative Sciences with 4 years of working experience in human resource management or Public Administration.	1

			Key technical skills & knowledge required: <ul style="list-style-type: none"> - Deep knowledge of Rwandan public service and labor laws; - Comprehensive knowledge of the Rwandan public sector human resource policies, regulations and procedures; - Knowledge of an Integrated Payroll and Personnel Information System (IPPIS); - 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 these three (3) languages is an advantage. 	
	Diplomatic Missions Administration Specialist	Diplomatic Missions Administration Specialist	Bachelor's degree in Human Resource Management, Management, Public Administration, Administrative Sciences with 4 years of working experience in human resource management or Public Administration or Master's Degree in Human Resource Management, Management, Public Administration, Administrative Sciences with 3 years of working experience.	1

			Key technical skills & knowledge required: <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; - Comprehensive knowledge of the Rwandan Public Sector human resource policies, regulations and procedures; - Be a team player, results oriented, innovative and committed to continuous learning; - Knowledge of IPPIS software and RBM Module; - 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; <p>Fluent in Kinyarwanda, English and/or French; knowledge of all these three (3) languages is an advantage.</p>	
	Diplomatic Missions Administration Officer	Diplomatic Missions Administration Officer	Bachelor's degree in Human Resource Management, Management, Public Administration, Administrative Sciences.	1

			Key technical skills & knowledge required: <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; - Comprehensive knowledge of the Rwandan public sector human resource policies, regulations and procedures; - Be a team player, results oriented, innovative and committed to continuous learning; - Knowledge of IPPIS software and RBM Module; - 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 these three (3) languages is an advantage. 	
	Human Resources Officer	Human Resources Officer	Bachelor's degree in Human Resource Management, Management, Public Administration, Administrative Sciences.	1

			Key technical skills & knowledge required: <ul style="list-style-type: none"> - Knowledge of analysis of the existing system including policies, strategies and plans related to human resources; - Working experience in human resource management; - Comprehensive knowledge of the Rwandan public sector human resource policies, regulations and procedures; - Be a team player, results oriented, innovative and committed to continuous learning; - Knowledge of IPPIS software and RBM; - 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 these three (3) languages is an advantage. 	
	Drivers	Drivers	A2 and B Category driving license. Key technical skills and knowledge required: <ul style="list-style-type: none"> - Mechanical skills; - Customer care skills; 	3

			- Fluent in Kinyarwanda, basic English and French.	
S/Total				7
Grand/Total				133

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°057/03 ryo ku wa 26/03/2018 rigena inshingano n'imbonerahamwe y'imyanya y'imirimo bya Minisiteri y'Ububanyi n'Amahanga, Ubutwererane n'Umuryango w'Ibihugu by'Afurika y'Iburasirazuba rikanagena ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi bayo

Kigali, ku wa **26/03/2018**

(sé)
Dr. NGIRENTE Edouard
Minisitiri w'Intebe

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

Bibonywe kandi bishyizweho Ikirango cya Repubilika:

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

Seen to be annexed to the Draft Prime Minister's order n°057/03 of 26/03/2018 determining mission, functions and organizational structure of the Ministry of Foreign Affairs, Cooperation and East African Community, and job profiles, salaries and fringe benefits for its employees

Kigali, on **26/03/2018**

(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°057/03 du 26/03/2018 portant mission, fonctions et structure organisationnelle du Ministère des Affaires Etrangères, de la Coopération et de la Communauté des Pays de l'Afrique de l'Est et déterminant les profils d'emplois, salaires et avantages accordés à son personnel

Kigali, le **26/03/2018**

(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° 057/03
RYO KU WA 26/03/2018 RIGENA
INSHINGANO
N'IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO BYA MINISITERI
Y'UBUBANYI N'AMAHANGA,
UBUTWERERANE N'UMURYANGO
W'IBIHUGU BY'AFURIKA
Y'IBURASIRAZUBA RIKANAGENA
IBISABWA KU MYANYA
Y'IMIRIMO, IMISHAHARA
N'IBINDI BIGENERWA ABAKOZI
BAYO**

**ANNEX III TO PRIME MINISTER'S
ORDER N°057/03 OF 26/03/2018
DETERMINING MISSION, FUNCTIONS
AND ORGANISATIONAL STRUCTURE
OF THE MINISTRY OF FOREIGN
AFFAIRS, COOPERATION AND EAST
AFRICAN COMMUNITY, AND JOB
PROFILES, SALARIES AND FRINGE
BENEFITS FOR ITS EMPLOYEES**

**ANNEXE III A L'ARRETE DU PREMIER
MINISTRE N°057/03 DU 26/03/2018
PORTANT MISSION, FONCTIONS ET
STRUCTURE ORGANISATIONNELLE DU
MINISTERE DES AFFAIRES
ETRANGERES, DE LA COOPERATION ET
DE LA COMMUNAUTE DES PAYS DE
L'AFRIQUE DE L'EST ET DETERMINANT
LES PROFILS D'EMPLOIS, SALAIRES ET
AVANTAGES ACCORDES A SON
PERSONNEL**

MINAFFET SALARY STRUCTURE

	POST	I.V	Level	Index	CSR	Gross Salary (Rwf/Month)
1	Permanent Secretary	441	F	2869	76,637	1,617,505
2	Director General of Africa	400	1.IV	2608	63,188	1,333,657
3	Director General of Asia & Pacific	400	1.IV	2608	63,188	1,333,657
4	Director General of Europe, America & International Organizations	400	1.IV	2608	63,188	1,333,657
5	Principal Officer	400	1.IV	2608	63,188	1,333,657
6	Strategic Advisor	400	1.IV	2608	63,188	1,333,657
7	Corporate Services Division Manager	400	2.III	1890	51,772	1,085,308
8	EAC Affairs & Eastern Africa Division Manager	400	2.III	1890	51,772	1,085,308
9	African Affairs Division Manager	400	2.III	1890	51,772	1,085,308
10	America, UN & International Development Organizations Division Manager	400	2.III	1890	51,772	1,085,308
11	Communication Division Manager	400	2.III	1890	51,772	1,085,308
12	Protocol Division Manager	400	2.III	1890	51,772	1,085,308
13	Advisor to the Minister	400	2.III	1890	51,772	1,085,308
14	Advisor to the Minister of State	400	2.III	1890	51,772	1,085,308
15	Director of Central & Southern Africa Unit	400	3.II	1369	38,952	814,962
16	Director of North and West Africa Unit	400	3.II	1369	38,952	814,962
17	Director of African Union Unit	400	3.II	1369	38,952	814,962
18	Director of South and East Asia Unit	400	3.II	1369	38,952	814,962
19	Director of Middle East & Pacific Unit	400	3.II	1369	38,952	814,962
20	Director of Northern and Western Europe Unit	400	3.II	1369	38,952	814,962
21	Director of Eastern & Southern Europe Unit	400	3.II	1369	38,952	814,962
22	Director of Planning Unit	400	3.II	1369	38,952	814,962
23	Director of ICT Unit	400	3.II	1369	38,952	814,962
24	Director of Human Resources & Administration Unit	400	3.II	1369	38,952	814,962
25	Director of Finance Unit	400	3.II	1369	37,501	786,131
26	Director of Rwanda Community Abroad Unit	400	3.II	1369	37,501	786,131
27	Director of Records Management Unit	400	3.II	1369	37,501	786,131
28	Personal Assistant	400	3.II	1369	37,501	786,131
29	Communication Specialist	400	3.II	1369	37,501	786,131
30	Policy & Research Specialist	400	3.II	1369	37,501	786,131
31	Programs & Training Specialist	400	3.II	1369	37,501	786,131
32	Senior Officer, AU Affairs	400	3.II	1369	37,501	786,131
33	Senior Officer, EAC & Eastern Africa Affairs	400	3.II	1369	37,501	786,131
34	Senior Officer, Central Africa Affairs	400	3.II	1369	37,501	786,131
35	Senior Officer, Southern Africa Affairs	400	3.II	1369	37,501	786,131
36	Senior Officer, North Africa Affairs	400	3.II	1369	37,501	786,131
37	Senior Officer, West Africa Affairs	400	3.II	1369	37,501	786,131
38	Senior Officer, South Asia Affairs	400	3.II	1369	37,501	786,131
39	Senior Officer, East Asia Affairs	400	3.II	1369	37,501	786,131
40	Senior Officer, Middle East Affairs	400	3.II	1369	37,501	786,131
41	Senior Officer, Pacific Affairs	400	3.II	1369	37,501	786,131
42	Senior Officer, Northern Europe Affairs	400	3.II	1369	37,501	786,131
43	Senior Officer, Western Europe Affairs	400	3.II	1369	37,501	786,131
44	Senior Officer, Eastern & Southern Europe Affairs	400	3.II	1369	37,501	786,131

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45	Senior Officer, Americas Affairs	400	3.II	1369	37,501	786,131
46	Senior Officer, UN & IDO Affairs	400	3.II	1369	37,501	786,131
47	Senior Officer Audiences, Visits and Ceremonies	400	3.II	1369	37,501	786,131
48	Senior Officer Privileges, Immunities and Accreditation	400	3.II	1369	37,501	786,131
49	Legal Advisor	400	3.II	1369	37,501	786,131
50	Treaties & Conventions Specialist	400	3.II	1369	37,501	786,131
51	Planning, M&E Specialist	400	3.II	1369	37,501	786,131
52	Financial Management Specialist	400	3.II	1369	37,501	786,131
53	Network & Systems Application Senior Engineer	400	3.II	1369	37,501	786,131
54	Software Senior Engineer	400	3.II	1369	37,501	786,131
55	Diplomatic Missions Administration Specialist	400	3.II	1369	37,501	786,131
56	Legal Affairs Officer	350	4.III	1313	27,836	653,152
57	Contract Management Officer	350	4.III	1313	27,836	653,152
58	EAC & Eastern Africa Officers	350	4.III	1313	27,836	653,152
59	Central Africa Affairs Officer	350	4.III	1313	27,836	653,152
60	Southern Africa Affairs Officer	350	4.III	1313	27,836	653,152
61	North Africa Affairs Officer	350	4.III	1313	27,836	653,152
62	West Africa Affairs Officer	350	4.III	1313	27,836	653,152
63	AU Economic & Social Officer	350	4.III	1313	27,836	653,152
64	AU Political and Governance Officer	350	4.III	1313	27,836	653,152
65	South Asia Affairs Officer	350	4.III	1313	27,836	653,152
66	East Asia Affairs Officer	350	4.III	1313	27,836	653,152
67	Middle East Affairs Officer	350	4.III	1313	27,836	653,152
68	Pacific Affairs Officer	350	4.III	1313	27,836	653,152
69	Northern Europe Affairs Officer	350	4.III	1313	27,836	653,152
70	Western Europe Affairs Officer	350	4.III	1313	27,836	653,152
71	Eastern & Southern Europe Affairs Officer	350	4.III	1313	27,836	653,152
72	Americas Affairs Officer	350	4.III	1313	27,836	653,152
73	UN & IDO Affairs Officer	350	4.III	1313	27,836	653,152
74	Audiences, Visits and Ceremonies Officer	350	4.III	1313	27,836	653,152
75	Diplomatic Lounge Officer	350	4.III	1313	27,836	653,152
76	Privileges, Immunities and Accreditation Officer	350	4.III	1313	27,836	653,152
77	Consular Services Officer	350	4.III	1313	27,836	653,152
78	Mobilisation Officer	350	4.III	1313	27,836	653,152
79	Communication Officer	350	4.II	1141	24,189	567,590
80	Public Relations Officer	350	4.II	1141	24,189	567,590
81	Human Resources Officer	350	4.II	1141	24,189	567,590
82	Diplomatic Missions Administration Officer	350	4.II	1141	24,189	567,590
83	Database Administrator	350	4.II	1141	24,189	567,590
84	Planning, M&E Officer	350	4.II	1141	24,189	567,590
85	Procurement Officer	350	5.II	951	20,161	473,075
86	Internal Auditor	350	5.II	951	20,161	473,075
87	Budget Officer	350	5.II	951	20,161	473,075
88	Accountant	350	5.II	951	20,161	473,075
89	Logistics Officer	350	5.II	951	20,161	473,075
90	Administrative Assistant to the Minister	350	5.II	951	20,161	473,075
91	Administrative Assistant to the Minister of State	350	5.II	951	20,161	473,075
92	Administrative Assistant to the Permanent Secretary	350	5.II	951	20,161	473,075
93	Administrative Liaison Officer	350	5.II	951	20,161	473,075

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94	Records Management Officer	350	6.II	793	16,812	394,478
95	Diplomatic Bag Officer	350	6.II	793	16,812	394,478
96	Archive Officer	350	6.II	793	16,812	394,478
97	Administrative Assistant to the Director General	350	7.II	660	13,992	328,317
98	Secretary to Finance Unit	350	8.II	508	10,770	252,705
99	Driver	350	8.II	508	10,770	252,705

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°057/03 ryo ku wa 26/03/2018 rigena inshingano n'imbonerahamwe y'imyanya y'imirimo bya Minisitiri y'Ububanyi n'Amahanga, Ubutwererane n'Umuryango w'Ibihugu by'Afurika y'Iburasirazuba rikanagena ibisabwa ku myanya y'imirimo, imishahara n'ibindi bigenerwa abakozi bayo

Kigali, ku wa **26/03/2018**

(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 Draft Prime Minister's order n° 057/03 of 26/03/2018 determining mission, functions and organizational structure of the Ministry of Foreign Affairs, Cooperation and East African Community, and job profiles, salaries and fringe benefits for its employees

Kigali, on **26/03/2018**

(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° 057/03 du 26/03/2018 portant mission, fonctions et structure organisationnelle du Ministère des Affaires Etrangères, de la Coopération et de la Communauté des Pays de l'Afrique de l'Est et déterminant les profils d'emplois, salaires et avantages accordés à son personnel

Kigali, le **26/03/2018**

(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