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PRESIDENTIAL ORDER N° 132/01 OF  
18/12/2015 DETERMINING MISSION,  
FUNCTIONS, ORGANISATIONAL  
STRUCTURE AND JOB PROFILES OF  
ORGANS OF THE OFFICE OF THE  
PRESIDENT

ARRETE PRESIDENTIEL N°132/01 DU  
18/12/2015 PORTANT MISSION,  
FONCTIONS, STRUCTURE  
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**ITEKA RYA PEREZIDA N°132/01 RYO KU WA18/12/2015 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, N'IBISABWA KU MYANYA Y'IMIRIMO BYA SERIVISI ZA PEREZIDANSI YA REPUBULIKA**

**PRESIDENTIAL ORDER N°132/01 OF 18/12/2015 DETERMINING MISSION, FUNCTIONS, ORGANISATIONAL STRUCTURE AND JOB PROFILES OF ORGANS OF THE OFFICE OF THE PRESIDENT**

**ARRETE PRESIDENTIEL N°132/01 DU 18/12/2015 PORTANT MISSION, FONCTIONS, STRUCTURE ORGANISATIONNELLE ET PROFILES D'EMPLOIS DES SERVICES DE LA PRESIDENCE DE LA REPUBLIQUE**

**Twebwe, KAGAME Paul,**  
Perezida wa Repubulika;

**We, KAGAME Paul,**  
President of the Republic;

**Nous, KAGAME Paul,**  
Président de la République;

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo kuwa 04 Kamena 2003 nk'uko ryavuguruwe kugeza ubu, cyane cyane mu ngingo zaryo, iya 112, iya 113, iya 121 n'iya 201;

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 112, 113, 121 and 201;

Vu la Constitution de la République du Rwanda du 04 juin 2003, telle que révisée à ce jour, spécialement en ses articles 112, 113, 121 et 201;

Asubiye ku Iteka rya Perezida n° 01/01 ryo ku wa 09/02/2012 rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimo bya Serivisi za Perezidansi ya Repubulika;

Having reviewed the Presidential Order n° 01/01 of 09/02/2012 determining the mission, functions, organizational structure and summary of job positions of the Organs of the Office of the President;

Revu l'Arrêté Présidentiel n° 01/01 du 09/02/2012 portant mission, fonctions, structure organisationnelle et synthèse des emplois des Services de la Présidence de la République;

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

On proposal by the Minister of Public Service and Labour;

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

Inama y'Abaminisitiri yateranye ku wa 29/07/2014 imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet, in its session of 29/07/2014;

Après examen et adoption par le Conseil des Ministres en sa séance du 29/07/2014;

**TWATEGETSE KANDI DUTEGETSE:**

**HAVE ORDERED AND HEREBY ORDERS:**

**AVONS ARRETE ET ARRETONS:**

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

**Article One: Purpose of this Order**

**Article premier: Objet du présent arrêté**

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

This Order determines mission, functions,

Le présent arrêté porte mission, fonctions,

y'imirimo bya serivisi za Perezidansi ya Repubulika.

organisational structure and job profiles of organs of the Office of the President.

structure organisationnelle et profiles d'emplois des services de la Présidence de la République.

**Ingingo ya 2: Inshingano**

Nk'Urwego rukuru mu Gihugu, kandi ruzirikana intumbero y'Abanyarwanda ijyanye n'impinduka nziza n'iterambere mu mibereho yabo, serivisi za Perezidansi ya Repubulika zifite inshingano rusange zo gukurikirana politiki zishyirwaho na Guverinoma no kugenzura imikorere y'inzego z'ingenzi z'Igihugu mu rwego rwo guharanira ubumwe bw'abanyarwanda, ubwigenge n'ubusugire bw'Igihugu, iterambere mu by'ubukungu n'imibereho, imiyoborere myiza, umucyo mu itangwa rya serivisi nziza, kubahana no kuzuzanya neza inshingano.

**Article 2: Mission and functions**

As the highest institution of the Country, and mindful of the aspirations of the Rwandan people for positive change and improved quality of life, the Office of the President shall have the general mission to strive to lead the Government policy making process and supervise the functioning of key national institutions in order to guarantee national unity, independence and territorial integrity, socio-economic development, good governance, performance and quality of services with transparency, respect and accountability.

**Article 2: Mission et fonctions**

En tant que la plus haute Institution du Pays, et consciente des aspirations du peuple rwandais vers un changement positif et une meilleure qualité de vie, les services de la Présidence de la République ont pour mission générale la coordination du processus de formulation des politiques du Gouvernement et la supervision du fonctionnement des principales institutions nationales afin de garantir l'unité nationale, l'indépendance et l'intégrité territoriale, le développement socio-économique, la bonne gouvernance, la performance et la qualité des services rendus avec transparence, le respect et le sens de responsabilité.

By'umwihariko, inzego z'imirimo za Perezidansi ya Repubulika zifite inshingano zikurikira:

Specifically, the Office of the President shall be responsible for:

Plus particulièrement, les services de la Présidence de la République sont chargés de:

1° Guteza imbere no gushimangira isura y'Igihugu n'imikoranire n'izindi nzego zibinyujije mu:

1° Developing and strengthening the State image and public relations awareness through:

1° Développer et renforcer l'image de l'Etat et les relations publiques à travers:

a. gutanga umurongo ngenderwaho mu bintu byose bijyanye na protokole ya Leta n'imikoranire n'izindi nzego;

a. giving the political conception and orientation in all matters concerning the state protocol, public relations and awareness;

a. la conception et l'orientation sur les politiques en toutes matières concernant le Protocole de l'Etat et les relations publiques;

b. kwemeza burundu amasezerano mpuzamahanga anyuranye;

b. ratification of international treaties, conventions and agreements;

b. la ratification des traités, conventions et accords internationaux;

c. kugenzura itangwa ry'inyandiko zihesha

c. supervision of getting diplomatic documents

c. la supervision de l'obtention des documents

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uburenganzira abahagararira ibihugu byabo mu Rwanda n'abahagararira imiryango mpuzamahanga cyangwa iyo mu Karere ikorera mu Rwanda n'uburyo bahabwa serivisi;

and the services to diplomatic and consular chiefs of foreign missions as well as for the representatives of the regional and international organizations accredited in Rwanda;

diplomatiques et des services consulaires aux chefs des missions diplomatiques et consulaires étrangères ainsi que des représentants des organisations régionales et Internationales accréditées au Rwanda;

2° Kugenzura uko politiki za Guverinoma zishyirwa mu bikorwa, n'ibijyanye no gushaka no gucunga umutungo w'Igihugu zibinyujije mu:

2° Overseeing the Government Policies mapping and State resources mobilization and its management through:

2° Superviser la mise en exécution des politiques du Gouvernement, la mobilisation et la gestion des ressources de l'Etat à travers:

- a. gushyiraho no gukurikirana ko politiki za Leta, politiki n'ingamba bireba inzego z'imirimo bishyirwa mu bikorwa neza;
- b. gutanga umurongo ngenderwaho mu ishyirwaho rya politiki za Leta;
- c. guhuriza hamwe gahunda z'ivugurura rya Guverinoma;
- d. kugenzura no gukurikirana imikorere n'umugaruro by'inzego za Leta;
- e. kugenzura uko umutungo wa Leta ukoreshwa muri politiki na gahunda za Guverinoma hagamijwe ko ukoreshwa neza.

- a. development of and monitoring proper implementation of Government's policies, Sector Policies and Strategies;
- b. orientations for the elaboration of public policies;
- c. coordination of the Government reform programs;
- d. monitoring and follow-up of the performance of the State Institutions;
- e. supervision of the resources mobilization for the Government policies and programmes in ensuring their rational utilization.

- a. le développement et le suivi de la bonne exécution des politiques du Gouvernement et des politiques et stratégies sectorielles;
- b. les orientations dans l'élaboration des politiques publiques;
- c. la coordination des programmes de réforme du Gouvernement
- d. la supervision et le suivi de la performance des institutions de l'Etat;
- e. la supervision de la mobilisation des ressources pour les politiques et les programmes du Gouvernement en vue d'assurer leur utilisation rationnelle.

3° Kugenzura imikorere y'Inzego ibinyujije mu:

3° Overseeing the functioning of Institutions through:

3° Superviser le fonctionnement des institutions à travers:

- a. gushyiraho uburyo buhoraho bwo kugenzura no gusuzuma imikorere mu nzego zose za Leta hagamijwe umugaruro wo ku rwego rwo hejuru;

- a. ensuring the establishment of continuous control and evaluation systems in all institutions for high standards of efficiency;

- a. la mise en place d'un système continu de contrôle et d'évaluation dans toutes les Institutions en vue d'assurer le haut niveau d'efficacité;

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- |  |   |   |
|--|---|---|
| <p>b. guteza imbere umuco wo gukorera hamwe no kuzuzanya hagati y'inzego zinyuranye z'Igihugu ku ngamba runaka cyangwa ku birebana n'imikorere;</p> <p>c. gutanga umurongo ngenderwaho kuri politiki na gahunda zihariye zigomba gushyirwa mu bikorwa n'inzego zirebererwa na Perezidansi ya Repubulika;</p> <p>d. kugenzura imikorere n'imirimo by'inzego n'ibigo birebererwa na Perezidansi ya Repubulika mu rwego rwo gushyiraho uburyo bunozwe mu mikorere n'imirimo myiza ya gahunda ziba zihuriweho n'inzego zinyuranye.</p> | <p>b. promotion of a culture of cooperation and institutional inter-relationship between national institutions on specific strategies or on specific organizational challenges;</p> <p>c. orientations on specific policies and programs to be implemented by the institutions under supervision of the Presidency;</p> <p>d. supervision of the functioning and management of bodies and agencies under the Office of the President in ensuring cost effectiveness and management of cross-cutting programs.</p> | <p>b. la promotion d'une culture de travail en équipe et de coopération entre les différentes institutions nationales sur les stratégies spécifiques ou sur des défis organisationnels;</p> <p>c. les orientations sur les politiques et programmes spécifiques à mettre en œuvre par les institutions sous la tutelle de la Présidence;</p> <p>d. la supervision du fonctionnement et de la gestion des institutions sous la tutelle de la Présidence de la République en vue d'assurer la rentabilité et la gestion des programmes multisectoriels.</p> |
|--|---|---|

**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 Serivisi za Perezidansi ya Repubulika biri ku mugereka wa I n'uwa II y'iri teka.

**Ingingo ya 4: Abashinzwe kubahiriza iri teka**

Minisitiri w'Intebe, Minisitiri muri Peresidansi ya Repubulika, Minisitiri w'Abakozi ba Leta n'Umurimo na Minisitiri w'Imari n'Igenamigambi basabwe kubahiriza iri teka.

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

The organizational structure and job profiles of Organs of the Office of the President are respectively in annex I and II of this Order.

**Article 4: Authorities responsible for the implementation of this Order**

The Prime Minister, the Minister in the President's Office, the Minister of Public Service and Labour and the Minister of Finance and Economic Planning are entrusted with the implementation of this Order.

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

La structure organisationnelle et les profils d'emplois des services de la Présidence sont respectivement aux annexes I et II du présent arrêté.

**Article 4: Autorités chargées de l'exécution du présent arrêté**

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

**Ingingo ya 5: Ivanwaho ry'ingingo zinyuranyije n'iri teka**

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

**Ingingo ya 6: Igihe iteka ritangira gukurikizwa**

Iri teka ritangira gukurikizwa ku muni ritangarijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera ku wa 29/07/2014.

Kigali, ku wa **18/12/2015**

(sé)  
**KAGAME Paul**  
Perezida wa Repubulika

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

**Bibonywe kandi bishyizweho Ikirango cya Repubulika:**

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

**Article 5: Repealing provision**

All prior provisions contrary to this Order are hereby repealed.

**Article 6: Commencement**

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It shall take effect as of 29/07/2014.

Kigali, on **18/12/2015**

(sé)  
**KAGAME Paul**  
President of the Republic

(sé)  
**MUREKEZI Anastase**  
Prime Minister

**Seen and sealed with the Seal of the Republic:**

(sé)  
**BUSINGYE Johnston**  
Minister of Justice/Attorney General

**Article 5: Disposition abrogatoire**

Toutes les autres dispositions antérieures contraires au présent arrêté sont abrogées.

**Article 6: Entrée en vigueur**

Le présent arrêté entre en vigueur le jour de sa publication au Journal Officiel de la République du Rwanda. Il sort ses effets à partir du 29/07/2014.

Kigali, le **18/12/2015**

(sé)  
**KAGAME Paul**  
Président de la République

(sé)  
**MUREKEZI Anastase**  
Premier Ministre

**Vu et scellé du Sceau de la République:**

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

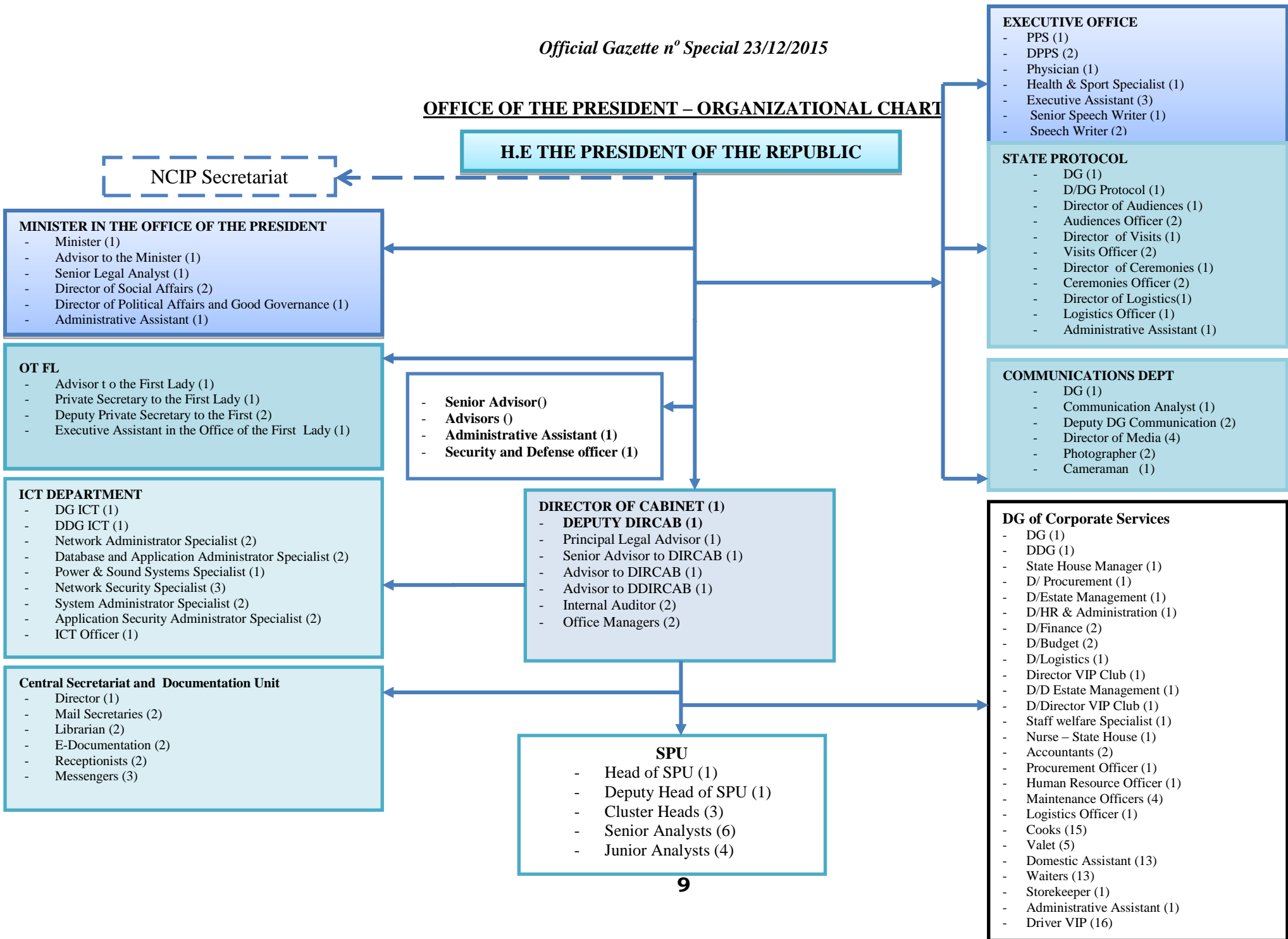
**UMUGEREKA WA I W' ITEKA RYA  
PEREZIDA N°132/01 RYO KU WA  
18/12/2015 RIGENA INSHINGANO,  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, N'IBISABWA KU  
MYANYA Y'IMIRIMO BYA SERIVISI  
ZA PEREZIDANSI YA REPUBULIKA**

**ANNEX I TO PRESIDENTIAL ORDER  
N°132/01 OF 18/12/2015 DETERMINING  
MISSION, FUNCTIONS, ORGANISATIONAL  
STRUCTURE AND JOB PROFILES OF  
ORGANS OF THE OFFICE OF THE  
PRESIDENT**

**ANNEXE I A L'ARRETE PRESIDENTIEL  
N°132/01 DU 18/12/2015 PORTANT MISSION,  
FONCTIONS, STRUCTURE  
ORGANISATIONNELLE ET PROFILES  
D'EMPLOIS DES SERVICES DE LA  
PRESIDENCE DE LA REPUBLIQUE**



**OFFICE OF THE PRESIDENT – ORGANIZATIONAL CHART**



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Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Perezida n° 132/01 ryo ku wa 18/12/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, n'ibisabwa ku myanya y'imirimo bya serivisi za Perezidansi ya Repubulika

Kigali, ku wa 18/12/2015

(sé)  
**KAGAME Paul**  
Perezida wa Repubulika

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

**Bibonywe kandi bishyizweho Ikirango cya Repubulika:**

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

Seen to be annexed to Presidential Order n°132/01 of 18/12/2015 determining mission, functions, organisational structure and job profiles of organs of the Office of the President

Kigali, on 18/12/2015

(sé)  
**KAGAME Paul**  
President of the Republic

(sé)  
**MUREKEZI Anastase**  
Prime Minister

**Seen and sealed with the Seal of the Republic:**

(sé)  
**BUSINGYE Johnston**  
Minister of Justice/Attorney General

Vu pour être annexé à l'Arrêté Présidentiel n°132/01 du 18/12/2015 portant mission, fonctions, structure organisationnelle et profils d'emplois des Services de la Présidence de la République

Kigali, le 18/12/2015

(sé)  
**KAGAME Paul**  
Président de la République

(sé)  
**MUREKEZI Anastase**  
Premier Ministre

**Vu et scellé du Sceau de la République :**

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

**UMUGEREKA WA II W' ITEKA RYA  
PEREZIDA N°132/01 RYO KU WA  
18/12/2015 RIGENA INSHINGANO,  
IMBONERAHAMWE Y'IMYANYA  
Y'IMIRIMO, N'IBISABWA KU  
MYANYA Y'IMIRIMO BYA SERIVISI  
ZA PEREZIDANSI YA REPUBULIKA**

**ANNEX II TO PRESIDENTIAL ORDER  
N°132/01 OF 18/12/2015 DETERMINING  
MISSION, FUNCTIONS, ORGANISATIONAL  
STRUCTURE AND JOB PROFILES OF  
ORGANS OF THE OFFICE OF THE  
PRESIDENT**

**ANNEXE II A L'ARRETE PRESIDENTIEL  
N°132/01 DU 18/12/2015 PORTANT MISSION,  
FONCTIONS, STRUCTURE  
ORGANISATIONNELLE ET PROFILES  
D'EMPLOIS DES SERVICES DE LA  
PRESIDENCE DE LA REPUBLIQUE**

**OFFICE OF THE PRESIDENT JOB PROFILES**

<b>Administrative Unit</b>	<b>Job Title</b>	<b>Title of job position linked with the job</b>	<b>Required qualification, Experience and Profiles</b>	<b>Number of proposed Job Positions</b>
<b>Office of the President</b>	H.E The President of the Republic	H.E The President	Elective Mandate	
	Senior Advisor	Senior Advisor to H.E The President	Political Appointee	
	Advisor	Advisor to H.E The President	Political Appointee	
	Administrative Assistant	Administrative Assistant to H.E The President	A1 in Secretariat Studies, Office Management Or A0 in Secretariat Studies, Office Management, Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law <b><u>Key technical skills and knowledge required:</u></b> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

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	Security and Defence	Security and Defence Officer	A0 in Military Studies, Police Administration or Equivalent. <b><u>Key technical skills and knowledge required:</u></b> - Extensive knowledge and understanding of the Rwandan Security; - Good knowledge of government policy on National and International Security; - Knowledge of the Rwandan Security sector policies and issues; - High analytical skills; - Report writing and presentation skills; - Knowledge in Office management; - Excellent communication, organisation and interpersonal skills; - Time management skills; - Organizational skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French, knowledge of all is an advantage	1
<b>S/Total</b>				<b>2</b>
<b>Executive Office</b>	Principal Private Secretary	Principal Private Secretary to H.E The President	Political Appointee	1
	Deputy Principal Private Secretary	Deputy Principal Private Secretary to H.E The President	Political Appointee	2

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	Physician	Personal Physician to the President	Physician <b>Key technical skills and knowledge:</b> <ul style="list-style-type: none"><li>- Detailed knowledge of Pharmaceutical drugs;</li><li>- Extensive understanding and knowledge of the use of Pharmaceutical drugs;</li><li>- Knowledge in administrative management,</li><li>- Excellent knowledge in research of Pharmaceutical drugs;</li><li>- Excellent interpersonal skills;</li><li>- Excellent communication skills;</li><li>- Decision making skills;</li><li>- Time management skills;</li><li>- Organizational skills;</li><li>- Planning and coordination skills;</li><li>- Writing and reporting skills;</li><li>- High analytical thinking;</li><li>- Computer skills;</li><li>- Fluent in Kinyarwanda, English and/or French. knowledge of all is an advantage</li></ul>	1
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	Health and Sport	Health and Sport Specialist	<p>A0 in Physical Education, Health Sports, Physiotherapy with 5 years of working experience; Or Master's Degree or Equivalent in Physical Education, Health Sports, Physiotherapy with 3 years of working experience.</p> <p><b>Key technical skills and knowledge:</b> - Detailed knowledge of sport;- 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 is an advantage</p>	1
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	Executive Assistant	Executive Assistant	<p>A0 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><b><u>Key technical skills and knowledge required:</u></b> - Knowledge in Office management; - Knowledge of customer care satisfaction; - Excellent communication, organisation and interpersonal skills; - Computer knowledge (Word processing, Power Point and Internet); - Time management skills; - Analytical and problem solving; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	3
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	Speech Writer	Senior Speech Writer	A0 in Journalism, Communication, , Linguistics and Literature, International Relations with 7 years of working experience; or Master's Degree or Equivalent in Journalism, Communication, Linguistics and Literature, International Relations, with 5 years of working experience. <b><u>Key technical skills and knowledge required:</u></b> - Excellent communication skills both orally and in writing; - Excellent interpersonal skills; - Report writing and presentation skills; - Computer skills; - Creativity and initiative;- Planning and Coordination skills; - Good organisational and time-management skills; - Team working skills; - Effective public relations and public speaking skills; - Interviewing skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage	1
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*Official Gazette n° Special 23/12/2015*

	Speech Writer	Speech Writer	<p>A0 in Journalism, Communication, , Linguistics and Literature, International Relations, with 7 years of working experience; Or Master's Degree or Equivalent in Journalism, Communication, Linguistics and Literature, International Relations, with 5 years of working experience.</p> <p><b><u>Key technical skills and knowledge required:</u></b> - Excellent communication skills both orally and in writing; - Excellent interpersonal skills; - Report writing and presentation skills; - Computer skills; - Creativity and initiative;- Planning and Coordination skills; - Good organisational and time-management skills; - Team working skills; - Effective public relations and public speaking skills; - Interviewing skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage</p>	2
<b>S/Total</b>				<b>11</b>

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<p><b>State Protocol</b></p>	<p>Director General</p>	<p>Director General of State Protocol</p>	<p>A0 in International Relations, Political Science, Law, Communication, with 5 years of working experience; Or Master's Degree or Equivalent in International Relations, Political Science, Law, Communication, with 3 years of working experience.  <b><u>Key technical skills and knowledge required:</u></b> - Knowledge of working with high Officials;- Events Management Skills;- Diplomatic Skills; - Excellent communication skills both orally and in writing; - Report writing and presentation skills;- Planning and Coordination skills;- Hospitality skills; - Computer skills; - Creativity and initiative; - Good organisational and time-management skills; - Team working skills; - Effective public relations and public speaking skills; - Interviewing skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage</p>	<p align="center">1</p>
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	Deputy Director General of State Protocol	Deputy Director General of State Protocol	<p>A0 in International Relations, Political Science, Law, Communication, with 5 years of working experience; Or Master's Degree or Equivalent in International Relations, Political Science, Law, Communication, with 3 years of working experience.</p> <p><b><u>Key technical skills and knowledge required:</u></b> - Knowledge of working with high Officials;- Events Management Skills;- Diplomatic Skills; - Excellent communication skills both orally and in writing; - Report writing and presentation skills;- Planning and Coordination skills; - Computer skills;- Hospitality skills; - Creativity and initiative; - Good organisational and time-management skills; - Team working skills; - Effective public relations and public speaking skills; - Interviewing skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage</p>	1
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	Director Audiences	Director of Audiences	<p>A0 in Public Relations, International Relations, Political Science, Law, Communication, with 3 years of working experience; Or Master's Degree or Equivalent in Public Relations, International Relations, Political Science, Law, Communication, with 1 year of working experience.</p> <p><b><u>Key technical skills and knowledge required:</u></b> - Knowledge of working with high Officials;- Diplomatic Skills; - Excellent communication skills both orally and in writing; - Report writing and presentation skills;- Planning and Coordination skills;- Customer Care skills; - Computer skills; - Creativity and initiative; - Good organisational and time-management skills; - Team working skills; - Effective public relations and public speaking skills; - Interviewing skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage</p>	1
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	Audiences Officer	Audiences Officer	<p>A0 in Public Relations, International Relations, Political Science, Law, Communication.</p> <p><b><u>Key technical skills and knowledge required:</u></b> - Knowledge of working with high Officials;- Diplomatic Skills; - Excellent communication skills both orally and in writing; - Report writing and presentation skills; - Computer skills;- Customer Care skills; - Creativity and initiative; - Good organisational and time-management skills; - Team working skills; - Effective public relations and public speaking skills; - Interviewing skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage</p>	2
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	Director of Visits	Director of Visits	<p>A0 in Public Relations, International Relations, Political Science, Law, Communication, with 3 years of working experience; Or Master's Degree or Equivalent in Public Relations, International Relations, Political Science, Law, Communication, with 1 year of working experience.</p> <p><b><u>Key technical skills and knowledge required:</u></b> - Knowledge of working with high Officials;- Diplomatic Skills; - Excellent communication skills both orally and in writing; - Report writing and presentation skills;- Planning and Coordination skills;- Customer Care skills; - Computer skills; - Creativity and initiative; - Good organisational and time-management skills; - Team working skills; - Effective public relations and public speaking skills; - Interviewing skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage</p>	1
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	Visits Officer	Visits Officer	A0 in Public Relations, International Relations, Political Science, Law, Communication. <b><u>Key technical skills and knowledge required:</u></b> - Knowledge of working with high Officials;- Diplomatic Skills; - Excellent communication skills both orally and in writing; - Report writing and presentation skills; - Computer skills;- Customer Care skills; - Creativity and initiative; - Good organisational and time-management skills; - Team working skills; - Effective public relations and public speaking skills; - Interviewing skills;- Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage	2
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	Director Ceremonies	Director of Ceremonies	<p>A0 in Public Relations, International Relations, Political Science, Law, Communication, with 3 years of working experience; Or Master's Degree or Equivalent in Public Relations, International Relations, Political Science, Law, Communication, with 1 year of working experience.</p> <p><b><u>Key technical skills and knowledge required:</u></b> - Knowledge of working with high Officials;- Diplomatic Skills; - Excellent communication skills both orally and in writing; - Report writing and presentation skills;- Planning and Coordination skills;- Customer Care skills; - Computer skills; - Creativity and initiative; - Good organisational and time-management skills; - Team working skills; - Effective public relations and public speaking skills; - Interviewing skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage</p>	1
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	Ceremonies Officer	Ceremonies Officer	<p>A0 in Public Relations, International Relations, Political Science, Law, Communication.</p> <p><b><u>Key technical skills and knowledge required:</u></b> - Knowledge of working with high Officials;- Diplomatic Skills; - Excellent communication skills both orally and in writing; - Report writing and presentation skills; - Computer skills;- Customer Care skills; - Creativity and initiative; - Good organisational and time-management skills; - Team working skills; - Effective public relations and public speaking skills; - Interviewing skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage</p>	2
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	Director of Logistics	Director of Logistics	<p>A0 in Management, Accounting, Store Management, Public Administration, Administrative Sciences, Economics with 3 years of working experience; Or Master's Degree or Equivalent in Management, Accounting, Store Management, Administrative Sciences, Public Administration, Economics with 1 year of working experience.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills;- Planning and Coordination skills; - Communication Skills; - Report writing &amp; Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills;- Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage</p>	1
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	Logistics Officer	Logistics Officer	<p>A0 in Management, Accounting, Store Management, Administrative Sciences, Public Administration, Economics.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing &amp; Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	1
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies, Office Management Or A0 in Secretariat Studies, Office Management, Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law.</p> <p><b><u>Key technical skills and knowledge required:</u></b> - Office Management Skills;- Excellent Communication, Organizational, Interpersonal Skills;- Computer knowledge (Work Processing, Power Point and Internet)- Analytical and problem solving skills;-Time management skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	1
<b>S/Total</b>				<b>14</b>

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<p><b>Communication Department</b></p>	<p>Director General</p>	<p>Director General of Communication Department</p>	<p>A0 in Communication, Public Relations, International Relations, Journalism, Linguistics and Literature with 5 years of working experience; Or Master's Degree or Equivalent Communication, Public Relations, International Relations, Journalism, Linguistics and Literature with 3 years of working experience.</p> <p><b><u>.Key technical skills and knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing;</li> <li>- Excellent interpersonal skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer skills;</li> <li>- Planning and Coordination skills;</li> <li>- Creativity and initiative;</li> <li>- Good organisational and time-management skills;</li> <li>- Team working skills;</li> <li>- Effective public relations and public speaking skills;</li> <li>- Interviewing skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French;</li> </ul> <p>knowledge of all is an advantage</p>	<p>1</p>
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	Communication Analyst	Communication Analyst	<p>A0 in Communication, Public Relations, International Relations, Journalism, Linguistics and Literature with 5 years of working experience; Or Master's Degree or Equivalent Communication, Public Relations, International Relations, Journalism, Linguistics and Literature with 3 years of working experience.</p> <p><b><u>Key technical skills and knowledge required:</u></b> - Excellent communication skills both orally and in writing; - Excellent interpersonal skills; - Report writing and presentation skills; - Computer skills; - Creativity and initiative; - Good organisational and time-management skills; - Team working skills; - Effective public relations and public speaking skills; - Interviewing skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage</p>	1
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	Deputy Director General of Communication Department	Deputy Director General of Communication Department	<p>A0 in Communication, Public Relations, International Relations, Journalism, Linguistics and Literature with 5 years of working experience; Or Master's Degree or Equivalent Communication, Public Relations, International Relations, Journalism, Linguistics and Literature with 3 years of working experience.</p> <p><b><u>Key technical skills and knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Excellent communication skills both orally and in writing;</li> <li>- Excellent interpersonal skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer skills;</li> <li>- Planning and Coordination skills;</li> <li>- Creativity and initiative;</li> <li>- Good organisational and time-management skills;</li> <li>- Team working skills;</li> <li>- Effective public relations and public speaking skills;</li> <li>- Interviewing skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French;</li> </ul> <p>knowledge of all is an advantage</p>	2
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	Director of Media	Director of Media	<p>A0 in Communication, Journalism, Linguistics and Literature with 3 years of working experience; Or Master's Degree or Equivalent Communication, Journalism, Linguistics and Literature with 1 year of working experience.</p> <p><b><u>Key technical skills and knowledge required:</u></b> - Excellent communication skills both orally and in writing; - Excellent interpersonal skills; - Report writing and presentation skills; - Computer skills;- Planning and Coordination skills; - Creativity and initiative; - Good organisational and time-management skills; - Team working skills; - Effective public relations and public speaking skills; - Interviewing skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	4
	Photographer	Photographer	<p>A2 qualification with working experience in Audio-visual techniques or Journalism.</p> <p><b><u>Key technical skills and knowledge required:</u></b> - Knowledge of technics of photograph taking, editing and Cleaning - Excellent communication, organisation and interpersonal skills; - Computer knowledge - Time management skills; - Analytical and problem solving; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	2



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	Camerman	Camerman	A2 qualification with working experience in Audio-visual techniques or Journalism. <b><u>Key technical skills and knowledge required:</u></b> - Knowledge of technics of photograph taking, editing and Cleaning - Excellent communication, organisation and interpersonal skills; - Computer knowledge - Time management skills; - Analytical and problem solving; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
<b>Sub total</b>				<b>11</b>
<b>Office of the Minister in the Office of The President</b>	Minister	Minister in the Office of The President	Political Appointee	1

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	Advisor	Advisor to the Minister in the Office of The President	<p>A0 in Law, Political Sciences, Public Administration, Administrative Sciences, International Relations with 5 years of working experience; Or Master's Degree or Equivalent in Law, Political Sciences, Public Administration, Administrative Sciences, International Relations with 3 years of working experience.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Good knowledge of government policy ;</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/or French. knowledge of all is an advantage</li> </ul>	1
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	Senior Legal Analyst	Senior Legal Analyst	<p>A0 in Law with 5 years of working experience; Or Master's Degree or Equivalent in Legal Studies, Administrative Law, Business Law, International Law, Civil Law, or Human Rights Law with 3 years of working experience.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Extensive knowledge and understanding of the Rwandan legal system;</li> <li>- Excellent leadership skills;</li> <li>- Organizational Skills;</li> <li>- Creative, proactive, customer focused, solutions led and outcome driven Skills;</li> <li>- Interpersonal Skills;</li> <li>- Effective communication skills;</li> <li>- Time Management Skills;</li> <li>- Decision making Skills;</li> <li>- Computer Skills;</li> <li>- Judgment &amp; Decision making skills;</li> <li>- Complex Problem solving Skills;</li> <li>- Fluency in Kinyarwanda, English and/ or French.</li> </ul> <p>knowledge of all is an advantage .</p>	1
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	Director of Social Affairs	Director of Social Affairs	<p>A0 in Social Sciences, Public Administration, Political Sciences, Administrative Sciences, Anthropology, Sociology, Socio-economics, Education Sciences with 3 years of working experience; or Master's Degree or Equivalent in Social Sciences, Administrative Sciences, Public Administration, Sociology, Political Sciences, Anthropology, Socio-economics, Education Sciences with 1 year of working experience.</p> <p><b><u>Key technical skills and knowledge required:</u></b> - Knowledge of working with high Officials; - Excellent communication skills both orally and in writing; - Report writing and presentation skills;- Planning and Coordination skills;- Customer Care skills; - Computer skills; - Creativity and initiative; - Good organisational and time-management skills; - Team working skills; - Effective public relations and public speaking skills; - Interviewing skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	2
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	<p>Director of Political Affairs and Good Governance</p>	<p>Director of Political Affairs and Good Governance</p>	<p>A0 in Political Sciences, Public Administration, Social Sciences, Administrative Sciences, Anthropology, Sociology, Socio-economics, Education Sciences with 3 years of working experience; or Master's Degree or Equivalent in Political Sciences , Administrative Sciences, Public Administration, Social Sciences, Sociology, Anthropology, Socio-economics, Education Sciences with 1 year of working experience.</p> <p><b><u>Key technical skills and knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of working with high Officials;</li> <li>- Excellent communication skills both orally and in writing; - Report writing and presentation skills;- Planning and Coordination skills;- Customer Care skills; - Computer skills; - Creativity and initiative; - Good organisational and time-management skills; - Team working skills; - Effective public relations and public speaking skills; - Interviewing skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>	<p>1</p>
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	Administrative Assistant	Administrative Assistant to the Minister	<p>A1 in Secretariat Studies, Office Management Or A0 in Secretariat Studies, Office Management, Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law.</p> <p><b><u>Key technical skills and knowledge required:</u></b> - Knowledge in Office management; - Knowledge of customer care satisfaction; - Excellent communication, organisation and interpersonal skills; - Computer knowledge (Word processing, Power Point and Internet); - Time management skills; - Analytical and problem solving; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	1
<b>Sub total</b>				<b>7</b>

<p><b>Office of the First Lady</b></p>	<p>Advisor</p>	<p>Advisor to the First Lady</p>	<p>A0 in Gender Development, Social Sciences, Public Administration, Administrative Sciences, Political Sciences, Sociology, Socio-Economics, Project Management with 5 years working experience; Master's Degree or Equivalent in Gender Development, Social Sciences, Public Administration, Administrative Sciences, Sociology, Political Sciences, Socio-Economics; Project Management with 3 years of working experience.</p> <p><b><u>Key technical skills and knowledge required:</u></b> - Excellent communication skills both orally and in writing; - Excellent interpersonal skills; - Report writing and presentation skills; - Computer skills;- Planning and Coordination skills; - Creativity and initiative; - Good organisational and time-management skills; - Team working skills; - Effective public relations and public speaking skills; - Interviewing skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	<p>1</p>
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	Private Secretary	Private Secretary to the First Lady	<p>A0 in Law, Political Sciences, Public Administration, Administrative Sciences, International Relations with 5 years of working experience; Or Master's Degree or Equivalent in Law, Political Sciences, Public Administration, Administrative Sciences, International Relations with 3 years of working experience.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Good knowledge of government policy ;</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/or French.</li> </ul> <p>knowledge of all is an advantage</p>	1
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	Deputy Private Secretary to the First Lady	Deputy Private Secretary to the First Lady	<p>A0 in Law, Political Sciences, Public Administration, Administrative Sciences, International Relations with 3 years of working experience; Or Master's Degree or Equivalent in Law, Political Sciences, Public Administration, Administrative Sciences, International Relations with 1 year of working experience.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Good knowledge of government policy ;</li> <li>- Leadership skills;</li> <li>- High analytical skills;</li> <li>- Report writing and presentation skills;</li> <li>- Computer Literate;</li> <li>- Coordination, planning and organisational skills;</li> <li>- Interpersonal skills;</li> <li>- Collaboration and team working skills;</li> <li>- Effective communication skills;</li> <li>- Time management skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French;</li> </ul> <p>knowledge of all is an advantage</p>	2
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	Executive Assistant	Executive Assistant in the Office of the First Lady	<p>A0 in Social Sciences, Public Administration, Political Sciences, Administrative Sciences, Sociology, Anthropology, Socio-economics, Education Sciences with 3 years of working experience; or Master's Degree or Equivalent in Social Sciences, Public Administration, Political Sciences, Anthropology, Administrative Sciences, Sociology, Socio-economics, Education Sciences with 1 year of working experience.</p> <p><b><u>Key technical skills and knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of working with high Officials;</li> <li>- Excellent communication skills both orally and in writing; - Report writing and presentation skills;- Planning and Coordination skills;- Customer Care skills; - Computer skills; - Creativity and initiative; - Good organisational and time-management skills; - Team working skills; - Effective public relations and public speaking skills; - Interviewing skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>	1
<b>S/Total</b>				<b>5</b>

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<b>Office of Director of Cabinet in the Office of The President</b>	Director of Cabinet	Director of Cabinet in the Office of The President	Political Appointee	1
	Deputy Director of Cabinet	Deputy Director of Cabinet in the Office of The President	Political Appointee	1
	Senior Advisor	Senior Advisor to DIRCAB	<p>A0 in Political Sciences, Public Administration, Administrative Sciences, Management, Finance, Economics, with 5 years of working experience; Or Master's Degree or Equivalent in Political Sciences, Public Administration, Administrative Sciences, Management, Finance, Economics, with 3 years of working experience.</p> <p><b><u>Key technical skills and knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of working with high Officials;</li> <li>- Diplomatic Skills;</li> <li>- Excellent communication skills both orally and in writing;</li> <li>- Report writing and presentation skills;</li> <li>- Planning and Coordination skills;</li> <li>- Computer skills;</li> <li>- Creativity and initiative;</li> <li>- Good organisational and time-management skills;</li> <li>- Team working skills;</li> <li>- Effective public relations and public speaking skills;</li> <li>- Interviewing skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>	1

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	Advisor to DIRCAB	Advisor to DIRCAB	<p>A0 in Political Sciences, Public Administration, Management, Administrative Sciences, Finance, Economics, with 5 years of working experience; Or Master's Degree or Equivalent in Political Sciences, Public Administration, Administrative Sciences, Management, Finance, Economics, with 3 years of working experience.</p> <p><b><u>Key technical skills and knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of working with high Officials;</li> <li>- Diplomatic Skills;</li> <li>- Excellent communication skills both orally and in writing;</li> <li>- Report writing and presentation skills;</li> <li>- Planning and Coordination skills;</li> <li>- Computer skills;</li> <li>- Creativity and initiative;</li> <li>- Good organisational and time-management skills;</li> <li>- Team working skills;</li> <li>- Effective public relations and public speaking skills;</li> <li>- Interviewing skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>	1
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	Advisor to Deputy DIRCAB	Advisor to Deputy DIRCAB	<p>A0 in Political Sciences, Public Administration, Administrative Sciences, Management, Finance, Economics, with 5 years of working experience; Or Master's Degree or Equivalent in Political Sciences, Public Administration, Administrative Sciences, Management, Finance, Economics, with 3 years of working experience.</p> <p><b><u>Key technical skills and knowledge required:</u></b> - Knowledge of working with high Officials;- 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; - Effective public relations and public speaking skills; - Interviewing skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	1
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	Principal Legal Advisor	Principal Legal Advisor	<p>A0 in Law with 7 years of working experience; Or Master's Degree or Equivalent in Legal Studies, Administrative Law, Business Law, International Law, Civil Law, or Human Rights Law with 5 years of working experience.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b> - Extensive knowledge and understanding of the Rwandan legal system; - Excellent leadership skills; - 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 &amp; Decision making skills; - Complex Problem solving Skills; -Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage</p>	1
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	Internal Auditor	Internal Auditor	<p>A0 in Accounting, Finance, Management with 3 years of working experience; Or Master's Degree or Equivalent in in Accounting, Finance, Management, with 1 year of working experience.</p> <p><b><u>Key technical skills and knowledge required:</u></b> - Detailed knowledge of financial and audit standards, HR and Financial regulations, procedures; - Knowledge of Financial software; - Planning skills; - Excellent communication, organisation and interpersonal skills; - Computer skills; - High analytical skills; - Report writing and presentation skills; - Time management skills; - Team working skills; - Excellent problem solving skills and clear logical sense; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage</p>	2
	Office Manager	Office Manager	<p>A1 in Secretariat Studies, Office Management; Or A0 in Secretariat Studies, Office Management, Administrative Sciences, Public Administration, Management, Sociology, Social work, Law.</p> <p><b><u>Key technical skills and knowledge required:</u></b> - Knowledge in Office management; - Knowledge of customer care satisfaction; - Excellent communication, organisation and interpersonal skills; - Computer knowledge (Word processing, Power Point and Internet); - Time management skills; - Analytical and problem solving; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage</p>	2

S/Total				10
<b>ICT Department</b>	Director General	Director General ICT	<p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics, Software Engineering, Information Management System, Telecommunication Engineering, with 5 years of working experience, Knowledge in A+, N+ and CCNA is an advantage; Or Master's Degree in Computer Science, Computer Engineering, Information and Communication Technology, Electronics, Software Engineering, Telecommunication Engineering, with 3 years of working experience, Knowledge in A+, N+ and CCNA is an advantage;</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b>- Knowledge of Research and development ICT policies and strategies;- Highly proficient with Microsoft Windows operating systems- Proficient in Microsoft Office products- Proficient in basic networking protocols and standards- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;- Planning and Coordination skills;- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;- Interpersonal Skills;- Communication skills - Negotiation Skills;- Problem-solving skills;- Analytical skills - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</p>	1



	Deputy Director General ICT	Deputy Director General ICT	<p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics, Software Engineering, Telecommunication Engineering, with 5 years of working experience, Knowledge in A+, N+ and CCNA is an advantage; Or Master's Degree or Equivalent in Computer Science, Computer Engineering, Information and Communication Technology, Electronics, Software Engineering, Telecommunication Engineering, with 3 years of working experience, Knowledge in A+, N+ and CCNA is an advantage;</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b>- Knowledge of Research and development ICT policies and strategies;- Highly proficient with Microsoft Windows operating systems- Proficient in Microsoft Office products- Proficient in basic networking protocols and standards- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;- Planning and Coordination skills;- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;- Interpersonal Skills;- Communication skills - Negotiation Skills;- Problem-solving skills;- Analytical skills a- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</p>	1
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	Network Administrator	Network Specialist Administrator	<p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics, Software Engineering, Telecommunication Engineering, with 3 years of working experience, Knowledge in A+, N+ and CCNA is an advantage; Or Master's Degree or Equivalent in Computer Science, Computer Engineering, Information and Communication Technology, Electronics, Software Engineering, Telecommunication Engineering, with 1 year of working experience, Knowledge in A+, N+ and CCNA is an advantage;</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b>- Knowledge of Research and development ICT policies and strategies;- Highly proficient with Microsoft Windows operating systems- Proficient in Microsoft Office products- Proficient in basic networking protocols and standards- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;- Interpersonal Skills;- Communication skills - Negotiation Skills;- Problem-solving skills;- Analytical skills a-Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</p>	2
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	<p>Database and Application Administration Specialist</p>	<p>Database and Application Administration Specialist</p>	<p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 3 years of working experience, Knowledge in A+, N+ and CCNA is an advantage; Or Master's Degree or Equivalent in Computer Science, Computer Engineering, Information and Communication Technology, Electronics, Software Engineering, Telecommunication Engineering, with 1 year of working experience, Knowledge in A+, N+ and CCNA is an advantage;</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b>- Knowledge of Research and development ICT policies and strategies;- Highly proficient with Microsoft Windows operating systems- Proficient in Microsoft Office products- Proficient in basic networking protocols and standards- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;- Interpersonal Skills;- Communication skills - Negotiation Skills;- Problem-solving skills;- Analytical skills a-Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</p>	<p>2</p>
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	Power and Sound Systems Specialist	Power and Sound Systems Specialist	<p>A0 in Electronics, Telecommunication Engineering, with 3 years of working experience; Or Master's Degree or Equivalent in Electronics, Telecommunication Engineering, with 1 year of working experience.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b>- Installation, maintenance and servicing UPS, air conditioners and generators skills;- Minor repairs and routine cleaning of audio and video equipment skills;- Highly proficient with Microsoft Windows operating systems- Proficient in basic installation skills;- Knowledge of electronics equipment, - Interpersonal Skills;- Communication skills - Negotiation Skills;- Problem-solving skills;- Analytical skills - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	1
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	Network Security Specialist	Network Security Specialist	<p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics, Information Management System, Software Engineering, Telecommunication Engineering, with 3 years of working experience, Knowledge in A+, N+, Security+, Linux+, CCNA, CCNA Security, MCITP, CCNP, CCSP is an advantage; Or Master's Degree or Equivalent in Computer Science, Computer Engineering, Information and Communication Technology, Electronics, Software Engineering, Telecommunication Engineering, with 1 year of working experience, Knowledge in A+, N+, Security+, Linux+, CCNA, CCNA Security, MCITP, CCNP, CCSP is an advantage;</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b> Knowledge of Research and development ICT policies and strategies;- Highly proficient with Microsoft Windows operating systems- Proficient in Microsoft Office products- Proficient in basic networking protocols and standards- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;- Interpersonal Skills;- Communication skills - Negotiation Skills;- Problem-solving skills;- Analytical skills a- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</p>	3
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	System Administrator Specialist	System Administrator Specialist	<p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 3 years of working experience, Knowledge in A+, N+ and CCNA is an advantage; Or Master's Degree or Equivalent in Computer Science, Computer Engineering, Information and Communication Technology, Electronics, Software Engineering, Telecommunication Engineering, with 1 year of working experience, Knowledge in A+, N+ and CCNA is an advantage;</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b>- Knowledge of Research and development ICT policies and strategies;- Highly proficient with Microsoft Windows operating systems- Proficient in Microsoft Office products- Proficient in basic networking protocols and standards- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;- Interpersonal Skills;- Communication skills - Negotiation Skills;- Problem-solving skills;- Analytical skills a-Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</p>	2
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	<p>Application Security Administration Specialist</p>	<p>Application Security Administration Specialist</p>	<p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 3 years of working experience, Knowledge in A+, N+, Security+, Linux+, CCNA, CCNA Security, MCITP, CCNP, CCSP is an advantage; Or Master's Degree or Equivalent in Computer Science, Computer Engineering, Information and Communication Technology, Electronics, Software Engineering, Telecommunication Engineering, with 1 year of working experience, Knowledge in A+, N+, Security+, Linux+, CCNA, CCNA Security, MCITP, CCNP, CCSP is an advantage;</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b> Knowledge of Research and development ICT policies and strategies;- Highly proficient with Microsoft Windows operating systems- Proficient in Microsoft Office products- Proficient in basic networking protocols and standards- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;- Interpersonal Skills;- Communication skills - Negotiation Skills;- Problem-solving skills;- Analytical skills a- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	<p>2</p>
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	ICT Officer	ICT Officer	<p>A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, Knowledge in A+, N+ and CCNA is an advantage;</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b>- Knowledge of Research and development ICT policies and strategies;- Highly proficient with Microsoft Windows operating systems- Proficient in Microsoft Office products- Proficient in basic networking protocols and standards- Knowledge of AD, Exchange, VPN, routers, and wireless internet access;- Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming;- Interpersonal Skills;- Communication skills - Negotiation Skills;- Problem-solving skills;- Analytical skills a-Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	1
<b>S/Total</b>				<b>15</b>



<p><b>Central Secretariat and Documentation Unit</b></p>	<p>Director</p>	<p>Director of Central Secretariat</p>	<p>A0 in Public Administration, Management, Administrative Sciences, Office Management, Secretary studies, Sociology, Social Work, Law, Library and Information Science with 3 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 1 year of working experience.  <b><u>Key Technical Skills &amp; Knowledge required:</u></b> - 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 &amp; Problem solving Skills; - Decision Making Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	<p>1</p>
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	Mail Secretary	Mail Secretaries	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Office Management, Sociology, Social Work, Law.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills;- Bookkeeping Skills; - Analytical &amp; Problem solving Skills; - Decision Making Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	2
	Librarian	Librarian	<p>A0 in Library and Information Science, Linguistics and Literature, Arts and Publishing.</p> <p><b><u>Key technical skills and knowledge required:</u></b> - Excellent communication skills both orally and in writing; - Excellent interpersonal skills; - Report writing and presentation skills; - Computer skills; - Creativity and initiative; - Good organisational and time-management skills; - Team working skills;- Communication skills - Negotiation Skills; - Effective public relations and public speaking skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	2

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	E-Documentation	E-Documentation	<p>A0 in Computer Science, Library and Information Science, Arts and Publishing.</p> <p><b><u>Key technical skills and knowledge required:</u></b> - Excellent communication skills both orally and in writing; - Excellent interpersonal skills; - Report writing and presentation skills; - Computer skills; - Creativity and initiative; - Good organisational and time-management skills; - Team working skills;- Communication skills - Negotiation Skills; - Effective public relations and public speaking skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	2
	Receptionist	Receptionist	<p>A1 in Secretariat Studies, Communication, Public Relations, Linguistics and Literature</p> <p><b><u>Key technical skills and knowledge required:</u></b> - Excellent communication skills both orally and in writing; - Excellent interpersonal skills;- Knowledge in Hospitality Management; - Report writing and presentation skills; - Computer skills; - Creativity and initiative; - Good organisational and time-management skills; - Team working skills; - Effective public relations and public speaking skills; - Interviewing skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	2

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	Messenger	Messenger	A2 in any field <b>Key technical skills and knowledge required:</b> - Excellent interpersonal skills; - Knowledge in Hospitality Management; - Creativity and initiative; - Good organisational and time-management skills; - Team working skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	3
<b>S/Total</b>				<b>12</b>
<b>Strategy and Policy Unit</b>	Head of Strategy and Policy Unit	Head of Strategy and Policy Unit	Political Appointee	1
	Deputy Head of Strategy and Policy Unit	Deputy Head of Strategy and Policy Unit	Political Appointee	1

	Cluster Head	Cluster Head	<p>A0 in Economics, Development Studies, Economics, Management, Political Sciences, Law, with 5 years of working experience; Or Master's Degree or Equivalent in Economics, Development Studies, Economics, Management, Political Sciences, Law, with 3 years of working experience.</p> <p><b><u>Key technical skills and knowledge required:</u></b></p> <ul style="list-style-type: none"> <li>- Knowledge of working with high Officials;</li> <li>- Diplomatic Skills;</li> <li>- Excellent communication skills both orally and in writing;</li> <li>- Report writing and presentation skills;</li> <li>- Planning and Coordination skills;</li> <li>- Computer skills;</li> <li>- Creativity and initiative;</li> <li>- Good organisational and time-management skills;</li> <li>- Team working skills;</li> <li>- Effective public relations and public speaking skills;</li> <li>- Interviewing skills;</li> <li>- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</li> </ul>	3
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	Senior Analyst	Senior Analyst	<p>A0 in Economics, Public Policy, Development Studies, Management, Political Sciences, Law, with 5 years of working experience; Or Master's Degree or Equivalent in Economics, Public Policy, Development Studies, Management, Political Sciences, Law, with 3 years of working experience.</p> <p><b><u>Key technical skills and knowledge required:</u></b> - Knowledge of working with high Officials;- 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; - Effective public relations and public speaking skills; - Interviewing skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage</p>	6
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	Junior Analyst	Junior Analyst	<p>A0 in Economics, Public Policy, Development Studies, Management, Political Sciences, Law, with 3 years of working experience; Or Master's Degree or Equivalent in Economics, Public Policy, Development Studies, Management, Political Sciences, Law, with 1 years of working experience.</p> <p><b><u>Key technical skills and knowledge required:</u></b> - Knowledge of working with high Officials;- 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;- Effective public relations and public speaking skills;- Interviewing skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	4
<b>S/Total</b>				<b>15</b>

<p><b>Corporate Services</b></p>	<p>Director General</p>	<p>Director General of Corporate Services</p>	<p>A0 in Public Finances, Accounting, Management specializing in Finance/Accounting , with 5 years of working experience; Or Accounting Professional Qualification recognised by IFAC(ACCA, CPA); Or Master's Degree or Equivalent in Public Finances, Accounting, Management specializing in Finance/Accounting , with 3 years of working experience; Or Accounting Professional Qualification recognised by IFAC(ACCA, CPA);  <b><u>Key Technical Skills &amp; Knowledge required:</u></b> - Leadership and management skills;- Planning and Coordinating skills;- Communication skills;- Strong IT skills, particularly in Financial software(SMART IFMIS);- Knowledge of human resources concepts, practices, policies, and procedures;- Knowledge of organizational structure, workflow, and operating procedures;- Knowledge in Monitoring &amp; System Evaluation;- Time management Skills- Interviewing Skills;- Judgment &amp; Decision making skills;- Complex Problem solving;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	<p>1</p>
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	Deputy Director General of Corporate Services	Deputy Director General of Corporate Services	<p>A0 in Public Finances, Accounting, Management specializing in Finance/Accounting , with 5 years of working experience; Or Accounting Professional Qualification recognised by IFAC(ACCA, CPA); Or Master's Degree or Equivalent in Public Finances, Accounting, Management specializing in Finance/Accounting , with 3 years of working experience; Or Accounting Professional Qualification recognised by IFAC(ACCA, CPA);</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b> - Leadership and management skills;- Planning and Coordinating skills;- Communication skills;- Strong IT skills, particularly in Financial software(SMART IFMIS);- Knowledge of human resources concepts, practices, policies, and procedures;- Knowledge of organizational structure, workflow, and operating procedures;- Knowledge in Monitoring &amp; System Evaluation;- Time management Skills- Interviewing Skills;- Judgment &amp; Decision making skills;- Complex Problem solving;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	1
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	State House Manager	State House Manager	<p>A0 in Hotels Management, Management, Finance with 5 years of working experience, Or Master's Degree or Equivalent in Hotels Management, Management, Finance with 3 years of working experience.</p> <p><b><u>Key technical skills and knowledge required:</u></b> - Knowledge of working with high Officials;- Events Management Skills;- Diplomatic Skills;- Excellent communication skills both orally and in writing;- Report writing and presentation skills;- Planning and Coordination skills;- Hospitality skills;- Computer skills;- Creativity and initiative;- Good organisational and time-management skills;- Team working skills;- Effective public relations and public speaking skills;- Interviewing skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	1
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	Director of Procurement	Director of Procurement	<p>A0 in Procurement, Management, Accounting, Public Finance, Economics, Law, with 3 years of working experience; Or Master's Degree or Equivalent in Procurement, Management, Accounting, Public Finance, Economics, Law, with 1 year of working experience.</p> <p><b><u>Key technical skills and knowledge required:</u></b> - High analytical skills; - Knowledge of basic business and purchasing practices; - Knowledge of state contracting law, regulations and procedures; - Knowledge of grade, qualities, suppliers and prices tenders of commodities; - Knowledge in contract drafting and negotiation; - Planning and Coordination skills; - Category management skills; - Time management skills; - Decision making skills; - Excellent communication skills; - Computer skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	1
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	Director of Estate Management	Director of Estate Management	<p>A0 in Construction Management, Civil Engineering, Real Estate &amp; Construction Management, Building &amp; Construction, Civil Infrastructure Engineering, with 3 years of working experience or Master's Degree or Equivalent in Construction Management, Civil Engineering, Real Estate &amp; Construction Management, Building &amp; Construction, Civil Infrastructure Engineering.</p> <p><b><u>Key technical skills and knowledge required:</u></b> - Deep understanding on Government policies implementation; - High Analytical skills;- planning and organizational skills- Report writing and presentation skills;- Computer Literate;- Interpersonal skills; -Effective communication skills;- Time management skills; - Team working skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</p>	1
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	Director of Human Resources and Administration	Director of Human Resources and Administration	<p>A0 in HR Management, Management with specialization on Human Resource Management Public Administration, Administrative Sciences, with 3 years of working experience or Master's Degree in HR Management, Management with specialization on Human Resource Management, Administrative Sciences, Public Administration with 1 year of working experience.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b>- Deep knowledge of Rwandan public service and labor laws;- 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 &amp; Decision Making Skills;- Time management Skills;- Interview Skills;- High analytical Skills;- Team working Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	1
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	Director of Finance	Director of Finance	<p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA etc) or A0 in Accounting, Public Finance, Finance or Management with Specialization in Finance with 3 years of working experience</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b>-Negotiation and influencing skills                      - Extensive knowledge and understanding of the Rwandan Finance System;-General management -Policy analysis and formulation skills, -Leadership skills - Communication, reporting and writing skills                      -Sound knowledge of English and Swahili- Understanding of how regional economic blocs, customs, monetary and political unions work and Understanding of the EAC Treaty and related protocols.- Effective communication skills; - Time Management Skills;- Computer Skills;- High analytical &amp; Complex Problem solving Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	2
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	Director of Budget	Director of Budget	<p>A0 in Finance, Accounting, Management, Economics with 3 years of working experience or Master's Degree in Finance, Accounting, Management, Economics with 1 year of working experience.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b>- Knowledge of cost analysis techniques;- Planning and organisational skills;- Communication skills;- Strong IT skills, particularly in Financial software (SMART IFMIS);- Judgment &amp; Decision Making Skills;- Deep understanding of financial accounts;- High Analytical Skills- Interpersonal skills;- Time management Skills- Complex Problem solving;- Flexibility Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	2
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	Director of Logistics	Director of Logistics	<p>A0 in Store Management, Management, Economics, Public Administration, Administrative Sciences, Accounting, Finance with 3 years of working experience; Or Master's Degree in with 1 year of working experience</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills;- Planning skills - Computer Skills; - Communication Skills; - Report writing &amp; Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	1
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	Director VIP Club	Director VIP Club	<p>A0 in Hotels Management, Management, Finance with 5 years of working experience, or Master's Degree or Equivalent in Hotels Management, Management, Finance with 3 years of working experience.</p> <p><b><u>Key technical skills and knowledge required:</u></b> - Knowledge of working with high Officials;- Events Management Skills;- Diplomatic Skills;- Excellent communication skills both orally and in writing;- Report writing and presentation skills;- Planning and Coordination skills;- Hospitality skills;- Computer skills;- Creativity and initiative;- Good organisational and time-management skills;- Team working skills;- Effective public relations and public speaking skills;- Interviewing skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	1
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	Deputy Director Estate Management	Deputy Director of Estate Management	<p>A0 in Construction Management, Civil Engineering, Real Estate &amp; Construction Management, Building &amp; Construction, Civil Infrastructure Engineering, with 3 years of working experience or Master's Degree or Equivalent in Construction Management, Civil Engineering, Real Estate &amp; Construction Management, Building &amp; Construction, Civil Infrastructure Engineering with 1 year of working experience</p> <p><b><u>Key technical skills and knowledge required:</u></b> - Deep understanding on Government policies implementation; - High Analytical skills;- Planning and organizational skills- Report writing and presentation skills;- Computer Literate;- Interpersonal skills; - Effective communication skills;- Time management skills; - Team working skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	1
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	Deputy Director of VIP Club	Deputy Director of VIP Club	<p>A0 in Hotels Management, Management, Finance with 3 years of working experience, Or Master's Degree or Equivalent in Hotels Management, Management, Finance with 1 year of working experience.</p> <p><b><u>Key technical skills and knowledge required:</u></b> - Knowledge of working with high Officials;- Events Management Skills;- Diplomatic Skills; - Excellent communication skills both orally and in writing; - Report writing and presentation skills;- Planning and Coordination skills;- Hospitality skills; - Computer skills; - Creativity and initiative; - Good organisational and time-management skills; - Team working skills; - Effective public relations and public speaking skills; - Interviewing skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	1
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	Staff Welfare Specialist	Staff Welfare Specialist	<p>A0 in Human Resource Management, Management, Public Administration, Social Work, Political Sciences, Administrative Sciences, Social Psychology, Business Administration, with Specialization in Human Resource Management with 3 years of working experience or Master's Degree in Human Resource Management, Management, Public Administration, Social Work, Political Sciences, Administrative Sciences, Social Psychology, Business Administration with Specialization in Human Resource Management</p> <p><b><u>Knowledge and technical skills required:</u></b>-                  Deep knowledge of Rwandan Public Service and Labor Law;- Knowledge in Social Welfare;- Knowledge of Human Resources Concepts, Practices, Policies and Procedures;- Problem Solving Skills;- Computer Skills;- Judgment and Decision Making Skills;- Time Management Skills;- Interview Skills;- High Analytical Skills;- Team working Skills;- Fluent in Kinyarwanda, English and/or French;                  knowledge of all is an advantage</p>	1
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	Nurse- State House	Nurse State House	<p>A0 in Nursing with 3 years of working experience; Or Master's Degree or Equivalent in Nursing, with 1 year of working experience.</p> <p><b><u>Key technical skills and knowledge:</u></b> - Detailed knowledge of Pharmaceutical drugs;- Extensive understanding and knowledge of the use of Pharmaceutical drugs; - Knowledge in administrative management,- Excellent knowledge in research of Pharmaceutical drugs; - 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 is an advantage</p>	1
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	Accountant	Accountant	A0 in Accounting, Finance or Management specialized in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA etc) <b>Key Technical Skills &amp; Knowledge required:-</b> Knowledge of cost analysis techniques;- Knowledge to analyse complex financial information & Produce reports- Deep understanding of financial accounts;- Planning and organisational skills;- Communication skills;- Strong IT skills, particularly in Financial software (SMART IFMIS);- Judgment & Decision Making Skills;- High Analytical Skills- Interpersonal skills;- Time management Skills- Complex Problem solving;- Flexibility Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2
	Procurement Officer	Procurement Officer	A0 in Procurement, Management, Accounting, Public Finance, Law, Economy <b>Key Technical Skills &amp; Knowledge required:-</b> High Analytical Skills;- Negotiation Skills;- Knowledge of basic business and purchasing practices;- Excellent Communication Skills; - Knowledge of state contracting laws, regulations and procedures; - Knowledge of grades, qualities, supply and price trends of commodities; - Time Management Skills;- Decision making Skills;- Computer Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

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	Human Resource Officer	Human Resource Officer	<p>A0 in Human Resource Management, Management, Public Administration, Administrative Sciences.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b>- Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources;- Knowledge in the Development of Human Resources Policies and procedures- Leadership skills;- High analytical skills;- Report writing and presentation skills;- Computer Literate;- Coordination, planning and organisational skills;- Interpersonal skills;- Collaboration and team working skills;- Effective communication skills;- Administrative skills;- Time management skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	1
	Maintenance Officer	Maintenance Officer	<p>A0 in Electronics, Electricity, Civil Engineering, Estate Management.</p> <p><b><u>Key technical skills and knowledge required:</u></b> - High Analytical skills;- planning and organizational skills- Report writing and presentation skills;- Computer Literate;- Interpersonal skills; - Effective communication skills;- Time management skills; - Team working skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</p>	4

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	Logistics Officer	Logistics Officer	<p>A0 in Management, Accounting, Finance, Store Management, Administrative Sciences, Public Administration, Economics</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b>- Knowledge of Management of Material Resources;- Knowledge of supply chain management;- Organizational Skills;- Computer Skills;- Communication Skills;- Report writing &amp; Presentation Skills;- Analytical Skills;- Interpersonal Skills;- Time management Skills;- Negotiation Skills;- Team working Skills- Problem Solving Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	1
	Chief Cook	Chief Cook	<p>A1 in Catering, Hospitality , Culinary Arts, Nutrition; Or A0 in Hotel Management.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b>- Planning and Coordinating Skills;- Organizational Skills;- Hospitality skills;- Computer Skills;- Communication Skills;- Report writing &amp; Presentation Skills;- Analytical Skills;- Interpersonal Skills;- Time management Skills;- Negotiation Skills;- Team working Skills- Problem Solving Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	1



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	Assistant Cook	Chief	Assistant Chief Cook	A1 in Catering, Hospitality , Culinary Arts, Nutrition; Or A0 in Hotel Management <b><u>Key Technical Skills &amp; Knowledge required:</u></b> - Planning and Coordinating Skills;- Organizational Skills;- Hospitality skills;- Computer Skills;- Communication Skills;- Report writing & Presentation Skills;- Analytical Skills;- Interpersonal Skills;- Time management Skills;- Negotiation Skills;- Team working Skills- Problem Solving Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2
	Senior Cook		Senior Cook	A1 in Catering, Hospitality , Culinary Arts, Nutrition; Or A0 in Hotel Management. <b><u>Key Technical Skills &amp; Knowledge required:</u></b> - Planning and Coordinating Skills;- Organizational Skills;- Hospitality skills;- Computer Skills;- Communication Skills;- Report writing & Presentation Skills;- Analytical Skills;- Interpersonal Skills;- Time management Skills;- Negotiation Skills;- Team working Skills- Problem Solving Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	5

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	Junior Cook	Junior Cook	<p>A2 in Hospitality, Nutrition &amp; Dietetics; Or Professional certificate in culinary arts, hospitality, cooking; Or A1 in Catering, Hospitality , Culinary Arts, Nutrition</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b>- Knowledge culinary Materials;- Planning and Coordinating Skills;- Organizational Skills;- Hospitality skills;- Computer Skills;- Communication Skills;- Report writing &amp; Presentation Skills;- Analytical Skills;- Interpersonal Skills;- Time management Skills;- Negotiation Skills;- Team working Skills- Problem Solving Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	7
	Head Valet	Head Valet	<p>Degree in dressmaking, dress digher, Or professional certificate in fashion sewing, with proven experience as a wardrobe</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b> - Knowledge in dressmaking; - Planning and Coordinating Skills; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing &amp; Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	2

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	Valet	Valet	<p>Degree in dressmaking, dress digher, Or professional certificate in fashion sewing, with proven experience as a wardrobe.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b> - Knowledge in dressmaking; - Planning and Coordinating Skills; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing &amp; Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	3
	Senior Domestic Assistant	Senior Domestic Assistant	<p>A2 or Professional certificate in domestic assistant.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b> - Knowledge in dressmaking; - Planning and Coordinating Skills; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing &amp; Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	5

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	Domestic Assistant	Domestic Assistant	<p>A2 or Professional certificate in domestic assistant</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b> - Knowledge in dressmaking; - Planning and Coordinating Skills; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing &amp; Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	8
	Head Waiter	Head Waiter	<p>A0 in Hospitality, Tourism with 3 years of working experience; Or Master's Degree or Equivalent in Hospitality, Tourism with 1 year of working experience</p> <p><b><u>Key technical skills and knowledge required:</u></b> - Knowledge of working with high Officials;- Diplomatic Skills;- Excellent communication skills both orally and in writing;- Report writing and presentation skills;- Computer skills;- Customer Care skills;- Creativity and initiative;- Good organisational and time-management skills;- Team working skills;- Effective public relations and public speaking skills;- Interviewing skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	1

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	Assistant Head Waiter	Assistant Head Waiter	<p>A2 in Hospitality, Tourism; Or A0 in Hospitality, Tourism.</p> <p><b><u>Key technical skills and knowledge required:</u></b> - Knowledge of working with high Officials;- Diplomatic Skills;- Excellent communication skills both orally and in writing;- Report writing and presentation skills;- Computer skills;- Customer Care skills;- Creativity and initiative;- Good organisational and time-management skills;- Team working skills;- Effective public relations and public speaking skills;- Interviewing skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	2
	Senior Waiter	Senior Waiter	<p>A2 in Hospitality, Tourism; Or A1 in Hospitality, Tourism.</p> <p><b><u>Key technical skills and knowledge required:</u></b> - Knowledge of working with high Officials;- Diplomatic Skills;- Excellent communication skills both orally and in writing;- Report writing and presentation skills;- Computer skills;- Customer Care skills;- Creativity and initiative;- Good organisational and time-management skills;- Team working skills;- Effective public relations and public speaking skills;- Interviewing skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	5

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	Junior Waiter	Junior Waiter	<p>A2 in Hospitality, Tourism; Or A1 in Hospitality, Tourism.</p> <p><b><u>Key technical skills and knowledge required:</u></b> - Knowledge of working with high Officials;- Diplomatic Skills; - Excellent communication skills both orally and in writing; - Report writing and presentation skills; - Computer skills;- Customer Care skills; - Creativity and initiative; - Good organisational and time-management skills; - Team working skills; - Effective public relations and public speaking skills; - Interviewing skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	5
	Storekeeper	Storekeeper	<p>A0 in Management, Accounting, Store Management, Administrative Sciences, Public Administration, Public Finance.</p> <p><b><u>Key Technical Skills &amp; Knowledge required:</u></b>- Knowledge of Management of Material Resources;- Knowledge of supply chain management;- Organizational Skills;- Computer Skills;- Communication Skills;- Report writing &amp; Presentation Skills;- Analytical Skills;- Interpersonal Skills;- Time management Skills;- Negotiation Skills;- Team working Skills- Problem Solving Skills;- Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</p>	1

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	Administrative Assistant	Administrative Assistant	A1 in Secretariat Studies, Office Management Or A0 in Secretariat Studies, Office Management, Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law <b><u>Key technical skills and knowledge required:</u></b> - Knowledge in Office management; - Knowledge of customer care satisfaction; - Excellent communication, organisation and interpersonal skills; - Computer knowledge (Word processing, Power Point and Internet); - Time management skills; - Analytical and problem solving; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Driver VIP	Driver VIP	A2 and B Category driving license <b><u>Key technical skills and knowledge required:</u></b> - Mechanical skills; - Customer Care Skills; - Fluent in Kinyarwanda, basic English and / or French; Knowledge of all is an advantage.	16
<b>Sub total</b>				<b>89</b>

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**Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Perezida n° 132/01 ryo ku wa 18/12/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, n'ibisabwa ku myanya y'imirimo bya serivisi za Perezidansi ya Repubulika**

**Kigali, ku wa 18/12/2015**

(sé)  
**KAGAME Paul**  
Perezida wa Repubulika

(sé)  
**MUREKEZI Anastase**  
Minisitiri w'Intebe

**Bibonywe kandi bishyizweho Ikirango cya Repubulika:**

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

**Seen to be annexed to Presidential Order n°132/01 of 18/12/2015 determining mission, functions, organisational structure and job profiles of organs of the Office of the President**

**Kigali, on 18/12/2015**

(sé)  
**KAGAME Paul**  
President of the Republic

(sé)  
**MUREKEZI Anastase**  
Prime Minister

**Seen and sealed with the Seal of the Republic:**

(sé)  
**BUSINGYE Johnston**  
Minister of Justice/Attorney General

**Vu pour être annexé à l'Arrêté Présidentiel n°132/01 du 18/12/2015 portant mission, fonctions, structure organisationnelle et profils d'emplois des services de la Présidence de la République**

**Kigali, le 18/12/2015**

(sé)  
**KAGAME Paul**  
Président de la République

(sé)  
**MUREKEZI Anastase**  
Premier Ministre

**Vu et scellé du Sceau de la République :**

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