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PRIME MINISTER'S ORDER N°35/03 OF 27/02/2015 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE MINISTRY OF PUBLIC SERVICE AND LABOUR (MIFOTRA)

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Minisitiri w'Intebe;

The Prime Minister;

Le Premier Ministre;

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 118, iya 119, iya 121 n'ya 201;

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 118, 119, 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 118, 119, 121 et 201;

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

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

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

Asubiye ku Iteka rya Minisitiri w'Intebe n° 88/03 ryo ku wa 25/08/2011 rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimo bya Minisitiri y'Abakozi ba Leta n'Umurimo;

Reviewing Prime Minister's Order n° 88/03 of 25/08/2011 determining the mission, functions, organizational structure and summary of job positions of the Ministry of Public Service and Labour;

Revu l'Arrêté du Premier Ministre n° 88/03 du 25/08/2011 portant mission, fonctions, structure organisationnelle et synthèse des emplois du Ministère de la Fonction Publique et du Travail;

Asubiye ku Iteka rya Minisitiri w'Intebe n° 53/03 ryo kuwa 14/07/2012 rishyiraho imishahara n'ibindi bigenerwa Abakozi bo mu Butegetsi Bwite bwa Leta, nk'uko ryahinduwe kandi ryujujwe kugeza ubu;

Reviewing Prime Minister's Order n° 53/03 of 14/07/2012 establishing salaries and fringe benefits for public servants of the Central Government as modified and complemented to date;

Revu l'Arrêté du Premier Ministre n° 53/03 du 14/07/2012 fixant les salaires et autres avantages accordés au personnel de l'Administration Centrale, tel que modifié et complété à ce jour;

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

On proposal by the Minister Public Service and Labour;

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

Inama y'Abaminisitiri yateranye ku wa 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;

ATEGETSE:

Ingingo ya mbere: Icyo iri teka rigamije

Iri teka rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Abakozi ba Leta n'Umurimo.

Ingingo ya 2: Inshingano

Minisiteri y'Abakozi ba Leta n'Umurimo ifite inshingano rusange yo gufasha Inzego za Leta gushyiraho uburyo bunoze bwo gukora no kubona abakozi bashoboye akazi mu rwego rwo gutuma serivisi zitangwa n'abakozi ba Leta zitangwa neza kandi zidahenze; no gushyiraho uburyo buboneye bwo guteza imbere umurimo hagendewe ku bipimo mpuzamahanga mu bijyanye n'ubuzima bw'abakozi n'ubwiteganyirize kandi bituma habaho guhanga imirimo no guteza imbere isoko ry'umurimo.

By'umwihariko, Minisiteri y'Abakozi ba Leta n'Umurimo ifite inshingano zikurikira:

- 1 ° gushyiraho, kumenyekanisha no guhuza ishyingirwa mu bikorwa rya politiki, ingamba na gahunda mu nzego zifite imicungire y'abakozi ba Leta n'Umurimo mu nshingano zazo binyujijwe mu:
 - a. gushyiraho politiki, ingamba na gahunda zijyanye n'imicungire y'abakozi ba Leta, gushishikariza abakozi ba Leta gukora akazi no kubazamura mu ntera;
 - b. gushyiraho umurongo ngenderwaho mu kuvugurura ubutegetsi bwa Leta no

HEREBY ORDERS:

Article One: Purpose of this Order

This Order determines mission and functions, organizational structure, salaries and fringe benefits for employees in the Ministry of Public Service and Labour.

Article 2: Mission and functions

The general mission of the Ministry of Public Service and Labour shall be to provide the public institutions with efficient organization and human resources to fit the objectives of best public service delivery at low cost; and to set up a fair working environment, based on international standards of health and social security, and favorable to jobs creation and labour market development.

Specifically, the Ministry of Public Service and Labour shall be responsible for:

- 1 ° developing, disseminating and coordinating the implementation of policies, strategies and programs of the sector through:
 - 1 ° elaboration of policies, strategies and programs for Public servants, management, motivation and promotion;
 - 2 ° fixing the orientations for the administrative reform and the

ARRETE :

Article premier: Objet du présent arrêté

Le présent arrêté porte mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère de la Fonction Publique et du Travail.

Article 2: Mission et fonctions

Le Ministère de la Fonction Publique et du Travail a la mission générale de fournir aux institutions publiques une organisation efficace et le personnel qualifié capable en vue de rendre des services de qualité et à moindre coût au sein de la fonction publique; et de mettre en place un environnement de travail équitable, fondé sur des normes internationales de la santé et de la sécurité sociale, et favorable à la création d'emplois et au développement du marché du travail.

Plus particulièrement, le Ministère de la Fonction Publique et du Travail est chargé de:

- 1 ° développer, diffuser et coordonner la mise en exécution des politiques, des stratégies et des programmes sectoriels par le biais de:
 - a. l'élaboration des politiques, stratégies et programmes relatifs à la gestion, à la motivation et à la promotion du personnel.
 - b. la fixation des orientations de la réforme administrative et de la mise en

gushyira mu bikorwa gahunda zihutirwa;	implementation of priorities;	œuvre des priorités;
c. gushyiraho politiki zijyanye n'umurimo n'ubwiteganyirize;	3 ° elaboration of the labour and social security policies;	c. l'élaboration des politiques du travail et de la sécurité sociale;
d. gushyiraho politiki zijyanye no guteza imbere umurimo no kongera ubushobozi bw'abakozi n'ubw'inzego za Leta;	4 ° elaboration of employment promotion and capacity building policies;	d. l'élaboration de la politique de promotion de l'emploi et de renforcement des capacités;
2 ° gushyiraho amategeko agenga abakozi ba Leta n'ay'inzego zifitanye isano nayo binyujijwe mu:	2 ° regulating the public service sector and related sub-sectors through:	2 ° réglementer le secteur de la fonction publique et les sous-secteurs connexes à travers:
a. gushyiraho no kumenyekanisha amategeko n'amabwiriza bijyanye n'umucungire y'abakozi ba Leta;	a. elaboration and dissemination of regulations related to the management of public servants;	a. l'élaboration et la dissémination de la réglementation en rapport avec la gestion des agents de l'Etat ;
b. gushyiraho no kumenyekanisha ibipimo ngenderwaho mu umucungire y'abakozi ba Leta na za serivisi;	b. setting up and dissemination of standards and norms applicable to the management of public servants and public services;	b. la mise en place et la diffusion des règles et normes applicables à la gestion des agents de l'Etat et à l'organisation des services publics;
c. gushyiraho no kuvugurura amategeko agenga umurimo mu Rwanda (ubwiteganyirize, ubugenzuzi bw'umurimo, ibigenga isano hagati y'umukozi n'umukoresha, ibiganiro bihuza abarebwa n'umurimo bose, ibijyanye n'ubuzima n'umutekano ku kazi, kurwanya imirimo mibi ikoreshe abana);	c. elaboration and updating of the Labour legislation (social security, labour inspection, professional relations, social dialogue, health and security at the workplace, fight against child labour);	c. l'élaboration et la mise à jour de la législation du travail (la sécurité sociale, l'inspection du travail, les relations professionnelles, le dialogue social, la santé et la sécurité au travail, la lutte contre le travail des enfants);
d. gushyiraho amategeko agenga amahugurwa y'abakozi;	d. regulation of professional training;	d. la réglementation de la formation professionnelle;
3 ° kubaka ubushobozi bw'inzego n'ubw'abakozi binyujijwe mu:	3 ° developing institutional and human resources capacities in the sector through:	3 ° développer les capacités institutionnelles et humaines dans le secteur à travers:

a. gushyiraho imbonerahamwe z'inzego z'imirimo mu nzego za Leta;	a. consolidation of the organization charts of public institutions;	a. la mise en place des consolidations des organigrammes des institutions publiques;
b. gushyiraho uburyo bw'imicungire y'abakozi ba Leta mu Butegetsi bwa Leta;	b. elaboration of management measures for public servants in the Public Administration;	b. élaboration des mesures de gestion des agents de l'Etat dans l'Administration publique;
c. gushyira mu bikorwa no kuvugurura uburyo bwo gucunga imikorere y'abakozi ba Leta;	c. implementation and updating the performance management system for public servants;	c. la mise en application et la mise à jour du système de gestion de performance des agents de l'Etat;
d. gushyiraho no gukurikirana uburyo bw'ishyirwa mu bikorwa ry'imiterere y'inzego za Leta;	d. elaborating and monitoring the implementation systems and organizational systems and procedure of public organs;	d. l'élaboration et la mise en œuvre des systèmes et des procédures organisationnelles des services de l'état;
e. gushyiraho uburyo bw'imicungire y'inzego za Leta;	e. developing management systems of State organs;	e. élaboration des systèmes de gestion des organes de l'Etat;
4° gukurikirana no gusuzuma ishyirwa mu bikorwa rya za politiki, ingamba na gahunda bijyanye n'imicungire y'abakozi ba Leta n'Umurimo binyujijwe mu:	4° monitoring and evaluating the implementation of policies, strategies and programs related to the management of public servants through:	4° faire le suivi et évaluer la mise en œuvre des politiques, stratégies et programmes relatifs à la gestion des agents de l'état à travers:
a. gukurikirana no gusuzuma imicungire y'abakozi ba Leta na gahunda zo kongerera ubushobozi abakozi mu Nzego z'Igihugu;	a. monitoring and evaluating of the human resources management and capacity building in the national institutions;	a. la supervision et évaluation du système de gestion des agents et le renforcement des capacités au sein des institutions nationales;
b. gukurikirana no gusuzuma uruhare rw'ivugururwa ry'inzego z'imirimo n'urw'amahugurwa mu mikorere y'Inzego z'Igihugu no kuri serivisi zihabwa abaturage;	b. monitoring and evaluating of the impact of the Administrative Reform and of training on the functioning and performance of the national institutions and on the services delivered to the population;	b. le suivi et l'évaluation de l'impact de la réforme administrative et de la formation sur le fonctionnement et la performance des institutions nationales et sur les services offerts à la population;
c. gukurikirana iterambere ry'isoko ry'umurimo	c. monitoring the labour market evolution	c. le suivi de l'évolution du marché du travail

no kugaragaza imibare ijyanye na ryo;	and provide the corresponding statistics;	et donner des statistiques correspondantes;
d. gusuzuma ibipimo ngenderwaho no guhuriza hamwe imibare ituruka mu nzego zegerejwe abaturage ijyanye n'umurimo;	d. evaluating the indicators and consolidating the data handled by the decentralized institutions related to labour;	d. l'évaluation des indicateurs et la consolidation des données fournies par les institutions décentralisées en rapport avec le travail;
e. gutanga raporo mu gihe runaka na buri mwaka kuri Guverinoma zigaragaza uruhare rwa za politiki, ingamba, gahunda n'imishinga ku iterambere ry'imicungire y'abakozi ba Leta n'umurimo;	e. providing periodical and annual reports to the Government on the impact of the policies, strategies, programs and projects on the development of management of public servants and labour;	e. les rapports périodiques et annuels au Gouvernement sur l'impact des politiques, stratégies, programmes et projets sur le développement de la gestion des agents de l'Etat et du travail ;
5° kugenzura inzego ireberera binyujijwe mu:	5° overseeing the institutions under its supervision through:	5° superviser les institutions sous sa tutelle à travers:
a. gutanga imirongo ngenderwaho kuri gahunda runaka zigomba gushyirwa mu bikorwa n'inzego ireberera;	a. orientations on specific programs to be realized by the agencies under its supervision;	a. l'orientation sur les programmes spécifiques à réaliser par les services sous sa tutelle ;
b. kugenzura imikorere n'imicungire y'inzego ziyishamikiyeho mu rwego rwo kuzifasha gukoresha umutungo wazo neza;	b. supervision of the functioning and management of the agencies under its supervision for a better use of resources;	b. la supervision du fonctionnement et la gestion des organes sous sa tutelle en vue de la bonne utilisation des ressources ;
6° gukusanya ibikenewe mu guteza imbere inzego za Leta n'umurimo na gahunda zijyanye na byo binyujijwe mu:	6° mobilizing resources for the development of public institutions and labour sector and related programs through:	6° mobiliser des ressources pour le développement des institutions publiques et du travail et des programmes connexes à travers:
a. gushakisha umutungo no kugenzura ibikorwa mu ikoresha neza ry'umutungo;	a. mobilization of resources and supervision of actions to ensure their rational use;	a. la mobilisation des ressources et la supervision des mesures visant à garantir leur utilisation rationnelle ;
b. guteza imbere imikoranire n'ishoramari ry'abikorera mu guteza imbere umurimo.	b. promotion of partnership with private sector for labour development.	b. la promotion du partenariat avec le secteur privé en vue d'assurer le développement du travail.

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

Imbonerahamwe y'imyanya y'imirimu n'ibisabwa ku myanya y'imirimu bya Minisiteri y'Abakozi ba Leta n'Umurimo biri ku migereka ya I na II y'iri teka.

Ingingo 4: Igenwa ry'umushahara

Imishahara y'Abakozi ba Minisiteri y'Abakozi ba Leta n'Umurimo igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimu kandi hakurikijwe amahame ngenderwaho mu kubara imishahara mu butegesi bwa Leta.

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

Ingingo 5: Ibigize umushahara mbumbe

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

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

Indamunite y'urugendo ivugwa mu gika kibanziriza iki ntigenerwa abakozi bari ku nzego z'imirimu za "F" na "H/2" boroherezwa ingengo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze; ndetse

Article 3: Organizational structure and job profiles

The organizational structure and job profiles for the Ministry of Public Service and Labour are respectively in annexes I and II of this Order.

Article 4: Determination of the salary

Salaries for employees of the Ministry of Public Service and Labour shall be determined basing on the job classification and in accordance with general principles on salary calculation in public service.

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

Article 5: Composition of the gross salary

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

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

The transport allowance specified in the previous paragraph shall not be granted to officials positioned on levels "F" and "H/2" whose transport is facilitated in accordance with Instructions of the Minister in charge of transport. It shall not also be granted to

Article 3: Structure organisationnelle et profils d'emplois

La structure organisationnelle et les profils d'emplois du Ministère de la Fonction Publique et du Travail sont respectivement en annexes I et II du présent arrêté.

Article 4: Détermination du salaire

Les salaires accordés au personnel du Ministère de la Fonction Publique et du Travail sont déterminés suivant la classification des emplois et conformément aux principes généraux de fixation des salaires dans la fonction publique.

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

Article 5: Composition du salaire brut

Le salaire brut mensuel pour chaque agent comprend principalement:

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

L'indemnité de transport dont question à l'alinéa précédent n'est pas allouée aux agents de l'Etat aux postes de niveau "F" et "H/2" pour lesquels le transport est facilité selon les Instructions du Ministre ayant le transport dans ses attributions,

n'abakozi bari ku rwego rwa "3" bagenerwa indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

Ingingo ya 6: Ibindi bigenerwa Umunyamabanga Uhoraho

Umunyamabanga Uhoraho muri Minisitiri y'Abakozi ba Leta n'Umurimo agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

- 1 ° amafaranga yo kwishyura telefoni yo mu biro angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi, n'aya telefoni igendanwa angana n'ibihumbi ijana (100.000 Frw) buri kwezi;
- 2 ° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200.000 Frw) buri kwezi anyura kuri konti ya Minisitiri;
- 3 ° Leta imworohera mu bijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

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

Abayobozi Bakuru n'Umujyanama wa Minisitiri bagenerwa buri wese ibindi bibafasha gutunganya imirimo mu buryo bukurikira:

public servants positioned on level "3" who shall be entitled to special transport allowance in accordance with Instructions of the Minister in charge public service.

Article 6: Fringe benefits for Permanent Secretary

The Permanent Secretary in the Ministry of Public Service and Labour shall be entitled to the following fringe benefits:

- 1 ° one hundred thousand Rwandan francs (100,000 Rwf) per month for office land line and one hundred thousand Rwandan francs (100,000 Rwf) per month for mobile phone;
- 2 ° office guest's entertainment allowance of two hundred thousand Rwandan francs (200,000 Rwf) per month and transferred to the Ministry;
- 3 ° the Government shall facilitate his/her transport in accordance with the Instructions of the Minister responsible for transport.

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

Director Generals and Advisor to the Minister shall each be entitled to fringe benefits as follows:

ainsi que ceux aux postes de niveau "3" qui bénéficient de l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Article 6: Avantages alloués au Secrétaire Permanent

Le Secrétaire Permanent au sein du Ministère de la Fonction Publique et du Travail bénéficie des avantages suivants :

- 1 ° les frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) et de téléphone portable équivalant à cent mille francs rwandais (100.000 Frw) par mois;
- 2 ° les frais de représentation au service équivalant à deux cent mille francs rwandais (200.000 Frw) chaque mois et domiciliés au compte bancaire du Ministère;
- 3 ° l'Etat lui facilite en ce qui concerne le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

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

Les Directeurs Généraux et le Conseiller du Ministre bénéficient chacun des avantages comme suit:

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

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

3 ° Leta yorohereza Abayobozi Bakuru n'Umujyanama wa Minisitiri mu bijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

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

Abayobozi b'Amashamin'Abakozi bari ku rwego rw'imirimo rwa "3" bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

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

2 ° indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

Abayobozi b'Amashami bari ku rwego rw'imirimo rwa "3" bafite itsinda ry'abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe ya Minisitiri,

1 ° Director Generals shall each be entitled to seventy thousand Rwandan francs (70,000 Rwf) per month for office land line and seventy thousand Rwandan francs (70,000 Rwf) per month for mobile phone;

2 ° the Advisor to the Minister shall be entitled to seventy thousand Rwandan francs (70,000 Rwf) per month for mobile phone;

3 ° the Government shall facilitate transport for Director Generals and Advisor to the Minister in accordance with the Instructions of the Minister in charge of transport.

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

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

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

2 ° a special transport allowance as determined by the instructions of the Minister responsible for public service.

Directors of Units on level "3" with a pool of public servants under their responsibilities in accordance

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

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

3 ° l'Etat facilite les Directeurs Généraux et le Conseiller du Ministre en ce qui concerne le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

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

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

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

2 ° l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Les Directeurs d'Unités aux postes de niveau "3" ayant des agents de l'Etat placés sous leurs responsabilités suivant la structure

bagenerwa kandi amafaranga ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi ya telefoni yo mu biro.

Ingingo ya 9: Indamunite z'urugendo rw'imodoka

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

Ingingo ya 10: Abashinzwe kubahiriza iri teka

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri w'Ibikorwa Remezo na Minisitiri w'Imari n'Igenamigambi basabwe kubahiriza iri teka.

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

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

Ingingoya 12: Igihe iteka ritangira gukurikizwa

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

with the approved organizational structure shall also each be entitled to an office telephone of one hundred thousand Rwandan francs (100,000Rwf) per month.

Article 9: Mileage allowances

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

Article 10: Authorities responsible for the implementation of this Order

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

Article 11: Repealing provision

All prior provisions contrary to this Order are hereby repealed.

Article 12: 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.

organisationnelle approuvée, bénéficient aussi chacun des frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) par mois.

Article 9 : Indemnités kilométriques

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

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

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

Article 11: Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Article 12: Entrée en vigueur

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

Kigali, ku wa **27/02/2015**

Kigali, on **27/02/2015**

Kigali, le **27/02/2015**

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

**Bibonywe kandi bishyizweho Ikirango cya
Repubulika:**

Seen and sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République :

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

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

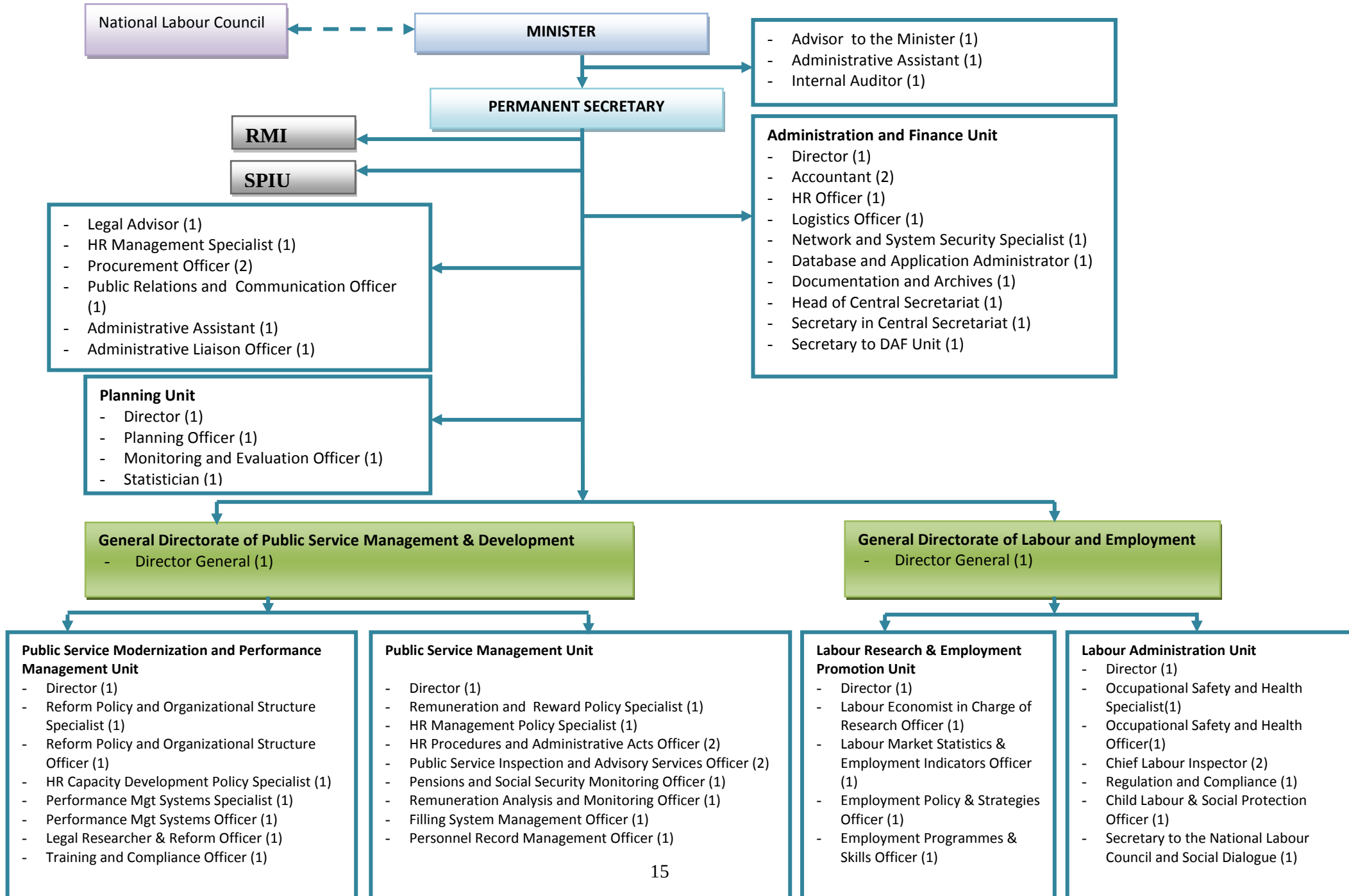
(sé)
BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

**UMUGEREKA WA I W'ITEKA RYA MINISITIRI
W'INTEBE N⁰35/03 RYO KU WA 27/02/2015
RIGENA INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO, IMISHAHARA
N'IBINDI BIGENERWA ABAKOZI MURI
MINISITERI Y'ABAKOZI BA LETA
N'UMURIMO (MIFOTRA)**

**ANNEX I TO PRIME MINISTER'S ORDER
N⁰35/03 OF 27/02/2015 DETERMINING
MISSION AND FUNCTIONS,
ORGANISATIONAL STRUCTURE, SALARIES
AND FRINGE BENEFITS FOR EMPLOYEES
IN THE MINISTRY OF PUBLIC SERVICE
AND LABOUR (MIFOTRA)**

**ANNEXE I A L'ARRETE DU PREMIER
MINISTRE N⁰35/03 DU 27/02/2015
PORTANT MISSION ET FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DE LA
FONCTION PUBLIQUE ET DU TRAVAIL
(MIFOTRA)**

Official Gazette No. Special of 28/02/2015
MIFOTRA – ORGANIZATIONAL CHART



Bibonywe kugirango bishyirwe ku mugereka w'Itekarya Minisitiri w'Intebe n° 35/03 ryo kuwa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisiteri y'Abakozi ba Leta n'Umurimo

Seen to be annexed to Prime Minister's Order n°35/03 of 27/02/2015 determining mission and functions, organizational structure, salaries and fringe benefits for employees in the Ministry of Public Service and Labour

Vu pour être annexé à l'Arrêté du Premier Ministre n°35/03 Du 27/02/2015 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère de la Fonction Publique et du Travail

Kigali, kuwa 27/02/2015

Kigali, on 27/02/2015

Kigali, le 27/02/2015

(sé)

MUREKEZI Anastase
Minisitiri w'Intebe

(sé)

MUREKEZI Anastase
Prime Minister

(sé)

MUREKEZI Anastase
Premier Ministre

(sé)

UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

(sé)

UWIZEYE Judith
Minister of Public Service and Labour

(sé)

UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Bibonywe kandi bishyizweho Ikirango cya Repubulika :

Seen and sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République :

(sé)

BUSINGYE Johnston
Minisitiri w'Ubutabera / Intumwa Nkuru ya Leta

(sé)

BUSINGYE Johnston
Minister of Justice / Attorney General

(sé)

BUSINGYE Johnston
Ministre de la Justice / Garde des Sceaux

**UMUGEREKA WA II W'ITEKA RYA MINISITIRI
W'INTEBE N⁰35/03 RYO KU WA 27/02/2015
RIGENA INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO, IMISHAHARA
N'IBINDI BIGENERWA ABAKOZI MURI
MINISITERI Y'ABAKOZI BA LETA N'UMURIMO
(MIFOTRA)**

**ANNEX II TO PRIME MINISTER'S ORDER
N⁰35/03 OF 27/02/2015 DETERMINING
MISSION AND FUNCTIONS,
ORGANISATIONAL STRUCTURE, SALARIES
AND FRINGE BENEFITS FOR EMPLOYEES
IN THE MINISTRY OF PUBLIC SERVICE
AND LABOUR (MIFOTRA)**

**ANNEXE II A L'ARRETE DU PREMIER
MINISTRE N⁰35/03 DU 27/02/2015
PORTANT MISSION ET FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DE LA
FONCTION PUBLIQUE ET DU TRAVAIL
(MIFOTRA)**

MIFOTRA - JOB PROFILES

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Office of the Minister	Minister	Minister of Public Service and Labour	Political appointee	1
	Advisor	Advisor to the Minister	A0 in Public Administration or Administrative Sciences, Labour Administration, Labour Economics , Law, Management with 5 years of working experience ; Or Master or Equivalent in Public Administration or Administrative Sciences, Labour Administration, Labour Economics , Law, Management with 3 years of working experience <u>Key Technical Skills & Knowledge required:</u> - Extensive knowledge and understanding of the Rwanda Public service and Labour; - Good knowledge of government policy-making and legislative processes; - Knowledge of the public service sector, employment policies and issues; -Analytical, problem-solving and critical thinking skills; -Strong Leadership Skills; -Technical understanding of system being analyzed and how it affects the various business units; -Good at handling and meeting deadlines; -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes; -Able to work well with both internal and external clients; -Good presentation skills, and ability to communicate with various audiences, including end users and managers; - Interpersonal skills; -Collaboration and team working skills; -Administrative skills; -Time management skills;	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Internal Audit	Internal Auditor	A0 in Finance, Accounting or Management with specialization Finance / Accounting <u>Key Technical Skills & Knowledge required:</u> - Detailed knowledge of financial and Audit Standards, HR & Financial regulations, Procedures and Financial software; - Planning Skill; - High Analytical skills; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Administrative Assistant	Administrative Assistant	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law <u>Key Technical Skills & Knowledge required:</u> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Word Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage	1
S/Total				4

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Office of the Permanent Secretary	Permanent Secretary	Permanent Secretary	Political Appointee	1
	Administrative Assistant	Administrative Assistant	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law <u>Key Technical Skills & Knowledge required:</u> - 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
	Administration Liaison	Administrative Liaison Officer	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law <u>Key Technical Skills & Knowledge required:</u> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Human Resources Management Specialist	Human Resources Management Specialist	A0 in Human Resource Management, Management with Specialization in Human Resource, Business Administration with specialisation in Human Resource Management with 3 years of working experience or Master's Degree in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Specialization in Human Resource Management <u>Key Technical Skills & Knowledge required:</u> -Deep knowledge of Rwandan public service and labor law; - Knowledge in Conflict Management; - knowledge of the regulations applying to payroll procedures; - Knowledge of human resources concepts, practices,policies, and procedures; - Problem Solving Skills; - Computer Skills; - Judgment & Decision Making Skills; - Time management Skills; - Interview Skills; - High analytical Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Legal Advisor	Legal Advisor	A0 in Law with 3 years of working experience or Master's Degree in Law with 1 year of working experience <u>Key Technical skills and Knowledge required :</u> - Deep knowledge of Rwandan public service and labor law; - High analytical and problem solving skills; - Legal research and analysis in complex areas of law; - Knowledge of Substantive Law and Legal Procedures; - Decision making skills; - Experience in contract drafting and negotiation; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French.	1
	Procurement	Procurement Officer	A0 in Procurement, Management, Accounting, Law, Public Finance, Economics <u>Key Technical Skills & Knowledge required:</u> - 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; - Decesion making Skills; - Computer Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	2

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Public Relations and Communication	Public Relations and Communication Officer	A0 in Communication, International Relations, Journalism, Marketing, Linguistics and Literature. <u>Key technical skills and knowledge required:</u> - 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 - Teamworking skills - Effective public relations and public speaking skills - Interviewing skills - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage	1
S/Total				8

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Directorate General of Public Service Management and Development	Director General	Director General	A0 in Law, Public Administration or Administrative Sciences, HR Management, Management, Public Policy with 5 years of working experience; Or Master or Equivalent in Law, Public Administration or Administrative Sciences, HR Management, Management with 3 years of working experience Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Rwanda Public Service Sector; - Deep knowledge in Human Resources Management policies and procedures - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Analytical, problem-solving and critical thinking skills; - Strong Leadership and Organisational Skills; - Technical understanding of system being analyzed and how it affects the various business units; - Good at handling and meeting deadlines; - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. - Able to work well with both internal and external clients. - Good presentation skills, and ability to communicate with various audiences, including end users and managers. - Interpersonal Skills - Time Management Skills; - Decision making Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Public Service Modernization and Performance Management Unit	Director of Unit	Director of Public Service Modernization and Performance Management Unit	A0 in Public Administration or Administrative Sciences, Economics, HR Management, Management, Development Studies, Public Policy , with 3 years of working experience; Or Master or Equivalent in Public Administration or Administrative Sciences, Economics, HR Management, Management, Development Studies, Public Policy with 1 years of working experience <u>Key Technical Skills & Knowledge required:</u> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Extensive knowledge and understanding of the Rwanda Public Service Sector; - Deep knowledge in Human Resources Management policies and procedures - Creative, proactive, customer focussed, solutions led and outcome driven Skills; -Analytical, problem-solving and critical thinking skills; -Strong Leadership and Organisational Skills; -Technical understanding of system being analyzed and how it affects the various business units; -Good at handling and meeting deadlines; -Multi-tasking skills and the ability to balance multiple priorities; -Able to work well with both internal and external clients; -Good presentation skills, and ability to communicate with various audiences; -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions; - Interpersonal Skills; - Effective communication skills and negotiation skills; - Time Management Skills;	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Reform Policy and Organizational Structure Specialist	Reform Policy and Organizational Structure Specialist	A0 in Public Administration or Administrative Sciences, Economics, Development Studies, Public Policy, HR Management, Political Sciences, Management with 3 years of working experience; Or Master or Equivalent in Public Administration or Administrative Sciences, Economics, Development Studies, Public Policy, HR Management, Political Sciences, Management <u>Key Technical Skills & Knowledge required:</u> - Extensive knowledge and understanding of the Rwanda Public Service Sector, Institutional Organisation and reform processes; - Creative, proactive, customer focussed, solutions led and outcome driven; - High Analytical & Complex Problem Solving Skills; - Interpersonal Skills; - Effective communication skills; - Able to work well with both internal and external clients; - Good presentation skills, and ability to communicate with various audiences, including end users and managers; - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions; - Strong attention to detail organizational skills; - Quick learner who is easily able to learn new products, systems, applications and technologies - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Reform Policy and Organizational Structure Officer	Reform Policy and Organizational Structure Officer	A0 in Public Administration or Administrative Sciences, Economics, Development Studies, Public Policy, HR Management, Political Sciences, Management <u>Key Technical Skills & Knowledge required:</u> - Extensive knowledge and understanding of the Rwanda Public Service Sector and Institutional Organisation; - Creative, proactive, customer focussed, solutions led and outcome driven; - High Analytical & Complex Problem Solving Skills; - Interpersonal Skills; - Effective communication skills; - Able to work well with both internal and external clients. - Good presentation skills, and ability to communicate with various audiences, including end users and managers. - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. - Strong attention to detail organizational skills. - Quick learner who is easily able to learn new products, systems, applications and technologies; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	HR Capacity Development Policy Specialist	HR Capacity Development Policy Specialist	A0 in Human Resources Management, Public Administration or Administrative Sciences, Management with 3 years of working experience in Human Resources Capacity Development; Or Master or Equivalent in Human Resources Management, Public Administration or Administrative Sciences, Management <u>Key Technical Skills & Knowledge required:</u> - Extensive knowledge and understanding of the Rwanda Public Service Sector and Institutional Organisation; - Creative, proactive, customer focussed, solutions led and outcome driven; - High Analytical & Complex Problem Solving Skills; - Interpersonal Skills; - Effective communication skills; - Able to work well with both internal and external clients. - Good presentation skills, and ability to communicate with various audiences, including end users and managers; - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions; - Strong attention to detail organizational skills; - Quick learner who is easily able to learn new products, systems, applications and technologies; - Time Management Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Performance Mgt Systems Specialist	Performance Mgt Systems Specialist	A0 in HR Management, Public Administration or Administrative Sciences, Management, Economics, Public Policy with 3 years of working experience; Or Master's Degree in the same fields. <u>Key Technical Skills & Knowledge required:</u> - Extensive knowledge and understanding of the Rwanda Public Service Sector and Performance Management systems; - Creative, proactive, customer focussed, solutions led and outcome driven; - High Analytical & Complex Problem Solving Skills; - Interpersonal Skills; - Effective communication skills; - Able to work well with both internal and external clients. - Good presentation skills, and ability to communicate with various audiences, including end users and managers. - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. - Strong attention to detail organizational skills. - Quick learner who is easily able to learn new products, systems, applications and technologies; - Time Management Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Performance Mgt Systems Officer	Performance Mgt Systems Officer	A0 in HR Management, Public Administration or Administrative Sciences, Management, Economics, Public Policy Or Master's Degree in the same fields. <u>Key Technical Skills & Knowledge required:</u> - Extensive knowledge and understanding of the Rwanda Public Service Sector and Performance Management systems; - Creative, proactive, customer focussed, solutions led and outcome driven; - High Analytical & Complex Problem Solving Skills; - Interpersonal Skills; - Effective communication skills; - Able to work well with both internal and external clients. -Good presentation skills, and ability to communicate with various audiences, including end users and managers. -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. -Strong attention to detail organizational skills. -Quick learner who is easily able to learn new products, systems, applications and technologies- Time Management Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Legal Researcher & Reform Officer	Legal Researcher & Reform Officer	A0 in Law. Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Rwanda Public Service Sector, reform and legislative processes; - Creative, proactive, customer focussed, solutions led and outcome driven; - Legal research and analysis in complex areas of law; - Knowledge of Substantive Law and Legal Procedures; - High Analytical & Complex Problem Solving Skills; - Interpersonal Skills; - Effective communication skills; - Able to work well with both internal and external clients; - Good presentation skills, and ability to communicate with various audiences, including end users and managers; - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions; - Quick learner who is easily able to learn new products, systems, applications and technologies; - Time Management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Training and Compliance Officer	Training and Compliance Officer	A0 in HR Management, Public Administration, Administrative Sciences, Political Sciences, Management <u>Key Technical Skills & Knowledge required:</u> - Extensive knowledge and understanding of the Rwanda Public Service Sector and Training Modalities; - Creative, proactive, customer focussed, solutions led and outcome driven; - High Analytical & Complex Problem Solving Skills; - Interpersonal Skills; - Effective communication skills; - Able to work well with both internal and external clients. -Good presentation skills, and ability to communicate with various audiences, including end users and managers. -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. -Strong attention to detail organizational skills. -Quick learner who is easily able to learn new products, systems, applications and technologies- Time Management Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Public Service Management Unit	Director of Unit	Director of Public Service Management Unit	A0 in Law, Public Administration, Administrative Sciences, HR Management, Management with 3 years of working experience; Or Master or Equivalent in Law, Public Administration, Administrative Sciences, HR Management, Management with 1 years of working experience <u>Key Technical Skills & Knowledge required:</u> - Extensive knowledge and understanding of the Rwanda Public Service Sector; - Deep knowledge in Human Resources Management policies and procedures - Creative, proactive, customer focussed, solutions led and outcome driven Skills; -Analytical, problem-solving and critical thinking skills. -Strong Leadership and Organisational Skills -Technical understanding of system being analyzed and how it affects the various business units. -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Able to work well with both internal and external clients. -Good presentation skills, and ability to communicate with various audiences, including end users and managers. -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. - Effective communication skills and negotiation skills; - Time Management Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Remuneration and Reward Policy Specialist	Remuneration and Reward Policy Specialist	A0 in Economics, Finance, Human Resource Management with 3 years of working experience; Or Master or Equivalent in Economics, Finance, Human Resource Management. <u>Key Technical Skills & Knowledge required:</u> - Extensive knowledge and understanding of the Rwanda Remuneration system; - Creative, proactive, customer focussed, solutions led and outcome driven; - High Analytical & Complex Problem Solving Skills; - Interpersonal Skills; - Effective communication skills; - Able to work well with both internal and external clients. - Good presentation skills, and ability to communicate with various audiences, including end users and managers. - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. - Strong attention to detail organizational skills. - Quick learner who is easily able to learn new products, systems, applications and technologies- Time Management Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	HR Management Policy Specialist	HR Management Policy Specialist	A0 in Human Resource Management, Public Administration, Administrative Sciences, Public Policy, Management with Specialization in Human Resource, with 3 years of working experience in the fields of Human Resources; Or Master or Equivalent in Human Resource Management, Public Administration, Administrative Sciences, Public Policy, Specialization in Human Resource, <u>Key Technical Skills & Knowledge required:</u> - Extensive knowledge and understanding of the Rwanda Public Service Sector; - Deep knowledge in Human Resources Management policies and procedures -Analytical, problem-solving and critical thinking skills. -Technical understanding of system being analyzed and how it affects the various business units. -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Able to work well with both internal and external clients. -Good presentation skills, and ability to communicate with various audiences, including end users and managers. -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. -Strong attention to detail organizational skills. -Quick learner who is easily able to learn new products, systems, applications and technologies	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	HR Procedures and Administrative Acts Officer	HR Procedures and Administrative Acts Officer	A0 in Law, Public Administration, Administrative Sciences, Human Resources Management; Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Rwanda Public Service and Labour laws; - Deep knowledge in Human Resources Management policies and procedures -Analytical, problem-solving and critical thinking skills; - Legal Drafting and Interpretation skills; -Technical understanding of system being analyzed and how it affects the various business units; -Good at handling and meeting deadlines; -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes; -Able to work well with both internal and external clients. -Good presentation skills, and ability to communicate with various audiences, including end users and managers. -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. -Strong attention to detail organizational skills. -Quick learner who is easily able to learn new systems, applications and technologies	2

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Public Service Inspection and Advisory Services Officer	Public Service Inspection and Advisory Services Officer	AO in Law, Political Sciences, Administrative Sciences, Public Administration, Human Resources Management Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Rwanda Public Service and Labour laws; - Deep knowledge in Human Resources Management policies and procedures - Analytical, problem-solving and critical thinking skills. - Ability to conduct inspections for high profiles. - Technical understanding of system being analyzed and how it affects the various business units. - Good at handling and meeting deadlines. - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. - Able to work well with both internal and external clients. - Good presentation skills, and ability to communicate with various audiences, including end users and managers. - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. - Strong attention to detail organizational skills. - Quick learner who is easily able to learn new systems, applications and technologies	2

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Pensions and Social Security Monitoring Officer	Pensions and Social Security Monitoring Officer	A0 in Law, HR Management, Public Administration, Administrative Science, Management; <u>Key Technical Skills & Knowledge required:</u> - Extensive knowledge and understanding of the Rwanda Remuneration system; - Creative, proactive, customer focussed, solutions led and outcome driven; - High Analytical & Complex Problem Solving Skills; - Interpersonal Skills; - Effective communication skills; - Able to work well with both internal and external clients. - Good presentation skills, and ability to communicate with various audiences, including end users and managers. - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. - Strong attention to detail organizational skills. - Quick learner who is easily able to learn new systems, applications and technologies- Time Management Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Remuneration Analysis and Monitoring Officer	Remuneration Analysis and Monitoring Officer	A0 in Economics, Economics Policy, Economics Planning <u>Key Technical Skills & Knowledge required:</u> - Extensive knowledge and understanding of the Rwanda Remuneration system; - Creative, proactive, customer focussed, solutions led and outcome driven; - High Analytical & Complex Problem Solving Skills; - Interpersonal Skills; - Effective communication skills; - Able to work well with both internal and external clients. - Good presentation skills, and ability to communicate with various audiences, including end users and managers. - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. - Strong attention to detail organizational skills. - Quick learner who is easily able to learn new systems, applications and technologies- Time Management Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1
	Filling System Management Officer	Filling System Management Officer	A0 in Public Administration, Administrative Sciences, Human Resources Management, Or A1 Secretarial Studies, Office Management. <u>Key Technical Skills & Knowledge required:</u> - 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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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Personnel Record Management Officer	Personnel Record Management Officer	A0 in Public Administration, Administrative Sciences, Human Resources Management, Management, Sociology Or A1 Secretarial Studies, Office Management <u>Key Technical Skills & Knowledge required:</u> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage	1
S/Total				20

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Directorate General of Labour and Employment	Director General	Director General of Labour and Employment	A0 in Economics, Labour Economics, Development Studies, Agro economics, Labour Administration, Public Administration, Administrative Sciences with 5 year working experience or 2 year in senior position; Or Master or Equivalent in Economics, Labour Economics, Development Studies, Agro economics, Labour Administration, Public Administration, Administrative Sciences with 3 years of working experience <u>Key Technical Skills & Knowledge required:</u> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda Labour and Employment Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Leadership Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Labour Research & Employment Promotion Unit	Director of Unit	Director of Labour Research & Employment Promotion Unit	A0 in Economics, Development Studies, Agro economics, Labour Economics with 3 years of working experience; Or Master or Equivalent in Economics, Development Studies, Agro economics, Labour Economics with 1 year working experience. <u>Key Technical Skills & Knowledge required:</u> - Knowledge of results based management, logical framework approach, strategic planning processess and tools; - Knowledge of Rwanda Labour and Employment Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Leadership Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision making skills; - High analytical & Complex Problem solving Skills; -Good presentation skills, and ability to communicate with various audiences, including end users and managers. -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. -Strong attention to detail organizational skills.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Labour Economist in Charge Research	Labour Economist in Charge Research	A0 in Economics, Labour Economics, Development Studies, <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Rwanda Labour and Employment Sector Policies and Strategies -Analytical, problem-solving and critical thinking skills. -Technical understanding of system being analyzed and how it affects the various business units. - Ability to conduct research and draft proposals -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Able to work well with both internal and external clients. -Good presentation skills, and ability to communicate with various audiences, including end users and managers. -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. -Strong attention to detail organizational skills. -Quick learner who is easily able to learn new products, systems, applications and technologies	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Labour Market Statistics & Employment Indicators Officer	Labour Market Statistics & Employment Indicators Officer	A0 in Statistics, Applied Mathematics, Economics, Labour Economics <u>Key Technical Skills & Knowledge required:</u> - Deep understanding of Research Methodologies and Statistics Concepts; - Knowledge of Rwandan Labour and Employment Policies and Strategies; - Knowledge of various statistical software packages; - Knowledge to Prepares and publishes statistical and technical reports and research papers; - Knowledge of the theory, systems and application of statistical research methodology - High analytical Skills; - Time management Skills; - Team working Skills; -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Good presentation skills, and ability to communicate with various audiences, including end users, managers, and members of the IT team. -Self-starter with leadership skills in order to take charge of or facilitate	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Employment Policy & Strategies Officer	Employment Policy & Strategies Officer	A0 in Economics,Econometrics, Economic Planning, Economic Policy <u>Key Technical Skills & Knowledge required:</u> - Extensive knowledge and understanding of the Rwandan Employment Sector; -Analytical, problem-solving and critical thinking skills. -Technical understanding of system being analyzed and how it affects the various business units. -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. - Leadership skills; - Creative, proactive, customer focused, solutions led and outcome driven; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Decesion making Skills; - Computer Skills; - Judgment & Decision making skills; - High analytical & Complex Problem solving Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Employment Programmes & Skills Officer	Employment Programmes & Skills Officer	A0 in Economics, Labour Economics, Economic Planning, Economic Policy and Development Studies, <u>Key Technical Skills & Knowledge required:</u> - Extensive knowledge and understanding of the Rwandan Employment Sector; - Analytical, problem-solving and critical thinking skills. - Technical understanding of system being analyzed and how it affects the various business units. - Good at handling and meeting deadlines. - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. - Leadership skills; - Creative, proactive, customer focused, solutions led and outcome driven; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - High analytical & Complex Problem solving Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Labour Administration Unit	Director of Unit	Director of Labour Administration Unit	A0 in Law, Public Administration, Administrative Science, Management, Labour Psychology with 3 years of working experience; Or Master or Equivalent in Law, Public Administration, Management, Labour Psychology, Labour Administration with 1 year of working experience <u>Key Technical Skills & Knowledge required:</u> - Extensive knowledge and understanding of the Rwanda Labour and Employment Sector; - Deep knowledge in Labour policies and procedures - Creative, proactive, customer focussed, solutions led and outcome driven Skills; -Analytical, problem-solving and critical thinking skills. -Strong Leadership and Organisational Skills -Technical understanding of system being analyzed and how it affects the various business units. -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Able to work well with both public and private sector clients. -Good presentation skills, and ability to communicate with various audiences, including end users and managers. -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. - Effective communication skills and negotiation skills; - Time Management Skills;	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Occupational Safety and Health Specialist	Occupational Safety and Health Specialist	A0 in Public Health, Health & Environmental Science, Health Administration, Occupational Health and Safety, Labour Psychology, with 3 years of working experience; Or Master or Equivalent in Public Health, Health Administration, Health & Environmental Science, Occupational Health and Safety, Labour Psychology. <u>Key Technical Skills & Knowledge required:</u> - Extensive knowledge and understanding of Occupational Safety and Health policies; - Knowledge in Industrial Development strategies; - Ability to assess and analyse impact; - Technical understanding of system being analyzed and how it affects the various business units. - Creative, proactive, customer focused, solutions led and outcome driven; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - High analytical & Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Occupational Safety and Health Officer	Occupational Safety and Health Officer	A0 Public Health, Health & Environmental Science, Health Administration, Occupational Health and Safety, Labour Psychology, <u>Key Technical Skills & Knowledge required :</u> - Extensive knowledge and understanding of Occupational Safety and Health policies; - Knowledge in Industrial Development strategies; - Ability to assess and analyse impact; -Analytical, problem-solving and critical thinking skills. -Technical understanding of system being analyzed and how it affects the various business units. -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Able to work well with both internal and external clients. -Good presentation skills, and ability to communicate with various audiences, including end users, managers. -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. -Strong attention to detail organizational skills. -Quick learner who is easily able to learn new products, systems, applications and technologies	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Chief Labour Inspector	Chief Labour Inspector	A0 in Law, Labour Administration, Public Administration, Administrative Sciences, Management, Labour Psychology; <u>Key Technical Skills & Knowledge required :</u> - Extensive knowledge and understanding of Labour policies and law; - Ability to conduct investigations in complex establishments; - Mediation and negotiations skills; -Analytical, problem-solving and critical thinking skills. -Technical understanding of system being analyzed and how it affects the various business units. -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Able to work well with both clients from Public and Private Sector. -Good presentation skills, and ability to communicate with various audiences, including end users, managers. -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. -Strong attention to detail organizational skills. -Quick learner who is easily able to learn new products, systems, applications and technologies	2

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Regulation and Compliance	Regulation and Compliance	A0 in Law or Labour Law <u>Key Technical Skills & Knowledge required :</u> - Extensive knowledge and understanding of Labour policies and law; - Knowledge in Industrial Development strategies; - Ability to conduct investigations for high profiles; - Mediation and negotiations skills; -Analytical, problem-solving and critical thinking skills. -Technical understanding of system being analyzed and how it affects the various business units. -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Able to work well with both clients from Public and Private Sector. -Good presentation skills, and ability to communicate with various audiences, including end users, managers.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Child Labour & Social Protection Officer	Child Labour & Social Protection Officer	A0 Labour Administration, Labour Psychology Science, Public Health, Occupational Health and Safety, Psychology, Sociology, Education Sciences; <u>Key Technical Skills & Knowledge required :</u> - Extensive knowledge and understanding of Labour policies and law; - Knowledge in Industrial Development strategies; - Ability to conduct investigations for high profiles; - Mediation and negotiations skills; -Analytical, problem-solving and critical thinking skills. -Technical understanding of system being analyzed and how it affects the various business units. -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Able to work well with both clients from Public and Private Sector. -Good presentation skills, and ability to communicate with various audiences, including end users, managers. -Strong attention to detail organizational skills. -Quick learner who is easily able to learn new products, systems, applications and technologies	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Secretary to the National Labour Council and Social Dialogue	Secretary to the National Labour Council and Social Dialogue	A0 in Labour Administration, Public Administration, Administrative Sciences, Demography, Sociology, Management, Economics, Labour Psychology, Labour Law, Development Studies, <u>Key Technical Skills & Knowledge required :</u> - Extensive knowledge and understanding of Labour policies and law; - Knowledge in Industrial Development strategies; - Ability to conduct investigations for high profiles; - Mediation and negotiations skills; -Analytical, problem-solving and critical thinking skills. -Technical understanding of system being analyzed and how it affects the various business units. -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Able to work well with both clients from Public and Private Sector. -Good presentation skills, and ability to communicate with various audiences, including end users, managers. -Strong attention to detail organizational skills. -Quick learner who is easily able to learn new products, systems, applications and technologies	1
S/Total				14

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Planning Unit	Director of Unit	Director of Planning	A0 in Economics, Management, Development Studies, Project Management, Business Administration with 3 years of working experience; Or Master' or Equivalent in Economics, Management, Development Studies, Project Management with 1 year of working experience Key Technical Skills & Knowledge required: - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's Public service and labour Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Leadership Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Planning Officer	Planning Officer	A0 in Economics, Project Management, Management, Development Studies, Business Administration Key Technical Skills & Knowledge required: - Knowledge of results based management, logical framework approach, strategic planning processess and tools; - Knowledge of Rwanda's Public service and Labour Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decission Making Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Monitoring and Evaluation Officer	Monitoring and Evaluation Officer	A0 in Economics, Project Management, Management, Development Studies, Business Administration <u>Key Technical Skills & Knowledge required:</u> - Knowledge and understanding of the Rwandan Public Service and Labor sector; - Excellent leadership skills; - Coordination, Planning & Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decesion making Skills; - Computer Skills; - Judgment & Decision making skills; - High Analytical & Complex Proble solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Statistics	Statistician	A0 in Statistics, Applied Mathematics, Economics <u>Key Technical Skills & Knowledge required:</u> - Deep understanding of Research Methodologies and Statistics Concepts; - Knowledge of Rwanda's Trade and Industrial Policies and Strategies; - Knowledge of various statistical software packages; - Knowledge to Prepares and publishes statistical and technical reports and research papers; - Knowledge of the theory, systems and application of statistical research methodology; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
S/Total				4

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Administration and Finance Unit	Director of Unit	Director of Administration and Finance Unit	Accounting Professional Qualification recognised by IFAC (ACCA, CPA); Or A0 Public Finance, Finance, Accounting or Management with specialization in Finance/Accounting with 3 years of working experience Key Technical Skills & Knowledge required: - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting. - Knowledge of Rwanda Public Financial Law; - Leadership and management skills; - Planning and organisational, Budgeting skills; - Communication skills; - Strong IT skills, particularly in Financia software (SMART IFMIS); - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Problem solving; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Accountant	Accountant	Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting <u>Key Technical Skills & Knowledge required:</u> - 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 Financia 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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Human Resources	Human Resources Officer	A0 in Human Resource Management, Management, Public Administration, Administrative Sciences Key Technical Skills & Knowledge required: - Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources; - Knowledge in the Development of Human Resources Policies and procedures - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Logistics	Logistics Officer	A0 in Store Management, Management, Finance, Accounting, Economics, Public Administration, Administrative Sciences <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Documentation and Archives	Documentation and Archives Officer	A0 in Library & information Science or A1 in Library & information Science, Office Management, Biblioteconomy <u>Key Technical Skills & Knowledge required:</u> -proficiency in information technology; -Computer literacy; - Bokkeeping Skills; -Knowledge of integrated document management -Knowledge of archive management software -Knowledge of the documentation management system(DMS) would be an advantage. - Organizational Skills; - Interpersonal Skills; - Planning Skills; - Communication Skills; - Report writting & Presentation skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

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

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Network and System Security Specialist	Network and System Security Specialist	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 3 years of working experience and Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added OR Master's degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 1 year of working experience in ICT or advantage. Key Technical Skills & Knowledge required: - Knowledge of Strategies of National ICT Policy; - Deep Understanding of information technology and telecommunications; - Knowledge to research and analyze technology problems, issues, and program requirements. - Knowledge of computer hardware/software technologies. - 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.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Central Secretariat	Head of Central Secretariat	A1 in Secretarial Studies, Office Management, Library and Information Science or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law, Library and Information Science with 2 years of working experience <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Secretary in DAF Unit	Secretary	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Central Secretariat	Secretary	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
S/Total				11
Grand / Total				61

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 35/03 ryo kuwa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisitiri y'Abakozi ba Leta n'Umurimo

Kigali, kuwa 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

Seen to be annexed to Prime Minister's Order n°35/03 of 27/02/2015 determining mission and functions, organizational structure, salaries and fringe benefits for employees in the Ministry of Public Service and Labour

Kigali, on 27/02/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Vu pour être annexé à l'Arrêté du Premier Ministre n°35/03 du 27/02/2015 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère de la Fonction Publique et du Travail

Kigali, le 27/02/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Bibonywe kandi bishyizweho Ikirango cya Repubulika :

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

Seen and Sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

Vu et scellé du Sceau de la République :

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

UMUGEREKA WA III W'ITEKA RYA
MINISITIRI W'INTEBE N⁰35/03 RYO
KU WA 27/02/2015 RIGENA
INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI BIGENERWA
ABAKOZI MURI MINISITERI
Y'ABAKOZI BA LETA N'UMURIMO
(MIFOTRA)

ANNEXE III TO PRIME MINISTER'S ORDER
N⁰35/03 OF 27/02/2015 DETERMINING
MISSION AND FUNCTIONS,
ORGANISATIONAL STRUCTURE,
SALARIES AND FRINGE BENEFITS FOR
EMPLOYEES IN THE MINISTRY OF PUBLIC
SERVICE AND LABOUR (MIFOTRA)

ANNEXE III A L'ARRETE DU PREMIER
MINISTRE N⁰ 35/03 DU 27/02/2015 PORTANT
MISSION ET FONCTIONS, STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AVANTAGES ACCORDES AU PERSONNEL
DU MINISTERE DE LA FONCTION
PUBLIQUE ET DU TRAVAIL (MIFOTRA)

MIFOTRA SALARY STRUCTURE

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Permanent Secretary	441	F	2869	1,613,167
Director General of Labour & Employment	330	2.III	1890	892,962
Director General of Public Service Management & Development	330	2.III	1890	892,962
Advisor to the Minister	330	2.III	1890	892,962
Director of Labour Research & Employment Promotion	330	3.II	1369	646,807
Director of Labour Administration	330	3.II	1369	670,524
Director of Public Service Management Unit	330	3.II	1369	670,524
Director of Public Service Modernization and Performance Mgt Unit	330	3.II	1369	670,524
Director of Administration & Finance	330	3.II	1369	670,524
Director of Planning, M & E Unit	330	3.II	1369	646,807
Legal Advisor	330	3.II	1369	646,807
Network & System Security Specialist	330	3.II	1369	646,807
HR Management Specialist	330	3.II	1369	646,807
Occupational Safety & Health Specialist	330	3.II	1369	646,807
HR Management Policy Specialist	330	3.II	1369	646,807
HR Capacity Development Policy Specialist	330	3.II	1369	646,807
Performance Management Systems Specialist	330	3.II	1369	646,807
Reform Policy & Organizational Structure Specialist	330	3.II	1369	646,807
Remuneration & Reward Policy Specialist	330	3.II	1369	646,807
Chief Labour Inspector	300	4.III	1313	558,494
Public Service Inspection & Advisory Services Officer	300	4.III	1313	558,494
HR Procedures and Administratives Acts Officer	300	4.III	1313	558,494
Labour Economist in charge of Research	300	4.III	1313	558,494
Legal Research and Reform Officer	300	4.III	1313	558,494
Reform Policy & Organizational Structure Officer	300	4.III	1313	558,494

Remuneration Analysis and Monitoring Officer	300	4.III	1313	558,494
Occupational Safety & Health Officer	300	4.II	1141	485,333
Labour Market Statistics & Employment Indicators Officer	300	4.II	1141	485,333
Pension & Social Security Monitoring Officer	300	4.II	1141	485,333
Planning Officer	300	4.II	1141	485,333
Monitoring & Evaluation Officer	300	4.II	1141	485,333
Statistician	300	4.II	1141	485,333
Training & Compliance Officer	300	4.II	1141	485,333
Employment Policy and Strategies Officer	300	4.II	1141	485,333
Employment Programs and Skills Officer	300	4.II	1141	485,333
Child Labour Officer and Social Protection	300	4.II	1141	485,333
Regulation and Compliance Officer	300	4.II	1141	485,333
Secretary to the National Labour Council & Social Dialogue	300	4.II	1141	485,333
Database and application Administrator	300	4.II	1141	485,333
Human Resources Officer	300	4.II	1141	485,333
Public Relations and Communication Officer	300	4.II	1141	485,333
Performance Management Systems Officer	300	4.II	1141	485,333
Accountant	300	5.II	951	404,515
Internal Auditor	300	5.II	951	404,515
Procurement Officer	300	5.II	951	404,515
Logistics Officer	300	5.II	951	404,515
Administrative Assistant to the Minister	300	5.II	951	404,515
Administrative Assistant to the PS	300	5.II	951	404,515
Filling System Mgt Officer	300	5.II	951	404,515
Administrative Liaison Officer	300	5.II	951	404,515
Documentalist	300	6.II	793	337,308
Personnel Record Management Officer	300	7.II	660	280,736
Head of Central Secretariat	300	7.II	660	280,736
Secretary in Central Secretariat	300	8.II	508	216,081
Secretary to the DAF Unit	300	8.II	508	216,081

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°35/03 ryo ku wa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisiteri y'Abakozi ba Leta n'Umurimo

Kigali, kuwa 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

Seen to be annexed to Prime Minister's Order n° 35/03 of 27/02/2015 determining mission and functions, organizational structure, salaries and fringe benefits for employees in the Ministry of Public Service and Labour

Kigali, on 27/02/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Vu pour être annexé à l'Arrêté du Premier Ministre n°35/03 Du 27/02/2015 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère de la Fonction Publique et du Travail

Kigali, le 27/02/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Bibonywe kandi bishyizweho Ikirango cya Repubulika :

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

Seen and Sealed with the Seal of the Republic:

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BUSINGYE Johnston
Minister of Justice / Attorney General

Vu et scellé du Sceau de la République :

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

ITEKA RYA MINISITIRI W'INTEBE N° 36/03
RYO KU WA 27/02/2015 RIGENA
INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO, IMISHAHARA
N'IBINDI BIGENERWA ABAKOZI MURI
MINISITERI Y'IMICUNGIRE Y'IBIZA
N'IMPUNZI (MIDIMAR)

PRIME MINISTER'S ORDER N°36/03 OF
27/02/2015 DETERMINING MISSION AND
FUNCTIONS, ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES IN THE
MINISTRY OF DISASTER MANAGEMENT
AND REFUGEE AFFAIRS (MIDIMAR)

ARRETE DU PREMIER MINISTRE N°36/03 DU
27/02/2015 PORTANT MISSION ET
FONCTIONS, STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AVANTAGES ACCORDES AU PERSONNEL DU
MINISTERE DE LA GESTION DES
CATASTROPHES ET DES REFUGIES
(MIDIMAR)

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ITEKA RYA MINISITIRI W'INTEBE N°36/03 RYO KU WA 27/02/2015 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'IMICUNGIRE Y'IBIZA N'IMPUNZI (MIDIMAR)

PRIME MINISTER'S ORDER N°36/03 OF 27/02/2015 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE MINISTRY OF DISASTER MANAGEMENT AND REFUGEE AFFAIRS (MIDIMAR)

ARRETE DU PREMIER MINISTRE N°36/03 DU 27/02/2015 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DE LA GESTION DES CATASTROPHES ET DES REFUGIES (MIDIMAR)

Minisitiri w'Intebe;

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo kuwa 04 Kamena 2003 nk'uko ryavugururwe kugeza ubu, cyane cyane mu ngingo zaryo, iya 118, iya 119, iya 121 n'ya 201;

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

Asubiye ku Iteka rya Minisitiri w'Intebe n°75/01 ryo kuwa 08/07/2011 rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimo ya Minisitiri y'Imicungire y'Ibiza n'Impunzi (MIDIMAR);

Asubiye ku Iteka rya Minisitiri w'Intebe n° 53/03 ryo kuwa 14/07/2012 rishyiraho imishahara n'ibindi bigenerwa Abakozi bo mu Butegetsi Bwite bwa Leta, nk'uko ryahinduwe kandi ryujijwe kugeza ubu;

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

Inama y'Abaminisitiri yateranye ku wa 29/07/2014

The Prime Minister;

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 118, 119, 121 and 201;

Pursuant to Law n°86/2013 of 11/09/2013 establishing the general statutes for Public Service, especially in article 52;

Reviewing Prime Minister's Order n° 75/01 of 08/07/2011 determining the mission, functions, organizational structure and summary of job positions of the Ministry of Disaster Management and Refugee Affairs (MIDIMAR);

Reviewing Prime Minister's Order n° 53/03 of 14/07/2012 establishing salaries and fringe benefits for public servants of the Central Government as modified and complemented to date;

On proposal by the Minister Public Service and Labour;

After consideration and approval by the Cabinet in its

Le Premier Ministre;

Vu la Constitution de la République du Rwanda du 04 juin 2003 telle que révisée à ce jour, spécialement en ses articles 118, 119, 121 et 201;

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

Revu l'Arrêté du Premier Ministre n° 75/01 du 08/07/2011 portant mission, fonctions, structure organisationnelle et synthèse des emplois du Ministère de la Gestion des Catastrophes et des Réfugiés (MIDIMAR);

Revu l'Arrêté du Premier Ministre n° 53/03 du 14/07/2012 fixant les salaires et autres avantages accordés au personnel de l'Administration Centrale, tel que modifié et complété à ce jour;

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

Après examen et adoption par le Conseil des

imaze kubisuzuma no kubyemeza;

ATEGETSE:

Ingingo ya mbere: Icyo iri teka rigamije

Iri teka rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Imicungire y'Ibiza n'Impunzi.

Ingingo ya 2: Inshingano

Minisiteri y'Imicungire y'Ibiza n'Impunzi ifite inshingano rusange zikurikira:

- 1 ° gutegura ingamba zigamije kurwanya, kugabanya ubukana, kuzahura, gucunga umutekano, kugenzura no kugira icyo ikora mu gihe bikenewe mu rwego rwo guteza imbere imyumvire kuri politiki y'imicungire y'ingaruka z'ibiza byizana cyangwa biterwa n'abantu nk'iruka ry'ibirunga, imitingito, imyuzure, inkangu, imihengeri, imiyaga, inkongi y'umuriro n'amapfa;
- 2 ° gushyiraho politiki yo kurwanya ubuhunzi n'ingamba zo gukemura ikibazo cy'impunzi z'abanyarwanda n'iz'abanyamahanga hakurikijwe amategeko y'u Rwanda n'amasezerano mpuzamahanaga yerekeye kurinda impunzi atanga uburyo bwo gufata ingamba zitanga ibisubizo nyabyo.

By'umwihariko, Minisiteri y'Imicungire y'Ibiza

session of 29/07/2014;

ORDERS:

Article One: Purpose of this Order

This Order determines the mission and functions, organizational structure, salaries and fringe benefits for employees of the Ministry of Disaster Management and Refugee Affairs.

Article 2: Mission and functions

The Ministry of Disaster Management and Refugee Affairs has a general mission of:

- 1 ° developing a highly proficient mechanism for preventing, mitigating, responding to, recovering, securing, monitoring and responding in a timely manner in order to promote management of natural and man-made disasters including volcanic activity, earthquakes, floods, landslides, mudslides, storms, fire and drought;
- 2 ° developing a pro-active refugee policy and a mechanism for the management and protection of Rwandan and foreign refugees which permits development of a strategic response to the problems of refugees, in conformity with national laws and international treaties.

Specifically, the Ministry of Disaster Management

Ministres en sa séance du 29/07/2014;

ARRETE:

Article premier: Objet du présent arrêté

Le présent arrêté porte mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère de la Gestion des Catastrophes et des Réfugiés.

Article 2: Mission et fonctions

Le Ministère de la Gestion des Catastrophes et des Réfugiés a pour mission générale de:

- 1 ° mettre en place un mécanisme efficace de prévention, d'atténuation, de réaction rapide, de sécurisation, de contrôle et d'action au moment opportun en vue de la gestion des risques provoqués par les catastrophes naturelles et humaines tels que les activités volcaniques, les tremblements de terre, les inondations, les tempêtes, les glissements de terrain, les coulées de boue, les incendies et la sécheresse;
- 2 ° mettre en place une politique proactive de gestion des réfugiés et un mécanisme rationnel de la gestion des réfugiés rwandais et étrangers conformément au droit national et aux traités internationaux pour la protection des réfugiés qui permettent d'élaborer une solution stratégique aux problèmes des réfugiés.

Plus particulièrement, le Ministère de la Gestion des

n'Impunzi ishinze ibi bikurikira:

- 1 ° kuyoboraitegurwa rya politiki y'imicungire y'impunzi no guhuza imicungire y'ibiza;
- 2 ° gutanga imirongo ya politiki no kugenzura ibikorwa by'ubutabazi mu bihe by'amaze no gukusanya ibikenewe mu rwego rwo kwirinda ibiza no gucunga impunzi z'abanyarwanda n'iz'abanyamahanga ndetse no gushaka ibisubizo ku kibazo cy'ibiza n'impunzi;
- 3 ° kugira uruhare runini mu kongera ubushobozi bwo gucunga ibiza hagamijwe umutekano n'amajyambere arambye mu karere ndetse no kugira inama leta n'abafatanyabikorwa bayo;
- 4 ° gutegura, kumenyekanisha no guhuza ishyirwa mu bikorwa rya politiki, ingamba na gahunda ibinyujije mu:
 - a. gushyiraho politiki na gahunda zigamije imiyoborere myiza ku bijyanye n'ubushobozi mu micungire y'ibiza n'impunzi;
 - b. gutunganya amategeko, politiki n'ibikorwa byerekeranye n'imicungire y'ibiza n'impunzi mu karere;
 - c. gutegura gahunda ngengabikorwa mu karere igamije kugabanya no gucunga ibiza

and Refugee Affairs shall be responsible for:

- 1 ° leading the formulation of refugee policies and the coordination of disaster management;
- 2 ° giving policy orientation and supervising humanitarian assistance in emergency situations and mobilizing appropriate resources accordingly in order to prevent disasters and provide for Rwandan and foreign refugees in order to generate visionary responses to challenges related to disasters and refugees;
- 3 ° actively participating in the operational process aimed at reinforcing disaster management capability for sustainable regional stability and development and advising the government, stakeholders and other interested partners;
- 4 ° formulating, disseminating and coordinating the implementation of policies, strategies and programs through:
 - a. formulating good governance policies and programs in the field of disaster management and refugee affairs;
 - b. providing standards for harmonization of legal and institutional practices related to disaster management and refugees in the region;
 - c. developing a regional action plan for disaster mitigation and management and

Catastrophes et des Réfugiés est chargé de:

- 1 ° diriger la formulation de la politique des réfugiés et coordonner la gestion des catastrophes ;
- 2 ° donner les orientations politiques et superviser l'assistance humanitaire dans les situations d'urgence et la mobilisation des ressources nécessaires afin de prévenir les catastrophes et s'occuper des réfugiés rwandais et étrangers afin d'élaborer des réponses visionnaires aux défis des catastrophes et des réfugiés ;
- 3 ° participer activement aux opérations visant à renforcer la capacité de gestion des catastrophes afin de pérenniser la stabilité régionale et le développement durable et donner des conseils au gouvernement et aux partenaires intéressés ;
- 4 ° élaborer, diffuser et coordonner la mise en œuvre des politiques, stratégies et programmes sectoriels à travers:
 - a. élaboration des politiques, des stratégies et programmes de bonne gouvernance, dans le domaine de la gestion des catastrophes et des réfugiés ;
 - b. harmonisation du cadre juridique, institutionnel des pratiques relatives à la gestion des catastrophes et des réfugiés dans la région;
 - c. l'élaboration du plan d'action régional pour l'atténuation et la gestion des catastrophes et

n'impunzi;	refugee affairs;	des réfugiés;
d. gushyiraho amategeko agenga urujya n'uruza rw'abakora ubutabazi n'urw'ibikoresho by'ubutabazi;	d. establishing a legal framework for the free movement of goods and personnel for assistance;	d. la mise en place d'un cadre juridique visant la libre circulation des équipements et du personnel de secours;
5 ° guhuza gahunda Minisiteri ihuriyeho n'izindi nzego, ifatanyije n'abafatanyabikorwa bo mu Rwanda n'abo mu mahanga ibinyujije mu:	5 ° coordinating sector programmes in collaboration with both national and international stakeholders through:	5 ° coordonner les programmes sectoriels en collaboration avec les partenaires nationaux et internationaux à travers :
a. guhuza gahunda za Minisiteri n'izindi nzego zifite uruhare mu micungire y'ibiza n'impunzi;	a. coordinating the programmes of Ministries and other institutions which contribute to disaster management and refugee affairs;	a. la coordination des programmes des Ministères et des autres institutions contribuant à la gestion des catastrophes et des réfugiés ;
b. guha agaciro inyandiko z'abafatanyabikorwa b'uru rwego, no guhuza ibikorwa by'uru rwego ku rwego rw'akarere no ku rwego mpuzamahanga;	b. validating documents produced by interested stakeholders in the sector and coordinating interventions pertaining to the sector at the regional and international level;	b. la validation des documents produits par des partenaires intéressés dans le secteur et la coordination des interventions sectorielles aux niveaux régional et international;
c. kumenyesha inzego bireba n'abandi bafatanyabikorwa gahunda zafashwe na Leta mu bihe by'amage mu rwego rwo gucunga ibiza, n'ubutabazi bukeneye ibikoresho byihariye;	c. informing concerned institutions and other partners about the measures taken by the government in managing disasters and humanitarian assistance which require specific resources;	c. l'avertissement fait des institutions concernées et d'autres partenaires des mesures prises par le gouvernement pour la gestion des catastrophes et l'aide nécessitant des ressources spécifiques ;
6 ° gukurikirana no kugenzura ibikorwa bya za gahunda z'imicungire y'ibiza n'impunzi ibinyujije mu:	6 ° monitoring and evaluation of programs related to disaster management and refugees affairs through:	6 ° faire le suivi et évaluation des programmes de la gestion des catastrophes et des réfugiés à travers:
a. gutanga amakuru ya ngombwa kandi mu gihe gikwiye;	a. providing all the necessary information within a reasonable timeframe;	a. les informations nécessaires dans le délai raisonnable;
b. gukurikirana no kugenzura ishyirwa mu bikorwa ry'ibikorwa bya Minisiteri, hagamijwe	b. monitoring and evaluating the implementation of activities in order to	b. le suivi et évaluation de l'exécution des activités du Ministère en vue de s'assurer

kumenya niba ibyo bikorwa byarayigejeje ku ntego zayo, ndeste bikanashingirwaho hategurwa ingamba nshya;	ensure that the activities implemented achieve the targeted objectives and the results shall be considered in the design of new initiatives;	qu'elles lui ont permis d'aboutir à ses objectifs et en tenir compte lors de la conception de nouvelles initiatives;
c. gukora igenzura rigamije gusesengura ingaruka za politiki y'imicungire y'ibiza n'impunzi ku rwego rw'uturere n'urw'igihugu;	c. providing retrospective evaluations in order to analyse the impact of disaster management and refugee affairs policies at the local and national level;	c. l'évaluation rétrospective afin d'analyser l'impact de la politique de la gestion des catastrophes et des réfugiés aux niveaux local et national;
d. gutanga raporo zihoraho ku ishyirwa mu bikorwa rya gahunda zayo;	d. reporting regularly on the progress of implementing its programs;	d. les rapports réguliers sur les progrès de mise en œuvre de ses programmes;
7° kuzamura ubushobozi bw'uru rwego mu kwigisha rubanda ibijyanye n'ibiza ibinyujije mu guhuza no gukora ibikorwa byo kwigisha rubanda, kwitegura, gutegura ingamba, kugenzura ishyirwa mu bikorwa ry'ingamba zo gucunga ibiza n'impunzi mu duce twa ngombwa, ibinyujije mu kunoza amahugurwa, gukoreha amahugurwa y'abahugura abandi, no gutanga ibikoresho by'amahugurwa bigezweho;	7° developing institutional capacity and public education in the disaster management sector through coordination and development of education, sensitization of the public, strategic planning, and oversight of all strategies of disaster management and refugee affairs through improved training, training of trainers, and improved training materials;	7° renforcer les capacités institutionnelles et d'éducation du public dans le domaine des catastrophes à travers la coordination et le développement de l'éducation, et la sensibilisation de la population, la planification stratégique et la supervision de l'exécution de toutes les stratégies de la gestion des catastrophes et des réfugiés à travers l'amélioration de la formation, la formation des formateurs et le matériel de formation avancé;
8° gukusanya amafaranga akoreshwa mu gucunga ibiza ibinyujije mu:	8° mobilizing financial resources for disaster management through:	8° la mobilisation des ressources financières pour la gestion des catastrophes à travers :
a. gutegura gahunda no guhuza ibikorwa byo gusaba inkunga y'amafaranga ikenewe hakurikijwe inkunga itangwa n'amahanga;	a. planning and coordinating the negotiations for necessary aid available from foreign sources;	a. la planification et la coordination des négociations de l'aide nécessaire compte tenu du financement provenant de l'extérieur;
b. gucunga amafaranga ahari no gusaba inkunga y'imishinga yayo;	b. managing available funds and proposing related financing projects;	b. la gestion des fonds disponibles et faire la proposition du financement des projets y relatifs;
c. gushyiraho uburyo bwo kubika inyandiko	c. creating and managing a database relating to	c. la mise en place d'une base de données

zigaragaza inkunga zitangwa
n'abafatanyabikorwa mu iterambere;

financing from development partners;

relatives au financement par des partenaires au développement;

d. guteza imbere ubufatanye bwa za Guverinoma mu bijyanye n'imirimo y'ibiza binyujijwe mu butwererane hagati y'ibihugu.

d. promoting intergovernmental relations in disaster management through state partnerships.

d. la promotion des relations de coopération intergouvernementale dans la gestion des catastrophes à travers le partenariat entre les Etats.

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

Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo bya Minisiteri y'Imicungire y'Ibiza n'Impunzi biri ku migereka ya I n'ya II y'iri teka.

Article 3: Organizational structure and job profiles

The organizational structure and job profiles for the Ministry of Disaster Management and Refugee Affairs are respectively in annexes I and II of this Order.

Article 3: Structure organisationnelle et profils d'emplois

La structure organisationnelle et les profils d'emplois du Ministère de la Gestion des Catastrophes et des Réfugiés sont respectivement en annexes I et II du présent arrêté.

Ingingo 4: Igenwa ry'umushahara

Imishahara y'Abakozi ba Minisiteri y'Imicungire y'Ibiza n'Impunzi igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara mu Butegetsi bwa Leta.

Article 4: Determination of the salary

Salaries for employees of the Ministry of Disaster Management and Refugee Affairs shall be determined basing on the job classification and in accordance with general principles on salary calculation in Public Service.

Article 4: Détermination du salaire

Les salaires accordés au personnel du Ministère de la Gestion des Catastrophes et des Réfugiés sont déterminés suivant la classification des emplois et conformément aux principes généraux de fixation des salaires dans la fonction publique.

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

The level, index value and the gross salary corresponding to each job position in the Ministry of Disaster Management and Refugee Affairs are in annex III to this Order.

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

Ingingo 5: Ibigize umushahara mbumbe

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

Article 5: Composition of the gross salary

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

Article 5: Composition du salaire brut

Le salaire brut mensuel pour chaque agent comprend principalement :

1. umushahara fatizo;

1. basic salary;

1. le salaire de base;

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

2. housing allowance;
3. transport allowance;
4. state contribution for social security;
5. State contribution for medical care.

2. l'indemnité de logement;
3. l'indemnité de transport;
4. la contribution de l'Etat à la sécurité sociale;
5. la contribution de l'Etat aux soins médicaux.

Indamunite y'urugendo ivugwa mu gika kibanziriza iki ntigenerwa abakozi bari ku nzego z'imirimo za "F" na "H/2" boroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze; ndetse n'Abakozi bari ku rwego rwa "3" bagenerwa indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite Abakozi ba Leta mu nshingano ze.

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

L'indemnité de transport dont question à l'alinéa précédent n'est pas allouée aux agents de l'Etat aux postes de niveau "F" et "H/2" pour lesquels le transport est facilité selon les Instructions du Ministre ayant le transport dans ses attributions, ainsi que ceux aux postes de niveau "3" qui bénéficient de l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Ingingo ya 6: Ibindi bigenerwa Umunyamabanga Uhoraho

Umunyamabanga Uhoraho muri Minisitiri y'Imicungire y'Ibiza n'Impunzi agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

1. amafaranga yo kwishyura telefoni yo mu biro angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi, n'aya telefoni igendanwa angana n'ibihumbi ijana (100.000 Frw) buri kwezi;
2. amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200. 000 frw) buri kwezi anyura kuri konti ya Minisitiri;
3. Leta imworohera mu bijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza ya

Article 6: Fringe benefits for Permanent Secretary

The Permanent Secretary in the Ministry of Disaster Management and Refugee Affairs shall be entitled to the following fringe benefits:

1. one hundred thousand Rwandan francs (100,000 Rwf) per month for office land line and one hundred thousand Rwandan francs (100,000 Rwf) per month for mobile phone communication allowance;
2. office guest's entertainment allowance of two hundred thousand Rwandan francs (200,000 Rwf) per month and transferred to the Ministry's bank account;
3. the Government shall facilitate his/her transport in accordance with the Instructions of

Article 6: Avantages alloués au Secrétaire Permanent

Le Secrétaire Permanent au sein du Ministère de la Gestion des Catastrophes et des Réfugiés bénéficie des avantages suivants :

1. les frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) et de téléphone portable équivalant à cent mille francs rwandais (100.000 Frw) par mois;
2. les frais de représentation au service équivalant à deux cent mille francs rwandais (200.000 Frw) chaque mois et domiciliés au compte bancaire du Ministère;
3. l'Etat lui facilite en ce qui concerne le transport conformément aux instructions du Ministre ayant le

Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

the Minister responsible for transport.

transport dans ses attributions.

Ingingo ya 7: Ibindi bigenerwa Umujyanama wa Minisitiri uri ku rwego rwa “2.III”

Article 7: Fringe benefits for Advisor to the Minister on “2.III” job level

Article 7: Avantages alloués au Conseiller du Ministre au postede niveau “2.III”

Umujyanama wa Minisitiri agenerwa ibindi bimufasha gutunganya imirimo mu buryo bukurikira:

The Advisor to the Minister shall be entitled to fringe benefits as follows:

Le Conseiller du Ministre bénéficie des avantages comme suit:

1. amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw) buri kwezi;
2. Leta imwoherereza mu bijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

1. seventy thousand Rwandan francs (70,000 Rwf) per month for mobile phone communication allowance;
2. the Government shall facilitate his/her transport in accordance with Instructions of the Minister responsible for transport.

1. les frais de communication par téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 Frw) par mois;
2. l'Etat lui facilite en ce qui concerne le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

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

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

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

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

Directors of Units and Officials on “3” job level shall each be entitled to fringe benefits as follows:

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

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

- 1 ° a mobile phone communication allowance of thirty thousand Rwandan francs (Rwf 30,000) per month.
- 2 ° a special transport allowance as determined by the instructions of the Minister responsible for public service.

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

Abayobozi b'Amashami bari ku rwego rw'imirimo rwa

Directors of Units on level “3” with a pool of public

Les Directeurs d'Unités aux postes de niveau “3” ayant

“3” bafite itsinda ry’Abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe y’Urwego bakorera, bagenerwa kandi amafaranga ibihumbi ijana y’u Rwanda (Rwf 100.000) buri kwezi ya telefoni yo mu biro.

Ingingo ya 9: Indamunite z’urugendo rw’imodoka

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

Ingingo ya 10: Abashinzwe kubahiriza iri teka

Minisitiri w’Abakozi ba Leta n’Umurimo, Minisitiri w’Ibikorwa Remezo na Minisitiri w’Imari n’Igenamigambi basabwe kubahiriza iri teka.

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

Ingingo z’amateka abanziriza iri kandi zinyuranyije na ryo bivanyweho.

Ingingoya 12: Igihe iteka ritangira gukurikizwa

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

servants under their responsibilities in accordance with the approved organizational structure shall also each be entitled to an office telephone communication allowance of one hundred thousand Rwandan francs (Rwf 100,000) per month.

Article 9: Mileage allowances

When Senior Officials on levels F and H/2 go on official mission inside the country by using their vehicles, the State pay them mileage allowances specified in the relevant Ministerial Instructions issued by the Minister responsible for transport.

Article 10: Authorities responsible for the implementation of this Order

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

Article 11: Repealing provision

All prior provisions contrary to this Order are hereby repealed.

Article 12: Commencement

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

des Agents de l’Etat placés sous leurs responsabilités suivant la structure organisationnelle approuvée, bénéficient aussi chacun des frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) par mois.

Article 9 : Indemnités kilométriques

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

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

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

Article 11: Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Article 12: Entrée en vigueur

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

Kigali, ku wa 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi baLeta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya
Repubulika:**

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

Kigali, on 27/02/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Kigali, le 27/02/2015 .

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République:

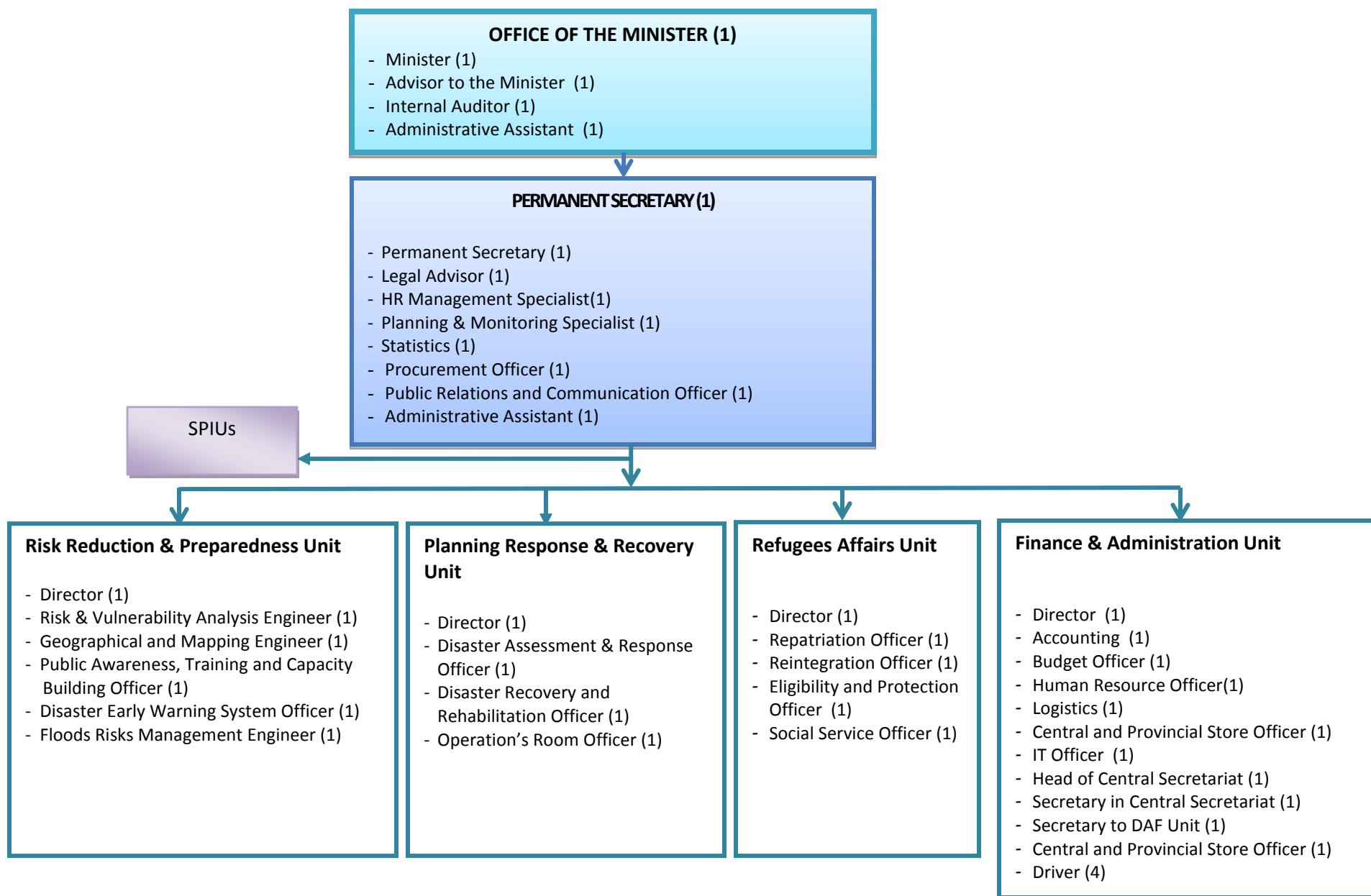
(sé)
BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

**UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N⁰ 36/03 RYO KU WA
27/02/2015 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI BIGENERWA
ABAKOZI MURI MINISITERI Y'IMICUNGIRE
Y'IBIZA N'IMPUNZI (MIDIMAR)**

**ANNEX I TO PRIME MINISTER'S ORDER
N⁰36/03 OF 27/02/2015 DETERMINING
MISSION AND FUNCTIONS,
ORGANISATIONAL STRUCTURE, SALARIES
AND FRINGE BENEFITS FOR EMPLOYEES
IN THE MINISTRY OF DISASTER
MANAGEMENT AND REFUGEE AFFAIRS
(MIDIMAR)**

**ANNEXE I A L'ARRETE DU PREMIER
MINISTRE N⁰36/03 DU 27/02/2015 PORTANT
MISSION ET FONCTIONS, STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AVANTAGES ACCORDES AU PERSONNEL
DE LA GESTION DES CATASTROPHES ET
DES REFUGIES (MIDIMAR)**

Official Gazette No. Special of 28/02/2015
MIDIMAR ORGANIZATIONAL CHART



Bibonywe kugira ngo bishyirwe ku mugereka w' Iteka rya Minisitiri w'Intebe n°36/03 ryo ku wa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisiteri y'Imicungire y'Ibiza n'Impunzi (MIDIMAR)

Kigali, kuwa 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiriw'Intebe

(sé)
UWIZEYE Judith
Minisitiriw'AbakozibaLetan'Umurimo

BibonywekandibishyizwehoIkirangocyaRepubulika :

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

Seen to be annexed to Prime Minister's Order n°36/03 of 27/02/2015 determining mission and functions, organizational structure, salaries and fringe benefits for employees in the Ministry of Disaster Management and Refugee affairs (MIDIMAR)

Kigali, on 27/02/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and Sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n° 36/03 du 27/02/2015 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère de la Gestion des Catastrophes et des Réfugiés (MIDIMAR)

Kigali, le 27/02/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République :

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

**UMUGEREKA WA II W'ITEKA RYA
MINISITIRI W'INTEBE N° 36/03 RYO KU WA
27/02/2015 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI BIGENERWA
ABAKOZI MURI MINISITERI Y'IMICUNGIRE
Y'IBIZA N'IMPUNZI (MIDIMAR)**

**ANNEX II TO PRIME MINISTER'S ORDER
N°36/03 OF 27/02/2015 DETERMINING
MISSION AND FUNCTIONS,
ORGANISATIONAL STRUCTURE, SALARIES
AND FRINGE BENEFITS FOR EMPLOYEES
IN THE MINISTRY OF DISASTER
MANAGEMENT AND REFUGEE AFFAIRS
(MIDIMAR)**

**ANNEXE II A L'ARRETE DU PREMIER
MINISTRE N°36/03 DU 27/02/2015 PORTANT
MISSION ET FONCTIONS, STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AVANTAGES ACCORDES AU PERSONNEL
DE LA GESTION DES CATASTROPHES ET
DES REFUGIES (MIDIMAR)**

Official Gazette No. Special of 28/02/2015

MIDIMAR- JOB PROFILES

Administrative Unit	Job Title	Title of Job Positions linked to the Job		Proposed Jobs
Office of the Minister	Minister	Minister of Disaster Mgt and Refugees Affairs	Political Appointee	1
	Advisor	Advisor to the Minister	A0 in Law, Public Administration, Administrative Sciences, Social Sciences, Development Studies, Disaster Management with 5 years of working experience or Master's Degree in Law, Political Sciences, Public Administration, Social Sciences, Administrative Sciences, Development Studies, Disaster Management with 3 years of working experience; Key Technical Skills & Knowledge required: - Extensive knowledge in International Humanitarian Law, Human Rights Law and Refugee Law; - Deep understanding of Government Policies Processes and formulation; - Disaster management skills - Coordination, Planning and Organizational Skills - Report writing and presentation skills; - Leadership Skills; - Interpersonal Skills; - Effective Communication Skills; - Administrative Skills; - Time Management Skills; - Team working Skills; - Computer Literate; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Administrative Assistant	Administrative Assistant	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Social work, Sociology, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Word 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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	Internal Auditor	Internal Auditor	A0 in Accounting, Public Finance or Management with specialization in Finance/Accounting. Key technical skills and knowledge required: - Detailed knowledge of financial and audit standards, Human Resource and Financial procedures and regulations; - 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 sens; - Fluent in Kinyarwanda, English and/or French.	1
S/Total				4
Office of the Permanent Secretary	Permanent Secretary	Permanent Secretary	Political Appointee	1
	Legal Advisor	Legal Advisor	A0 in Law with 3 years of working experience or Master's Degree in Law with 1 year of working experience Knowledge and technical skills required : - High analytical and problem solving skills; - Legal research and analysis in complex areas of law; - Knowledge of Substantive Law and Legal Procedures; - Decision making skills; - Experience in contract drafting and negotiation; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Fluent in Kinyarwanda, English and/or French.	1
	Procurement	Procurement Officer	A0 in Procurement, Management, Public Finance, Economics, Law, Accounting Key Technical Skills & Knowledge required: - 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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	HR Management	HR Management Specialist	A0 in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Human Resource Management with 3 years of working experience or Master's Degree in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Specialization in Human Resource Management Key Technical Skills & Knowledge required: - Deep knowledge of Rwandan public service and labor law; - Knowledge in Conflict Management; - knowledge of the regulations applying to payroll procedures; - Knowledge of human resources concepts, practices, policies, and procedures; - Problem Solving Skills; - Computer Skills; - Judgment & Decision Making Skills; - Time management Skills; - Interview Skills; - High analytical Skills; - Teamworking Skills; - <u>Fluent in Kinyarwanda, English and/ or French: knowledge of all is an advantage</u>	1
	Planning and Monitoring	Planning and Monitoring Specialist	A0 in Management, Economics, Development Studies, Project Management with 3 years of working experience or Masters Degree in Management, Economics, Development Studies, Project Management, Business Administration Key Technical Skills & Knowledge required: - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of drafting Action Plans and Operational Plans; - Ability to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Leadership Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; - <u>knowledge of all is an advantage</u>	1

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	Statistics	Statistician	A0 in Statistics, Applied Mathematics, Economics Key Technical Skills & Knowledge required: - Deep understanding of Research Methodologies and Statistics Concepts; - Knowledge of Rwanda's Cooperatives Policies and Strategies; - Knowledge of various statistical software packages; - Knowledge to Prepares and publishes statistical and technical reports and research papers; - Knowledge of the theory, systems and application of statistical research methodology; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - <u>fluent in Kinyarwanda, English and/ or French: knowledge of all is an advantage</u>	1
	Public Relations & Communication	Public Relations & Communication Officer	A0 in Journalism, Communication, International Relations, Marketing, Linguistics and Literature Key Technical Skills & Knowledge required : -Excellent communication skills both oral and in writing; -Excellent interpersonnal skills; -Report writing & Presentation skills; - Creativity & Initiative; - Good Organizational and Time-management Skills; - Teamworking Skills; - Effective Public relations & Public speaking skills; - Interviewing Skills; - <u>fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage</u>	1
	Administrative Assistant	Administrative Assistant	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Social work and Sociology, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - <u>fluent in Kinyarwanda, English and/ or French: knowledge of all is an advantage</u>	1
S/Total				8

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Risk Reduction and Preparedness unit	Director	Director of Risk Reduction and Preparedness Unit	A0 in Climatology, Meteorology, Hydrology, Geology, Geography, Natural Resources, Environnemental Sciences with 3 years of working experience or Master's Degree in Climatology, Meteorology, Hydrology, Geology, Geography, Natural Resources, Environnemental Sciences with 1 year of working experience Key Technical Skills & Knowledge required: - Deep knowledge and understanding of GIS and weather forecasting; - Coordination, Planning and Organizational Skills; - Report writing and presentation skills; - Leadership Skills; - Interpersonal Skills; - Effective Communication Skills; - Administrative Skills; - Time Management Skills; - Team working Skills; - Computer Literate; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Risk & Vulnerability Analysis	Risk & Vulnerability Analysis Engineer	A0 in Climatology, Meteorology, Hydrology, Geology, Geography, Natural Resources, Environnemental Sciences Key Technical Skills & Knowledge required: - Knowledge of risk prevention and Environmental Engineering; - Report writing and presentation skills; - Creativity and prompt problem solving skills; - Interpersonal Skills; - Effective Communication Skills; - Administrative Skills; - Time Management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Geographical & Mapping	Geographical & Mapping Engineer	A0 in Geography, Cartography Key Technical Skills & Knowledge required: - Extensive knowledge in Geographic Information System; - Report writing and presentation skills; - Interpersonal Skills; - Effective Communication Skills; - High analytical & Complex Problem solving Skills; - Administrative Skills; - Time Management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

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	Public Awareness, Training & Capacity Building	Public Awareness, Training & Capacity Building Officer	A0 in Public Administration, Communication, Education, Administrative Sciences, Management, Human Resource Management, Marketing, Journalism Key Technical Skills & Knowledge required: - Deep knowledge in Disaster Management Policies and strategies; - Good judgement ; - Sensitive and patient approach to advising and mentoring - Knowledge and experience in applying adult learning and Training principles; - Ability to manage multiple tasks; - Interpersonal Skills; - Effective Communication Skills; - Time Management Skills; - Team working Skills; - ~~Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage~~	1
	Disaster Early Warning System Officer	Disaster Early Warning System Officer	A0 in Climatology, Meteorology, Disaster Management, Hydrology, Geology, Geography, Natural Resources and Environmental Sciences, Civil Engineering, ; Key Technical Skills & Knowledge required: - Deep knowledge and understanding of GIS and weather forecasting; - Sound scientific basis for predicting potentially catastrophic events; - Coordination, Planning and Organizational Skills; - Report writing and presentation skills; - Leadership Skills; - Interpersonal Skills; - Effective Communication Skills; - Administrative Skills; - Time Management Skills; - Team working Skills; - Computer Literate; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Floods Risks Management	Floods Risks Management Engineer	A0 in Climatology, Meteorology, Hydrology, Geography, Natural Resources and Environmental Sciences, Geology Key Technical Skills & Knowledge required: - Extensive knowledge in Disaster and risks Management - Knowledge of Floods management - Interpersonal Skills; - Effective Communication Skills; - Time Management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	S/Total			6

Refugies Affairs Unit	Director	Director of Refugees Affairs Unit	A0 in Law, Political Sciences, Public Administration, Social Sciences, Administrative Sciences, Development Studies with 3 years of working experience or Master's Degree in Law, Political Sciences, Public Administration, Administrative Sciences, Social Sciences, Development Studies with 1 year of working experience; Key Technical Skills & Knowledge required: - Extensive knowledge of Refugee law and humanitarian law, Human Rights Law; - Coordination, Planning and Organizational Skills; - Leadership Skills; - Interpersonal Skills; - Effective Communication Skills; - Administrative Skills; - Interpersonal Skills; - Time Management Skills; - Team working Skills;	1
	Repatriation	Repatriation Officer	A0 in Law, Political Sciences, Public Administration, Administrative Sciences, Community Development, Development Studies, Social Sciences Key Technical Skills & Knowledge required: - Extensive knowledge of Refugee law and humanitarian law, Human Rights Law; - Interpersonal Skills; - Effective Communication Skills; - Administrative Skills; - Interpersonal Skills; - Time Management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Reintegration	Reintegration Officer	A0 in Political Sciences, Public Administration, Administrative Sciences, Social Sciences, Development Studies, International relations and Law Key Technical Skills & Knowledge required: - Extensive knowledge of Refugee law and humanitarian law, Human Rights Law; - Knowledge of Refugee Management ; - Interpersonal Skills; - Effective Communication Skills; - Administrative Skills; - Interpersonal Skills; - Time Management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

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	Eligibility and Protection	Eligibility and Protection Officer	A0 in Political Sciences, Public Administration, Social Sciences, Administrative Sciences, Development Studies, International relations and Law <u>Key Technical Skills & Knowledge required:</u> - Extensive knowledge of Refugee law and humanitarian law, Human Rights Law; - Knowledge of Refugee Management ; - Interpersonal Skills; - Effective Communication Skills; - Administrative Skills; - Interpersonal Skills; - Time Management Skills; - Team working Skills; <i>Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage.</i>	1
	Social Services	Social Services Officer	A0 in Social Sciences, Public Administration, Administrative Sciences, Sociology and Psychology <u>Key Technical Skills & Knowledge required:</u> - Association skills; - Interpersonal Skills; - Effective Communication Skills; - Interpersonal Skills; - Time Management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
S/Total				5
Planning Response and Recovery Unit	Director	Director of Planning Response and Recovery Unit	A0 in Economics, Project Management, Development Studies, Management, with 3 years of working experience or Master's Degree or Equivalent in Economics, Project Management, Development Studies, Management with 1 year of working experience <u>Key Technical Skills & Knowledge required:</u> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Coordination, Planning and Organizational Skills; - Leadership Skills; - Interpersonal Skills; - Effective Communication Skills; - Administrative Skills; - Interpersonal Skills; - Time Management Skills; - Team working Skills; <i>Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</i>	1

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	Disaster Assessment & Response	Disaster Assessment & Response Officer	A0 in Disaster Management, Environmental Sciences, Economics, Project Management, Development Studies, Management and Regional Development <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Disaster Management strategies - Sound scientific basis for predicting potentially disaster events; - Interpersonal Skills; - Effective Communication Skills; - Interpersonal Skills; - Time Management Skills; - Team working Skills; - ~~Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage~~	1
	Disaster Recovery & Rehabilitation	Disaster Recovery & Rehabilitation Officer	A0 in Disaster Management, Economics, Management, Public Administration, Administrative Sciences, Sociology, Socio Work and Development Studies <u>Key Technical Skills & Knowledge required:</u> - Knowledge in Disaster Management, rehabilitation and recovery strategies; - Interpersonal Skills; - Effective Communication Skills; - Interpersonal Skills; - Time Management Skills; - Team working Skills; - ~~Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage~~	1
	Operation's Room	Operation's Room Officer	A0 in Climatology, Meteorology and Hydrology <u>Key Technical Skills & Knowledge required:</u> - Interpersonal Skills; - Effective Communication Skills; - Interpersonal Skills; - Time Management Skills; - Team working Skills; - ~~Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage~~	1
S/Total				4

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Finance & Administration Unit	Director	Director of Finance & Administration	Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or Bachelor's degree in Accounting, Public Finance, Finance, or Management with specialisation in Finance with at least 3 years working experience <u>Key Technical Skills & Knowledge required:</u> - Leadership and management skills; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software(SMART IFMIS); - Knowledge of human resources concepts, practices, policies, and procedures; - Knowledge of organizational structure, workflow, and operating procedures; - Knowledge in Monitoring & System Evaluation; - Time management Skills; - Interviewing Skills; - Judgment & Decision making skills; - Complex Problem solving; <i>fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage</i>	1
	Accountant	Accountant	A0 in Accounting, Finance, Management with specialization in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA) <u>Key Technical Skills & Knowledge required:</u> - Knowledge of cost analysis techniques; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software(SMART IFMIS); - Judgment & Decision Making Skills; - Knowledge to analyse complex financial information & Produce reports - Deep understanding of financial accounts; - High Analytical Skills - Interpersonal skills; - Time management Skills - Complex Problem solving; - Flexibility Skills; <i>fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage</i>	1

	Budget Management	Budget Officer	Ao in Accounting, Finance, Management, and Economics Key Technical Skills & Knowledge required: - Knowledge of cost analysis techniques; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software(SMART IFMIS); - Judgment & Decision Making Skills; - Deep understanding of financial accounts; - High Analytical Skills - Interpersonal skills; - Time management Skills - Complex Problem solving; -Flexibility Skills; - Fluent in Kinyarwanda, English and/ or	1
	Human Resources Management	Human Resource Officer	A0 in Human Resource Management, Management, Public Administration, Administrative Sciences Key Technical Skills & Knowledge required: - Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources; - Knowledge in the Development of Human Resources Policies and procedures - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

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	Logistics Officer	Logistics Officer	A0 in Management, Accounting, Finance, Store Management, Administrative Sciences, Public Administration <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills <u>Problem Solving Skills:</u>	1
	ICT	ICT Officer	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage <u>Key Technical Skills & Knowledge required:</u> - Broad understanding of computer systems, computer applications and operating systems; - Broad range of technical computer skills; - Analytical and problem-solving skills; - Wide knowledge of office software applications; - Good presentation and communication skills. - Excellent interpersonal skills; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage.	1
	Head of Central secretariat	Head of Central secretariat	A1 in Secretariat Studies, Office Management, Library and Information Science with 2 years of working experience or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law, Library and Information Science <u>Key technical skills and knowledge required:</u> - Knowledge of office administration; - Leadership skills; - Communication skills; - Computer skills; - Interpersonal skills; - Excellent organizational and time management skills; - Good interpersonal skills. - Bookkeeping skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

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	Secretary	Secretary in Central Secretariat	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key technical skills and knowledge required: - Knowledge of office administration; - Communication skills; - Computer skills; - Interpersonal skills; - Excellent organizational and time management skills; - Good interpersonal skills. - Bookkeeping skills; - ~~Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage~~	1
	Central & Provincial Stores	Central & Provincial Stores Officer	A0 in Store Management, Management, Business Administration, Finance, Accounting, Economics Key Technical Skills & Knowledge required: - knowledge of Store keeping softwares; - Management skills; - Excellent IT Skills; - Good organization skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Secretary	Secretary DAF Unit	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology and Social Work, Law Key technical skills and knowledge required: - Knowledge of office administration; - Communication skills; - Computer skills; - Interpersonal skills; - Excellent organizational and time management skills; - Good interpersonal skills. - Bookkeeping skills;	1
	Driver	Driver	Driving Licence category B, D Key Technical Skills & Knowledge required: - Timekeeping and organisation skills; - Polite with good manners; - Knowledge of general mechanics; - Good record in driving.	4
	S/Total			14
	GRAND TOTAL			41

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 36/03 ryo ku wa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisiteri y'Imicungire y'Ibiza n'Impunzi (MIDIMAR)

Kigali, kuwa 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakoziba Letan'Umurimo

Bibonywe kandibishyizweho Ikirangocya Repubulika :

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

Seen to be annexed to Prime Minister's Order n°36/03 of 27/02/2015 determining mission and functions, organizational structure, salaries and fringe benefits for employees in the Ministry of Disaster Management and Refugee affairs (MIDIMAR)

Kigali, on 27/02/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and Sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n° 36/03 du 27/02/2015 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère de la Gestion des Catastrophes et des Réfugiés (MIDIMAR)

Kigali, le 27/02/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République :

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

**UMUGEREKA WA III W' ITEKA RYA
MINISITIRI W'INTEBE N⁰36/03 RYO KU WA
27/02/2015 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI BIGENERWA
ABAKOZI MURI MINISITERI Y'IMICUNGIRE
Y'IBIZA N'IMPUNZI (MIDIMAR)**

**ANNEX III TO PRIME MINISTER'S ORDER
N⁰36/03 OF 27/02/2015 DETERMINING
MISSION AND FUNCTIONS,
ORGANISATIONAL STRUCTURE, SALARIES
AND FRINGE BENEFITS FOR EMPLOYEES
IN THE MINISTRY OF DISASTER
MANAGEMENT AND REFUGEE AFFAIRS
(MIDIMAR)**

**ANNEXE III A L'ARRETE DU PREMIER
MINISTRE N⁰36/03 DU 27/02/2015 PORTANT
MISSION ET FONCTIONS, STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AVANTAGES ACCORDES AU PERSONNEL
DE LA GESTION DES CATASTROPHES ET
DES REFUGIES (MIDIMAR)**

MIDIMAR SALARY STRUCTURE

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Permanent Secretary	441	F	2869	1,613,167
Advisor to the Minister	330	2.III	1890	892,962
Director of Planning Response & Recovery Unit	330	3.II	1369	646,807
Director of Refugees Affairs Unit	330	3.II	1369	646,807
Director of Finance and Administration	330	3.II	1369	646,807
Director of Risk Reduction & Preparedness Unit	330	3.II	1369	646,807
Legal Advisor	330	3.II	1369	646,807
Human Resources Management Specialist	330	3.II	1369	646,807
Planning, Monitoring and Evaluation Specialist	330	3.II	1369	646,807
Geographical and Mapping Engineer	300	4.III	1313	558,494
Risk & Vulnerability Analysis Engineer	300	4.III	1313	558,494
Floods Risks Management Engineer	300	4.III	1313	558,494
Disaster Early Warning System Officer	300	4.II	1141	485,333
Disaster Assessment & Response Officer	300	4.II	1141	485,333
Disaster Recovery & Rehabilitation Programs Officer	300	4.II	1141	485,333
Public Awareness , Training and Capacity Building Officer	300	4.II	1141	485,333
Eligibility & Protection Officer	300	4.II	1141	485,333
Social Services Officer	300	4.II	1141	485,333
Statistics	300	4.II	1141	485,333
IT Officer	300	4.II	1141	485,333
Public Relations & Communication Officer	300	4.II	1141	485,333
Human Resources Officer	300	4.II	1141	485,333
Operation's Room Officer	300	4.II	1141	485,333
Repatriation Officer	300	4.II	1141	485,333
Reintegration Officer	300	4.II	1141	485,333
Central and Provincial Store Officer	300	5.II	951	404,515

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Procurement Officer	300	5.II	951	404,515
Accountant	300	5.II	951	404,515
Budget Officer	300	5.II	951	404,515
Internal Auditor	300	5.II	951	404,515
Logistics Officer	300	5.II	951	404,515
Administrative Assistant to the Minister	300	5.II	951	404,515
Administrative Assistant to the PS	300	5.II	951	404,515
Head of Central Secretariat	300	7.II	660	280,736
Secretary in the Central Secretariat	300	8.II	508	216,081
Secretary to DAF Unit	300	8.II	508	216,081
Driver	300	10.II	300	127,607

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 36/03 ryo ku wa 27/02/2015 rigenai nshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozimuri Minisiteri y'Imicungire y'Ibiza n'Impunzi (MIDIMAR)

Kigali, kuwa 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakoziba Letan'Umurimo

Bibonywe kandi bishyizweho Ikirangocya Repubulika :

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

Seen to be annexed to Prime Minister's Order n°36/03 of 27/02/2015 determining mission and functions, organizational structure, salaries and fringe benefits for employees in the Ministry of Disaster Management and Refugee affairs (MIDIMAR)

Kigali, on 27/02/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n° 36/03 du 27/02/2015 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère de la Gestion des Catastrophes et des Réfugiés (MIDIMAR)

Kigali, le 27/02/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République :

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

ITEKA RYA MINISITIRI W'INTEBE N°37/03
RYO KU WA 27/02/2015 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI BIGENERWA
ABAKOZI MURI MINISITERI
Y'UBURINGANIRE N'ITERAMBERE
RY'UMURYANGO (MIGEPROF)

PRIME MINISTER'S ORDER N°37/03 OF
27/02/2015 DETERMINING THE MISSION,
FUNCTIONS, ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF THE
MINISTRY OF GENDER AND FAMILY
PROMOTION (MIGEPROF)

ARRETE DU PREMIER MINISTRE N°37/03 DU
27/02/2015 PORTANT MISSION, FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AVANTAGES ACCORDES
AUPERSONNEL DU MINISTERE DU GENRE ET
DE LA PROMOTION DE LA FAMILLE
(MIGEPROF)

ISHAKIRO

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ITEKA RYA MINISITIRI W'INTEBE N°37/03 RYO KU WA 27/02/2015 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'UBURINGANIRE N'ITERAMBERE RY'UMURYANGO

PRIME MINISTER'S ORDER N°37/03 OF 27/02/2015 DETERMINING THE MISSION, FUNCTIONS, ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE MINISTRY OF GENDER AND FAMILY PROMOTION

ARRETE DU PREMIER MINISTRE N°37/03 DU 27/02/2015 PORTANT MISSION, FONCTIONS, STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DU GENRE ET DE LA PROMOTION DE LA FAMILLE

Minisitiri w'Intebe;

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo kuwa 04 Kamena 2003 nk'uko ryavugururwe kugeza ubu, cyane cyane mu ngingo zaryo, iya 118, iya 119, iya 121 n'iya 201;

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

Asubiye ku Iteka rya Minisitiri w'Intebe n° 159/03 ryo kuwa 05/07/2013 rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimo bya Minisiteri y'Uburinganire n'Iterambere ry'Umuryango;

Asubiye ku Iteka rya Minisitiri w'Intebe n° 53/03 ryo kuwa 14/07/2012 rishyiraho imishahara n'ibindi bigenerwa Abakozi bo mu Butegetsi Bwite bwa Leta, nk'uko ryahinduwe kandi ryujijwe kugeza ubu;

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

Inama y'Abaminisitiri yateranye ku wa 29/07/2014

The Prime Minister;

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 118, 119, 121 and 201;

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

Pursuant to Prime Minister's Order n°159/03 of 05/07/2013 determining the mission, functions, organizational structure and summary of job positions of the Ministry of Gender and Family Promotion;

Reviewing Prime Minister's Order n° 53/03 of 14/07/2012 establishing salaries and fringe benefits for public servants of the Central Government as modified and complemented to date;

On proposal by the Minister Public Service and Labour;

After consideration and approval by the Cabinet in its

Le Premier Ministre;

Vu la Constitution de la République du Rwanda du 04 juin 2003 telle que révisée à ce jour, spécialement en ses articles 118, 119, 121 et 201;

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

Revu l'Arrêté du Premier Ministre n°159/03 du 05/07/2013 portant mission, fonctions, structure organisationnelle et synthèse des emplois du Ministère du Genre et de la Promotion de la Famille;

Revu l'Arrêté du Premier Ministre n° 53/03 du 14/07/2012 fixant les salaires et avantages accordés au personnel de l'Administration Centrale, tel que modifié et complété à ce jour;

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

Après examen et adoption par le Conseil des

imaze kubisuzuma no kubyemeza.

session of 29/07/2014;

Ministres en sa séance du 29/07/2014.

ATEGETSE:

HEREBY ORDERS:

ARRETE :

Ingingo ya mbere: Icyo iri teka rigamije

Article One: Purpose of this Order

Article premier: Objet du présent arrêté

Iri teka rigena Inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisiteri y'Uburinganire n'Iteramberery'Umuryango.

This Order determines the mission, functions, organizational structure, salaries and fringe benefits for employees of the Ministry of Gender and Family Promotion.

Le présent arrêté fixe la mission, fonctions, structure organisationnelle, salaires et avantages accordés aux agents du Ministère du Genre et de la Promotion de la Famille.

Ingingo ya 2: Inshingano

Article 2: Mission and functions

Article 2 : Mission et fonctions

Minisiteri y'Uburinganire n'Iterambere ry'Umuryango ifite inshingano rusange yo guhuza ishyirwa mu bikorwa rya politiki, ingamba na gahunda bijyanye n'iterambere ry'umuryango, uburinganire no kurengera uburenganzira bw'abana no gutuma byinjizwa mu mibereho n'ubukungu no muri politiki by'u Rwanda.

The general mission of the Ministry of Gender and Family Promotion shall be the coordination of the implementation of national policies, strategies and programs regarding the promotion of the family, gender and children's rights' protection to facilitate their integration in the socio-economic and political context of Rwanda.

Le Ministère du Genre et de la Promotion de la Famille a pour mission générale de coordonner la mise en oeuvre des politiques, stratégies et programmes nationaux concernant la promotion de la famille, du genre et de la protection des droits de l'enfant afin de faciliter leur intégration dans le contexte socio-économique et politique du Rwanda.

By'umwihariko, Minisiteri y'Uburinganire n'Iterambere ry'Umuryango ishinze ibi bikurikira:

Specifically, the Ministry of Gender and Family Promotion shall be responsible for:

Plus particulièrement, le Ministère du Genre et de la Promotion de la Famille est chargé de:

1 ° gushyiraho no kumenyekanisha politiki, ingamba na gahunda bijyanye n'uburinganire, iteramberery'umuryango no kurengera uburenganzira bw'abana n'iterambere ryabo;

1 ° developing and disseminating policies, strategies and programs regarding gender, family promotion, protection of children's rights and child development;

1 ° développer et diffuser les politiques, stratégies et programmes nationaux relatifs au genre, à la promotion de la famille et à la protection des droits de l'enfant et à son développement;

2 ° gutegura amategeko ajyanye n'uburinganire n'iterambere ry'umuryango ibinyujije mu:

2 ° drafting laws related to gender and family promotion through:

2 ° préparer les projets de lois relatives au genre et à la promotion de la famille à travers:

a. kugena no kumenyekanisha ibipimo ngederwaho bikwiranye n'uru rwego;

a. determination and dissemination of standards norms applicable to the sector;

a. la détermination et la diffusion des normes standards applicables à ce secteur;

b. gutegura amasezerano mpuzamahanga ajyanye n'uburinganire, umuryango n'uburenganzira bw'abana agomba kwemezwa burundu n'u Rwanda;	b. preparation of international agreements on gender, family and children's rights to be ratified by Rwanda;	b. la préparation des accords internationaux sur le genre, la famille et les droits de l'enfant qui doivent être ratifiés par le Rwanda;
3 ° kongera ubushobozi bw'inzego n'abakozi mu bijyanye n'uburinganire n'iterambere ry'umuryango ibinyujije mu:	3 ° developing institutional and human resources capacities in the sector through:	3 ° développer les capacités institutionnelles et humaines dans le secteur à travers:
a. gushyiraho no kumenyekanisha ingamba zo kuzirikana ibijyanye n'uburinganire, umuryango n'abana muri za politiki, ingamba na za gahunda zerekeye uburinganire n'iterambere ry'umuryango;	a. setting up and dissemination of programs relating to the integration of gender, family and children in policies, strategies related to gender and family promotion;	a. l'adoption et dissémination des mesures relatives à l'intégration du genre, de la famille et des enfants dans les politiques, stratégies et programmes en rapport avec le genre et la promotion de la famille;
b. guhuza no kugenzura ibikorwa byose bifite aho bihuriye n'uburinganire, abagore, abana n'umuryango;	b. coordination and supervision of all activities related to gender, women, children and family;	b. la coordination et la supervision de toutes les actions liées au genre, aux femmes, aux enfants et à la famille;
4 ° gukurikirana no kugenzura ishyirwa mu bikorwa rya za politiki, ingamba na gahunda bijyanye n'uburinganire n'umuryango ibinyujije mu:	4 ° monitoring and evaluating the implementation of sector policies, strategies and programs through:	4 ° faire le suivi et l'évaluation de la mise en oeuvre des politiques, stratégies et programmes sectoriels à travers:
1 ° gukurikirana no kugenzura politiki, ingamba na gahunda by'Igihugu mu birebana n'uburinganire, iterambere ry'umuryango no kurengera uburenganzira bw'abana n'iterambere ryabo;	a. monitoring and evaluation of national policies, strategies and programs regarding gender, family promotion and protection of children's rights and child development;	a. le suivi et l'évaluation des politiques, stratégies et programmes nationaux relatifs au genre, à la promotion de la famille et à la protection des droits de l'enfant et son développement;
2 ° kugenzura ishyirwa mu bikorwa ry'amasezerano mpuzamahanga hagaragazwa uruhare agira ku buringanire mu mibereho n'ubukungu;	b. evaluation of the implementation of international agreements by measuring their impact on gender social and economic integration;	b. l'évaluation de la mise en application des accords internationaux en mesurant leur impact sur l'intégration sociale et économique du genre;
3 ° gukurikirana ibipimo no guhuza imibare	c. monitoring the indicators and consolidating	c. le suivi des indicateurs et la consolidation des

itangwa n'inzego zegerejwe abaturage;	the data provided by the decentralized institutions;	données fournies par les entités décentralisées;
4 ° guha Guverinoma raporo ngarukagihe n'iza buri mwaka ku ruhare rwa za politiki, ingamba na gahunda ku iterambere ry'uburinganire n'umuryango;	d. submitting periodical and annual report to the Cabinet on the impact of the policies, strategies, programs and on the development of gender and family promotion;	d. la transmission au Gouvernement des rapports périodiques et annuels concernant l'impact des politiques, stratégies, programmes et projets sur le développement du genre et de la promotion de la famille;
5 ° kugenzura inzego ireberera ibinyujije mu:	5 ° overseeing the institutions under its supervision through:	5 ° surveiller les institutions sous sa tutelle à travers:
a. gutanga umurongo ngenderwaho kuri gahunda zihariye ziba zashyizwe mu bikorwa n'inzego ireberera;	a. orientations on specific programs realised by institutions under its supervision;	a. les orientations sur les programmes spécifiques réalisés par les institutions sous sa tutelle;
a. kugenzura imikorere n'imicungire y'inzego ireberera hagamijwe gukoresha neza umutungo no gukemura ibibazo bihuriweho n'izindi nzego.	b. supervision of the functioning and management of institutions under its supervision to ensure rational use of funds they share with other entities.	b. la supervision du fonctionnement et de la gestion des institutions sous sa tutelle afin d'assurer l'utilisation rationnelle du patrimoine et de trouver des solutions aux problèmes multisectoriels.
6 ° gushaka ibikenewe mu guteza imbere uburinganire n'umuryango n'ingamba zishamikiyeho ibinyujije mu:	6 ° mobilizing resources for the development of gender and family promotion and related programs through:	6 ° mobiliser les ressources pour le développement du genre et de la promotion de la famille et des programmes connexes à travers :
a. kuyobora ibyerekeye gushaka inkunga no gukurikirana ko zikoreshwa uko bikwiye;	a. supervision of the mobilization of resources and ensure their rational use ;	a. la supervision de la mobilisation des ressources et le suivi de leur utilisation rationnelle;
b. guteza imbere ubufatanye n'ishoramari ry'abikorera mu iterambere ry'uburinganire n'umuryango	b. promotion of partnership with private investment in gender and family promotion.	b. la promotion du partenariat avec l'investissement privé dans le développement du genre et de la promotion de la famille.

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

Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimomuri Minisiteri y'Uburinganire n'Iterambere ry'Umuryango biri ku mugereka wa I n'uwa II w'iri teka.

Ingingo 4: Igenwa ry'Umushahara

Imishahara y'Abakozi muri Minisiteri y'Uburinganire n'Iterambere ry'Umuryangoigenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara mu Butegetsi bwa Leta.

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

Ingingo 5: Ibigize umushahara mbumbe

Umushahara mbumbe wa buri kwezi ku bayobozi bakuru n'abakozi muri Minisiteri y'Uburinganire n'Iterambere ry'Umuryango ukubiyemo iby'ingenzi bikurikira:

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

Article 3: Organizational structure and job profiles

The Organizational structure and job profiles of the Ministry of Gender and Family Promotion are respectively in annex I and II of this Order.

Article 4: Determination of the salary

Salaries for employees of the Ministry of Gender and Family Promotion shall be determined basing on job classification and in accordance with general principles on salary calculation in Public Service.

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

Article 5: Composition of gross salary

The monthly gross salary of the authorities and employees of the Ministry of Gender and Family Promotion shall mainly be composed of the following:

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

Article 3: Structure organisationnelle et profils d'emplois

La structure organisationnelle et les profils d'emplois du Ministère du Genre et de la Promotion de la Famille sont respectivement en annexes I et II du présent arrêté.

Article 4 : Détermination du salaire

Les salaires accordés au personnel du Ministère du Genre et de la Promotion de la Famille sont déterminés suivant la classification des emplois et conformément aux principes généraux de fixation des salaires dans la fonction publique.

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

Article 5: Composition du salaire brut

Le salaire brut mensuel des dirigeants et des agents du Ministère du Genre et de la Promotion de la Famille comprend principalement :

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

Indamunite y'urugendo ivugwa mu gika kibanziriza iki ntigenerwa abakozi bari ku nzego z'imirimu za "F" na "H/2" boroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze; ndetse n'abakozi bari ku rwego rwa "3" bagenerwa indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

The transport allowance specified in the previous paragraph shall not be granted to public servants positioned on levels "F" and "H/2" whose transport is facilitated in accordance with Instructions of the Minister in charge of transport. It shall not also be granted to public servants positioned on level "3" who shall be entitled to special transport allowance in accordance with Instructions of the Minister in charge public service.

L'indemnité de transport dont question à l'alinéa précédent n'est pas allouée aux agents de l'Etat aux postes de niveau "F" et "H/2" pour lesquels le transport est facilité selon les Instructions du Ministre ayant le transport dans ses attributions, ainsi que ceux aux poste de niveau "3" qui bénéficient de l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Ingingo ya 6: Ibindi bigenerwa Umunyamabanga Uhoraho

Umunyamabanga Uhoraho agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

- 1 ° amafaranga y'itumanaho rya telefoni yo mu biro angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) n'irya telefone igendanwa angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi;
- 2 ° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200.000 Frw) buri kwezi anyura kuri konti ya Minisitiri;
- 3 ° Leta imworohera mu bijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

Article 6: Fringe benefits for the Permanent Secretary

The Permanent Secretary shall be entitled to the following fringe benefits:

- 1 ° an office telephone communication allowance of one hundred thousand Rwandan francs (Rwf 100,000) and a mobile phone communication allowance of one hundred thousand Rwandan francs (Rwf 100,000) per month;
- 2 ° office entertainment allowance of two hundred thousand Rwandan francs (Rwf 200,000) per month payable at the Ministry's bank account ;
- 3 ° the Government shall facilitate his/her transport in accordance with the Instructions of the Minister responsible for transport.

Article 6: Avantages alloués au Secrétaire Permanent

Le Secrétaire Permanent bénéficie des avantages suivants :

- 1 ° les frais de communication par téléphone de bureau équivalant à cent mille francs Rwandais (100.000 Frw) et de téléphone portable équivalant à cent mille francs rwandais (100.000 Frw) par mois;
- 2 ° les frais de représentation au service équivalant à deux cent mille francs rwandais (200.000 Frw) chaque mois payable au compte bancaire du Ministère;
- 3 ° l'Etat lui facilite en ce qui concerne le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 7: Ibindi bigenerwa Umujyanama wa Minisitiri uri ku rwego rwa “2.III”

- 1 ° Umujyanama wa Minisitiri agenerwa buri kwezi amafaranga y’itumanaho rya telefoni igendanwa angana n’ibihumbi mirongo irindwi y’u Rwanda (70.000 Frw);
- 2 ° Leta imworohera mu bijyanye n’uburyo bw’ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

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

Abayobozi b’Amashamin’Abakozi bari ku rwego rw’imirimo rwa “3” bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

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

Abayobozi b’Amashami bari ku rwego rw’imirimo rwa “3” bafite itsinda ry’Abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe ya Minisitiri bakorerwa, bagenerwa kandi amafaranga ibihumbi ijana y’u Rwanda (100.000 Frw) buri kwezi ya telefoni yo mu biro.

Article 7: Fringe benefits for Advisor to the Minister on “2.III” job level

- 1 ° The Advisor to the Minister Senior shall be entitled to a mobile phone communication allowance of seventy thousand Rwandan francs (Rwf 70,000) per month;
- 2 ° the Government shall facilitate his/her transport in accordance with the Instructions of the Minister responsible for transport.

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

Directors of Units and Officials on “3” job level shall each be entitled to fringe benefits as follows:

1. a mobile phone communication allowance of thirty thousand Rwandan francs (Rwf 30,000) per month;
2. a special transport allowance as determined by the instructions of the Minister responsible for public service.

Directors of Units on level “3” with a pool of public servants under their responsibilities in accordance with the approved organizational structure shall also each be entitled to an office telephone of one hundred thousand Rwandan francs (Rwf 100,000) per month.

Article 7: Avantages alloués au Conseiller du Ministre au poste de niveau “2.III”

- 1 ° Le Conseiller du Ministre bénéficie des frais de communication par téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 Frw) par mois;
- 2 ° l’Etat facilite chacun en ce qui concerne le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

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

Les Directeurs d’Unités et Cadres aux postes de niveau “3” bénéficient chacun d’autres avantages comme suit :

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

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

Ingingo ya 9: Indamunite z'urugendo rw'imodoka

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

Ingingo ya 10: Abashinzwe kubahiriza iri teka

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri w'Uburinganire n'Iterambere ry'Umuryango, Minisitiri w'Ibikorwa Remezo na Minisitiri w'Imari n'Igenamigambi basabwe kubahiriza iri teka.

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

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

Ingingo ya 12: Igihe 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.

Article 9: Mileage allowances

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

Article 10: Authorities responsible for the implementation of this Order

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

Article 11: Repealing provision

All prior provisions contrary to this Order are hereby repealed.

Article 12: Commencement

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

Article 9 : Indemnités kilométriques

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

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

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

Article 11: Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Article 12: Entrée en vigueur

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

Kigali kuwa 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya
Repubulika:**

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

Kigali on 27/02/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Kigali le 27/02/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

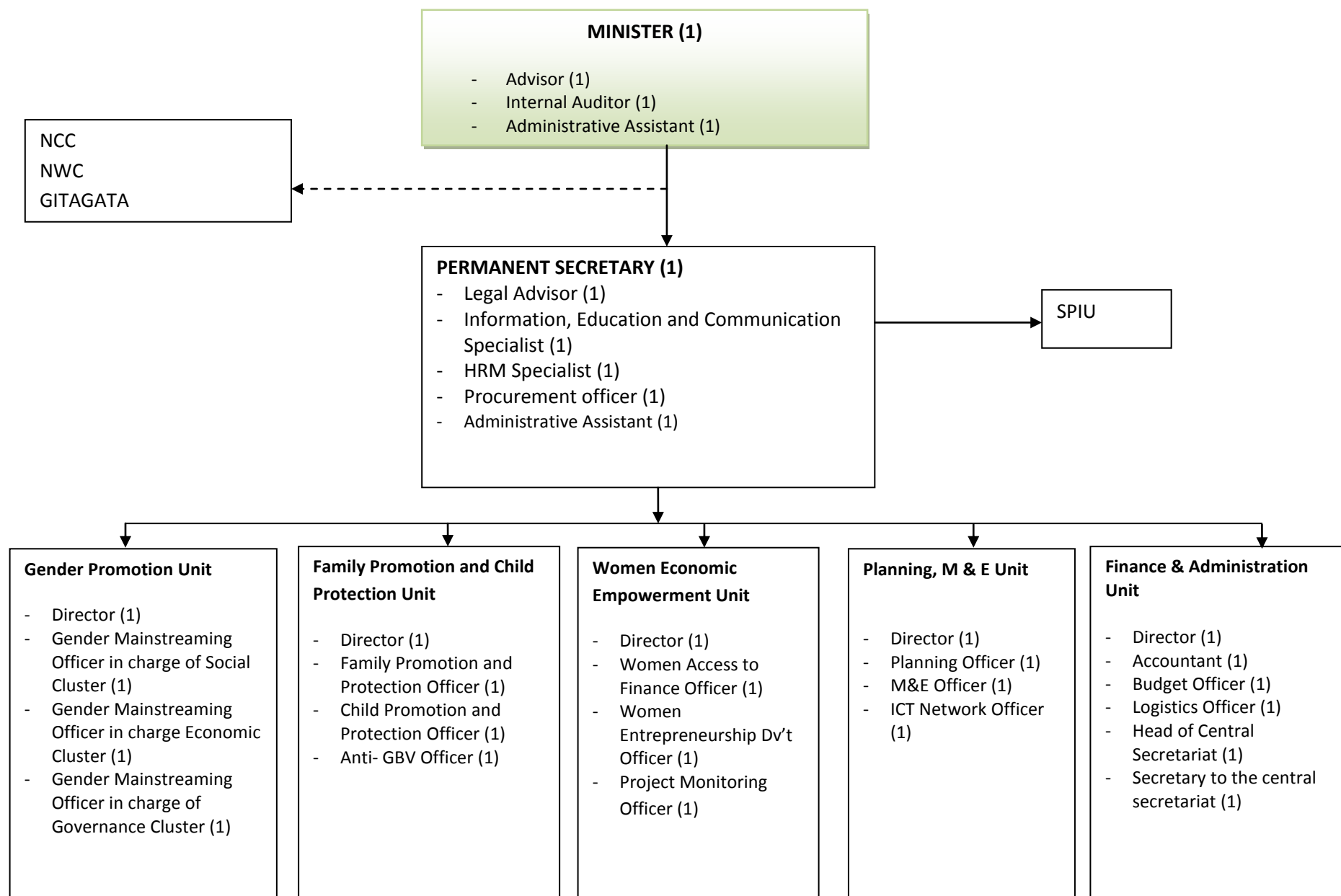
Vu et scellé du Sceau de la République:

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

UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N°37/03 RYO KU
WA 27/02/2015 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI MINISITERI
Y'UBURINGANIRE N'ITERAMBERE
RY'UMURYANGO (MIGEPROF)

ANNEX I TO PRIME MINISTER'S
ORDER N°37/03 OF 27/02/2015
DETERMINING THE MISSION,
FUNCTIONS, ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF THE
MINISTRY OF GENDER AND FAMILY
PROMOTION (MIGEPROF)

ANNEXE I A L'ARRETE DU PREMIER
MINISTRE N°37/03 DU 27/02/2015
PORTANT MISSION, FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AUTRES AVANTAGES
ACCORDES AU PERSONNEL DU
MINISTERE DU GENRE ET DE LA
PROMOTION DE LA
FAMILLE(MIGEPROF)



Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°37/03 ryo ku wa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Uburinganire n'Iterambere ry'Umuryango

Kigali, kuwa 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

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

Seen to be annexed to Prime Minister's Order n°37/03 of 27/02/2015 determining the mission, functions, organizational structure, salaries and fringe benefits for employees of the Ministry of Gender and Family Promotion

Kigali, on 27/02/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n°37/03 du 27/02/2015 portant mission, fonctions, structure organisationnelle, salaires et autres avantages accordés au personnel du Ministère du Genre et de la Promotion de la Famille

Kigali, le 27/02/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République:

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

UMUGEREKA WA II W'ITEKA RYA
MINISITIRI W'INTEBE N°37/03 RYO KU
WA 27/02/2015 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI MINISITERI
Y'UBURINGANIRE N'ITERAMBERE
RY'UMURYANGO (MIGEPROF)

ANNEX II OF PRIME MINISTER'S
ORDER N°37/03 OF 27/02/2015
DETERMINING THE MISSION,
FUNCTIONS, ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF THE
MINISTRY OF GENDER AND FAMILY
PROMOTION (MIGEPROF)

ANNEXE II A L'ARRETE DU PREMIER
MINISTRE N°37/03 DU 27/02/2015
PORTANT MISSION, FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AUTRES AVANTAGES
ACCORDES AU PERSONNEL DU
MINISTERE DU GENRE ET DE LA
PROMOTION DE LA FAMILLE
(MIGEPROF)

MIGEPROF - JOB PROFILE

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Office of the Minister	Minister	Minister of Gender and Family promotion	Political appointee	1
	Advisor	Advisor to the Minister	A0 in Gender and Development, Development Studies, Social Sciences, Management, Public Administration, Administrative sciences, law with 5 years of working Experience or Master or Equivalent in Gender and Development, Development Studies, Social Sciences, Management, Public Administration, Administrative Sciences, Law with 3 years of experience <u>Key Technical Skills & Knowledge required:</u> - Extensive knowledge in Gender policies and family promotion strategies; - High analytical skills; - Report writing and presentation skills; - Computer Literate; -Coordination, planning and organisational skills; - Interpersonal skills; -Collaboration and team working skills; -Effective communication skills; -Administrative skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Internal Audit	Internal Auditor	A0 in Accounting, Public Finance or Management with specialization in Finance/Accounting. <u>Key technical skills and knowledge required:</u> - Detailed knowledge of financial and audit standards, Human Resource and Financial procedures and regulations; - 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 sens; - Fluent in Kinyarwanda, English and/or French	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Administrative Assistant	Administrative Assistant	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Social work, Sociology, Law <u>Key Technical Skills & Knowledge required:</u> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
S/Total				4
Office of the Permanent Secretary	Permanent Secretary	Permanent Secretary	Political Appointee	1
	Administrative Assistant	Administrative Assistant	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Social work, Sociology, Law <u>Key Technical Skills & Knowledge required:</u> - 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
	Legal Advisor	Legal Advisor	A0 in Law with 3 years of working experience; Or Master's Degree in Law 1 year of working experience <u>Knowledge and technical skills required :</u> - High analytical and problem solving skills; - Legal research and analysis in complex areas of law; - Knowledge of Substantive Law and Legal Procedures; - Decision making skills; - Experience in contract drafting and negotiation; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	HR Management	HR Management Specialist	A0 in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Human Resource Management with 3 years of working experience or Master's Degree in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Specialization in Human Resource Management <u>Key Technical Skills & Knowledge required:</u> - Deep knowledge of Rwandan public service and labor law; - Knowledge in Conflict Management; - knowledge of the regulations applying to payroll procedures; - Knowledge of human resources concepts, practices, policies, and procedures; - Problem Solving Skills; - Computer Skills; -Judgment & Decision Making Skills; - Time management Skills; - Interview Skills; - High analytical Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Information, Education & Communication	Information, Education & Communication specialist	A0 in Journalism, Communication, International Relations, Marketing, Linguistics and Literature with 3 years of working experience or Master's Degree in Journalism, Communication, Languages, International Relations, Marketing <u>Key Technical Skills & Knowledge required :</u> -Excellent communication skills both oral and writing; -Excellent interpersonnal skills; -Report writting & Presentation skills; - Creativity & Initiative; - Good Organizational and Time-management Skills, - Teamworking Skills; - Effective Public relations & Public speaking skills; - Interviewing Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Procurement	Procurement Officer	A0 in Procurement, Management, Public Finance, Economics, Law, Accounting Key Technical Skills & Knowledge required: - 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
S/Total				6
Gender Promotion Unit	Director of Unit	Director of Gender Promotion unit	A0 in Gender and Development, Development Studies, Social Sciences, Sociology, Social Work, Education Sciences, Public Administration, Administrative Sciences, Political sciences with 3 years of working experience or Master's Degree in Gender and Development, Development Studies, Social Sciences, Education Sciences, Public Administration Administrative Sciences, Sociology, Social Work and Political sciences with 1 year of working experience Key Technical Skills & Knowledge required: - Extensive knowledge of Gender policies and Promotion strategies; - Leadership and Management skills; - Analytical skills; - Communication Skills; - Time Management Skills; - Decision making Skills; - Problem Solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Gender Mainstreaming in Economic Cluster	Gender Mainstreaming officer in charge of Economic Cluster	AO in Economics, Development Studies, Project Management, Management and Political sciences Key Technical Skills & Knowledge required: - Extensive knowledge of Gender policies and issues; - Excellent Communication skills ; - Very effective organization skills; - High Analytical Skills; - Negotiation Skills; - Team working skills; - Computer skills; - Communication skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Gender Mainstreaming in Governance	Gender Mainstreaming in charge of Governance Cluster	AO in Political Sciences , Social Sciences, Sociology, Development Studies, Public Administration, Administrative Sciences, Public Policy, Development Policy. Key Technical Skills & Knowledge required: - Extensive knowledge of Gender policies and issues; - Strong knowledge in Governance and gender; -Excellent communication skills ; - Very effective organization skills; - High analytical Skills; - Team working skills; - Computer skills; - communication skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Gender Mainstreaming in Social Cluster	Gender Mainstreaming officer in charge of Social Cluster	AO in Social Sciences, Sociology, Development Studies, Public Policy, Education Sciences. Key Technical Skills & Knowledge required: - Extensive knowledge of Gender policies and issues; -Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Communication skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
S/Total				4

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Family Promotion and Child Protection	Director of Unit	Director of Family Promotion and Child Protection Unit	Ao in Development studies, Public administration, Administrative Sciences, Sociology, Political Science and Management with 3 years of relevant working experience or Masters in Development studies, Public administration, Sociology, Administrative Sciences, Political science and Management with 1 year of working skills. Key Technical Skills & Knowledge required: - Extensive knowledge of Family Promotion policies and issues; - Deep understanding of child protection law; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills;	1
	Child Promotion and Protection	Child Promotion and Protection officer	AO in Social Work, Sociology, Psychology, Education and Child Care Management. Key Technical Skills & Knowledge required: - Extensive knowledge of Family Promotion policies and issues; - Deep understanding of child protection law and regulations; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Communication skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Anti-GBV	Anti-GBV Officer	AO in Gender Studies, Law, Sociology and Development Studies Key Technical Skills & Knowledge required: - Extensive knowledge of Family Promotion policies and issues; - Deep understanding of child protection law and regulations; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Communication skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Family Promotion	Family Promotion & Protection officer	AO in Public Administration, Administrative Sciences, Sociology, Development studies and Gender Studies, Social Sciences Key Technical Skills & Knowledge required: - Detailed knowledge in Family promotion and protection strategies - 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 sens; - Fluent in Kinyarwanda, English and/or French	1
S/Total				4
Women Economic Empowerment Unit	Director of Unit	Director of Women Economic Empowerment Unit	AO in Economics, Socio-Economics, Gender and Development, Entrepreneurship, Development Studies with 3 years of working Experience or Masters in Economics, Socio-Economics, Gender and Development, Entrepreneurship, Development Studies with 1 year of working experience. Key Technical Skills & Knowledge required: - Extensive knowledge of Gender Policies and issues; - Detailed knowledge in Project Planning and Management - Excellent communication, organisation and interpersonal skills; - Strong Leadership skills; - Computer skills; - High analytical skills; - Time management skills; - Team working skills; - Excellent problem solving skills and clear logical sens; - Fluent in Kinyarwanda, English and/or French	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Women Access to Finance	Women Access to Finance officer	AO in Entrepreneurship, Gender and Development, Development Studies, Project Management Gender Studies, Economics, Accounting, Finance Key Technical Skills & Knowledge required: - Extensive knowledge of Gender policies and issues; - Strong knowledge in Project Planning, Management and Analysis; - Excellent communication, organisation and interpersonal skills; - Ability to show potential finance opportunities to a variety of women; - Creativity and Initiative; - Computer skills; - High analytical skills; - Time management skills; - Team working skills; - Excellent problem solving skills and clear logical sens; - Fluent in Kinyarwanda, English and/or French	1
	Project Monitoring	Project Monitoring Officer	AO in Project Management, Economics, Planning, Management, Entrepreneurship, Development Studies Key Technical Skills & Knowledge required: - Extensive knowledge of Gender policies and issues; - Ability to conduct policy and analysis and draft proposals; - Knowledge in Monitoring and Evaluation concepts, systems and tools; - High Analytical Skills; - Negotiation Skills; - Knowledge of Project Monitoring practices - Excellent Communication Skills; - Excellent problem solving skills and clear logical sens; - Fluent in Kinyarwanda, English and/or French	1
	Women Entrepreneurship Development	Women Entrepreneurship Development officer	AO in Gender Studies, Development studies, Entrepreneurship, Economics, Development Studies, Project Management. Key Technical Skills & Knowledge required: - Extensive knowledge of Gender policies and issues; - Ability to conduct policy and analysis and draft proposals; - Extensive knowledge in Project Planning, Studies and management; - High Analytical Skills; - Negotiation Skills; - Excellent Communication Skills; - Excellent problem solving skills and clear logical sens; - Fluent in Kinyarwanda, English and/or French	1
S/Total				4

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Planning, M & E	Director of Unit	Director of Planning & M&E	A0 in Economics, Management, Development Studies, Project Management, Business Administration with 3 years of working experience; Or Master' or Equivalent in Economics, Management, Development Studies, Project Management with 1 year of working experience Key Technical Skills & Knowledge required: - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's Public service and labour Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Leadership Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Planning	Planning Officer	AO in Economics, Project Management, Management, Development Studies, Business Administration Key Technical Skills & Knowledge required: - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's Public service and Labour Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Monitoring & Evaluation	Monitoring & Evaluation Officer	AO in Economics, Project Management, Management, Development Studies, Business Administration Key Technical Skills & Knowledge required: - Knowledge and understanding of the Rwandan Public Service and Labor sector; - Excellent leadership skills; - Coordination, Planning & Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - High Analytical & Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	ICT	ICT Officer	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage Key Technical Skills & Knowledge required: - Knowledge of Rwanda's ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems - Proficient in Microsoft Office products - Proficient in basic networking protocols and standards - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
S/Total				4

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Finance and Administration	Director of Unit	Director of Finance and Administration	A0 in Finance, Accounting, Management with specialization in Finance/Accounting with 3 years of working experience OR Accounting Professional Qualification recognised by IFAC(ACCA, CPA) with 1 year of working experience Key Technical Skills & Knowledge required: - Leadership and management skills; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software(SMART IFMIS); - Knowledge of human resources concepts, practices, policies, and procedures; - Knowledge of organizational structure, workflow, and operating procedures; - Knowledge in Monitoring & System Evaluation; - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Problem solving; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Budget	Budget Officer	A0 in Finance, Accounting, Management and Economics Key Technical Skills & Knowledge required: - Knowledge of cost analysis techniques; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software(SMART IFMIS); - Judgment & Decision Making Skills; - Deep understanding of financial accounts; - High Analytical Skills - Interpersonal skills; - Time management Skills - Complex Problem solving; - Flexibility Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Accounting	Accountant	A0 in Finance, Accounting, Management with specialization in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA, etc) <u>Key Technical Skills & Knowledge required:</u> - Knowledge of cost analysis techniques; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software(SMART IFMIS); - Judgment & Decision Making Skills; - Knowledge to analyse complex financial information & Produce reports - Deep understanding of financial accounts; - High Analytical Skills - Interpersonal skills; - Time management Skills - Complex Problem solving and Flexibility Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Logistics	Logistics Officer	A0 in Management, Accounting, Economics, Finance, Store Management, Administrative Sciences, Public Administration <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Central Secretariat	Head of Central Secretariat	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Office Management and Administration Knowledge; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills;	1
	Secretary to Central Secretariat	Secretary to Central Secretariat	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Office Management and Administration Knowledge; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
S/Total				6
Grand / Total				32

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°37/03 ryo ku wa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Uburunganire n'Iterambere ry'Umuryango

Seen to be annexed to Prime Minister's Order n°37/03 of 27/02/2015 determining the mission, functions, organizational structure, salaries and fringe benefits for employees of the Ministry of Gender and Family Promotion

Vu pour être annexé à l'Arrêté du Premier Ministre n°37/03 du 27/02/2015 portant mission, fonctions, structure organisationnelle, salaires et autres avantages accordés au personnel du Ministère du Genre et de la Promotion de la Famille

Kigali, kuwa 27/02/2015

Kigali, on 27/02/2015

Kigali, le 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Bibonywekandibishyizweho Ikirangocya Repubulika:

Seen and sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République:

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

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

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

UMUGEREKA WA III W'ITEKA RYA
MINISITIRI W'INTEBE N°37/03 RYO KU
WA 27/02/2015 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI MINISITERI
Y'UBURINGANIRE N'ITERAMBERE
RY'UMURYANGO (MIGEPF)

ANNEX III OF PRIME MINISTER'S
ORDER N°37/03 OF 27/02/2015
DETERMINING THE MISSION,
FUNCTIONS, ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF THE
MINISTRY OF GENDER AND FAMILY
PROMOTION (MIGEPF)

ANNEXE III D'ARRETE DU PREMIER
MINISTRE N°37/03 DU 27/02/2015
PORTANT MISSION, FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AUTRES AVANTAGES
ACCORDES AU PERSONNEL DU
MINISTERE DU GENRE ET DE LA
PROMOTION DE LA FAMILLE
(MIGEPF)

MIGEPROF SALARY STRUCTURE

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Permanent Secretary	441	F	2869	1,613,167
Advisor to the Minister	330	2.III	1890	892,962
Director of Gender Promotion Unit	330	3.II	1369	646,807
Director of Family Promotion and Child Protection Unit	330	3.II	1369	646,807
Director of Women Economic Empowerment Unit	330	3.II	1369	646,807
Director of Planning and M&E Unit	330	3.II	1369	646,807
Director of Finance & Administration Unit	330	3.II	1369	646,807
HRM Specialist	330	3.II	1369	646,807
Legal Advisor	330	3.II	1369	646,807
Information, Education & Communication Specialist	330	3.II	1369	646,807
Planning Officer	300	4.II	1141	485,333
Monitoring & Evaluation Officer	300	4.II	1141	485,333
Gender Mainstreaming Officer in charge of Social Cluster	300	4.II	1141	485,333
Gender Mainstreaming Officer in charge of Economic Cluster	300	4.II	1141	485,333
Gender Mainstreaming Officer in charge of Governance Cluster	300	4.II	1141	485,333
Family Protection & promotion Officer	300	4.II	1141	485,333
Children Protection & Promotion Officer	300	4.II	1141	485,333
Anti-GBV Officer	300	4.II	1141	485,333
Women Access to Finance Officer	300	4.II	1141	485,333
Entrepreneurship and Developpement Officer	300	4.II	1141	485,333
Project Monitoring Officer	300	4.II	1141	485,333
Logistics Officer	300	5.II	951	404,515
ICT Network officer	300	5.II	951	404,515
Internal Auditor	300	5.II	951	404,515
Administrative Assistant to Minister	300	5.II	951	404,515
Administrative Assistant to PS	300	5.II	951	404,515
Procurement Officer	300	5.II	951	404,515
Budget officer	300	5.II	951	404,515
Accountant	300	5.II	951	404,515
Head of Central Secretariat	300	7.II	660	280,736
Secretary	300	8.II	508	216,081

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 37/03 ryo ku wa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisitiri y'Ubuginganyire n'Iterambere ry'Umuryango

Seen to be annexed to Prime Minister's Order n°37/03 of 27/02/2015 determining the mission, functions, organizational structure, salaries and fringe benefits for employees of the Ministry of Gender and Family Promotion

Vu pour être annexé à l'Arrêté du Premier Ministre n°37/03 du 27/02/2015 portant mission, fonctions, structure organisationnelle, salaires et autres avantages accordés au personnel du Ministère du Genre et de la Promotion de la Famille

Kigali, kuwa 27/02/2015

Kigali, on 27/02/2015

Kigali, le 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Minisitiri w'Abakoziba Letan'Umurimo

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Bibonywe kandi bishyizweho Ikirangocya Repubulika:

Seen and sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République:

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

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

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

ITEKA RYA MINISITIRI W'INTEBE N° 38/03 RYO KU WA 27/02/2015 RIGENA INSHINGANO, N'IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'INGABO(MINADEF)

PRIME MINISTER'S ORDER N° 38/03 OF 27/02/2015 DETERMINING MISSION, FUNCTIONS, ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE MINISTRY OF DEFENCE(MINADEF)

ARRETE DU PREMIER MINISTRE N°38/03 DU 27/02/2015 PORTANT MISSION, FONCTIONS, STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DE LA DEFENSE(MINADEF)

ISHAKIRO

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ITEKA RYA MINISITIRI W'INTEBE N°38/03 RYO KU WA 27/02/2015 RIGENA INSHINGANO, N'IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'INGABO (MINADEF)

PRIME MINISTER'S ORDER N°38/03 OF 27/02/2015 DETERMINING MISSION, FUNCTIONS, ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE MINISTRY OF DEFENCE (MINADEF)

ARRETE DU PREMIER MINISTRE N°38/03 DU 27/02/2015 PORTANT MISSION, FONCTIONS, STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DE LA DEFENSE (MINADEF)

Minisitiri w'Intebe;

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo ku wa 04 Kamena 2003 nk'uko ryavugururwe kugeza ubu, cyane cyane mu ngingo zaryo, iya 118, iya 119, iya 121 n'ya 201;

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

Asubiye ku Iteka rya Minisitiri w'Intebe n°87/03 ryo ku wa 25/08/2011 rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimo bya Minisitiri y'Ingabo;

Asubiye ku Iteka rya Minisitiri w'Intebe n° 53/03 ryo ku wa 14/07/2012 rishyiraho imishahara n'ibindi bigenerwa abakozi bo mu butegetsi bwite bwa Leta, nk'uko ryahinduwe kandi ryujijwe kugeza ubu;

Bisabwe na Minisitiri w'Abakozi ba Leta n'Umurimo; Inama y'Abaminisitiri yateranye ku wa 29/07/2014

The Prime Minister;

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 118, 119, 121 and 201;

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

Having reviewed Prime Minister's Order n°87/03 of 25/08/2011 determining the mission, functions, organizational structure and summary of job positions of the Ministry of Defense;

Having reviewed Prime Minister's Order n°53/03 of 14/07/2012 establishing salaries and fringe benefits for public servants of the Central Government as modified and complemented to date;

On proposal by the Minister of Public Service and Labour;

Le Premier Ministre;

Vu la Constitution de la République du Rwanda du 04 juin 2003 telle que révisée à ce jour, spécialement en ses articles 118, 119, 121 et 201;

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

Revu l'Arrêté du Premier Ministre n° 87/03 du 25/08/2011 portant mission, fonctions, structure organisationnelle et synthèse des emplois du Ministère de la Défense;

Revu l'Arrêté du Premier Ministre n°53/03 du 14/07/2012 fixant les salaires et autres avantages accordés au personnel de l'administration centrale, tel que modifié et complété à ce jour;

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

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;

ATEGETSE:

HEREBY ORDERS:

ARRETE:

Ingingo ya mbere: Icyo iri teka rigamiye

Article One: Purpose of this Order

Article premier: Objet du présent arrêté

Iri teka rigena inshingano n'imbonerahamwe y'imyanya y'imirimo bya Minisiteri y'Ingabo. Rigena kandi imishahara n'ibindi bigenerwa abakozi bayo.

This Order determines mission and functions and organizational structure of the Ministry of Defense. It also determines fringe benefits for its employees.

Le présent arrêté porte mission et fonctions, structure organisationnelle du Ministère de la Défense. Il détermine également les salaires et avantages accordés à son personnel.

Ingingo ya 2:Inshingano

Article 2: Mission and functions

Article 2: Mission et fonctions

Minisiteri y'Ingabo ifite inshingano rusange yo kurinda ubusugire n'umutekano by'Igihugu binyuze mu kurengera inyungu z'u Rwanda, ubudahangarwa bw'imbibi zarwo no kurinda imitungo y'ibanze y'abaturage n'indangagaciro z'Igihugu hubahirizwa Itegeko Nshinga n'amategeko mpuzamahanga.

The Ministry of Defense shall have the general mission of ensuring the sovereignty and defense of the country in terms of protecting Rwanda's interests, territorial integrity and protection of vital resources of the population and the national values under the ambit of the Constitution and international law.

Le Ministère de la Défense a pour mission générale d'assurer la souveraineté et la défense du pays en vue de protéger les intérêts du Rwanda, l'intégrité territoriale et la protection des ressources essentielles de la population et des valeurs nationales dans les limites de la Constitution et du droit international.

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

Specifically, the Ministry of Defense shall be responsible for:

Plus particulièrement, le Ministère de la Défense est chargé de:

1 ° gushyiraho, kumenyekanisha no gushyira mu bikorwa politiki, ingamba na gahunda by'ubusugire bw'Igihugu binyuze mu:

1 ° elaborating, disseminating and implementing policies, strategies and programs for National Defense through:

1 ° élaborer, diffuser et mettre en exécution des politiques, des stratégies et des programmes pour la défense nationale à travers:

a. gutegura politiki ikwiye y'ubusugire bw'Igihugu mu gihe giciriritse n'igihe kirekire;

a. design of prospective strategic policy at medium and long term for the National Defense;

a. la conception de la politique stratégique de la défense nationale à moyen et à long terme;

b. gusesengura no gushyiraho politiki n'ingamba by'ubusugire bw'Igihugu;	b. analysis and formulation of Defense policies and strategies;	b. l'analyse et la formulation des politiques et stratégies de la défense;
c. gushyiraho politiki n'ingamba byo kongera ubushobozi no kugaragaza ahari ubushobozi budahagije;	c. formulation of capacity building policies and plans as well as identifying capacity gaps;	c. la formulation des politiques et des plans de renforcement des capacités et l'identification des lacunes y relatives ;
d. gutekura no gushyira ku gihe gahunda y'ibikorwa byayo;	d. formulation and updating its Strategic Plan;	d. la formulation et la mise à jour de son plan stratégique;
e. gutekura gahunda y'ibikorwa by'umwaka byihariye bijyanye no kwirinda no gushyiraho gahunda zinyuranye zijyanye no kurinda Igihugu;	e. preparation of the annual Defense Strategic issues and elaboration of various defense plans;	e. la préparation du plan stratégique annuel de défense et l'élaboration des divers plans de défense;
f. guhuriza hamwe gahunda z'ibikorwa byayo, iby'Ingabo z'Igihugu, n'iby'izindi nzego zibishamikiyeho;	f. consolidation and integration of the plans of action and reports of the Ministry of Defense, Rwanda Defense Forces and other subordinate agencies;	f. la consolidation et l'intégration des plans d'actions et des rapports du Ministère de la Défense, des Forces Rwandaises de Défense et des autres agences subalternes;
g. gukorana n'izindi nzego z'Igihugu zishinzwe umutekano mu rwego rwo guhuriza hamwe ibikorwa byose birebana n'umutekano;	g. collaboration with other national organs in charge of national security in order to align the cross-cutting issues;	g. la collaboration avec les autres organes nationaux responsables de la sécurité nationale afin d'aligner les programmes multisectoriels en rapport avec la sécurité nationale;
h. kugaragaza ku buryo busobanutse no ku gihe gikwiye imirongo ngenderwaho mu bikorwa byo kwirinda intambara, gucunga imidugararo, ibikorwa byo gushyigikira amahoro no kurwanya iterabwoba;	h. providing clear and timely strategic guidance in conflict prevention, crisis management, peace support operations and combating terrorism;	h. des conseils stratégiques dans la prévention des conflits, la gestion des troubles, les opérations de maintien de la paix et de combattre le terrorisme;

i. gushyiraho uburyo inyungu z'Igihugu zigomba kurindwa, cyane cyane mu gihe bisaba kwifashisha ingufu za gisirikari no kugira Leta inama ku bijyanye na byo;	i. determination of the extent to which the nation's strategic interests may be defended especially when it involves possible employment of the Defense Forces and advising the Cabinet accordingly;	i. la détermination de l'étendue de la défense des intérêts stratégiques de la nation, surtout en cas de nécessité d'emploi des forces de la défense et des conseils au Gouvernement;
2 ° gushyiraho amategeko n'uburyo bw'imiyoborere binyuze mu:	2 ° putting in place necessary administrative and legal instruments through:	2 ° mettre en place des instruments administratifs et juridiques à travers:
a. gutegura amategeko n'amabwiriza harimo n'amateka n'amabwiriza ya Minisitiri, amasezerano y'ubufatanye n'andi masezerano no gukurikirana amateka n'amategeko areba Minisitiri aba yashyikirijwe Inama y'Abaminisitiri cyangwa Inteko ishingira Amategeko;	a. draft of legal instruments and regulations including Ministerial Instructions, Memorandum of Understanding and contracts and following up of ministerial legal texts submitted to the Cabinet or Parliament;	a. la rédaction des instruments juridiques et des règlements y compris les instructions ministérielles, les protocoles d'entente et des contrats ainsi que le suivi des textes de lois soumis au Conseil des Ministres ou au Parlement ;
b. gushyiraho no kumenyekanisha amabwiriza n'imirongo ngenderwaho bijyanye no gucunga imirimo ikorerwa mu gisirikari n'izindi nzego ireberera;	b. development and dissemination of instructions and guidelines regarding the management of activities and the working process into the army and other organs under supervision;	b. le développement et la dissémination des instructions et des directives concernant la gestion des activités et le processus de fonctionnement dans l'armée et autres organes sous sa tutelle;
c. gushyiraho ibipimo n'ibyangombwa bisabwa mu bijyanye n'iby'ingabo.	c. establishment of standards and quality norms applicable to the sector.	c. la mise en place des règles et des normes de qualité applicables dans le secteur militaire;
3 ° Guteza imbere ubumenyi bw'urwego rwa gisirikare n'ubw'abakozi barwo ibinyujije mu:	3 ° developing institutional and human resources capabilities in the sector through:	3° développer les capacités des ressources institutionnelles et humaines dans le secteur militaire à

a. Gutegura gahunda y'amahugurwa y'abakozi no gukurikirana ishyirwa mu bikorwa ryayo;	a. ensuring an enrolment and training of the staff;	travers: a. la préparation du plan de formation et la formation proprement dite du personnel;
b. Kugenzura ko amategeko n'amabwiriza agenga urwego rw'Ingabo z'Igihugu ajyanye n'igihe;	b. ensuring the compliance of the regulation texts;	b. la conformité des textes légaux et réglementaires;
c. Guteza imbere imicungire y'ubushobozi n'ubunyamwuga by'abakozi;	c. developing the management capacity and personnel career;	c. le développement de la capacité de la gestion et la carrière du personnel;
4 ° guhuza no kugenzura ishyirwa mu bikorwa rya politiki, ingamba na gahunda zijyanye n'ubusugire bw'Igihugu ibinyujije mu:	4 ° coordinating and assessing the implementation of defence policies, strategies, plans and programs through:	4 ° coordonner et évaluer l'exécution des politiques, des stratégies, des plans et des programmes de la défense à travers:
a. gukurikirana ishyirwa mu bikorwa ry'amategeko n'amabwiriza;	a. follow up of the implementation of laws and regulations;	a. faire le suivi de la mise en application des lois et des règlements;
b. guhuza imibare na raporo bishyikirizwa Minisiteri;	b. consolidation of all data and reports handed to the Ministry;	b. la consolidation de toutes les données et rapports soumis au Ministère ;
c. gusesengura no gusobanura imibare no kumenyekanisha amakuru ajyanye n'ibarurishamibare ku bayobozi bashinzwe gufata imyanzuro;	c. analysis and interpretation of data, and dissemination of statistical information to various decision making authorities;	c. l'analyse et l'interprétation des données, et la transmission de l'information statistique aux autorités de prise de décision;
d. gushyira ku gihe no kunoza imibare ya Minisiteri y'Ingabo;	d. update and upgrade of the database for Ministry of Defense;	d. la mise à jour de la base des données pour le Ministère de la Défense ;
e. gushyiraho uburyo bwo gukurikirana no	e. establishment of an effective	e. l'établissement d'un système

kugenzura ishyirwa mu bikorwa ry'imishinga, gahunda n'ibikorwa bya gisirikari;	monitoring and evaluation system of the implementation of Defense projects, plans and programs;	efficace de suivi et d'évaluation de l'exécution des projets, des plans et des programmes en rapport avec la défense;
f. gushyiraho no kugenzura ubwiza bw'ibikorwa remezo bikorwa n'Ingabo z'Igihugu na/cyangwa abafatanyabikorwa;	f. organization and supervision of the quality of the infrastructures realized by the army and/or its stake holders;	f. l'organisation et la supervision de la qualité des infrastructures réalisées par l'armée et/ou ses partenaires;
g. gushyikiriza Guverinoma raporo kungaruka ya politiki, gahunda y'ibikorwa na gahunda hashingiwe kuri Gahunda y'imbaturabukungu n'imyanzuro y'Inamay'Abaminisitiri;	g. regular report to the Cabinet on the impact of the policies, actions plans and programs according to the Economic Development Poverty Reduction Strategies and decisions of the Cabinet;	g. le rapport régulier au Gouvernement sur l'impact des politiques, des plans d'action et des programmes selon les Stratégies de Réduction de la Pauvreté et de Développement Economique et des décisions du Conseil des Ministres;
5 ° kugenzura inzego ireberera ibinyujije mu:	5 ° overseeing the organs under supervision through:	5 ° surveiller les organes sous sa tutelle à travers:
a. Gutanga ubugororangingo kuri gahunda zihariye ziba zatanzwe n'inzego ireberera;	a. giving orientations on specific programs realized by the organs under supervision;	a. les orientations sur des programmes spécifiques réalisés par les organes sous sa supervision;
b. Kugenzura imikorere no gushimangira imikoranire myiza hagati y'Inzego za Minisiteri mu rwego rwo kugira ngo zitange umusaruro mwiza no gukemura ibibazo bishobora kuvuka hagati yazo;	b. overseeing the functioning and managing constructive relationships with the organs under the Ministry ensuring cost effectiveness and addressing cross-cutting issues;	b. la surveillance du fonctionnement et le contrôle des rapports constructifs entre les organes sous la supervision du Ministère en assurant la rentabilité et en abordant des questions transversales;

6 ° Gushaka ibikenewe mu iterambere ry'uru rwego na gahunda zarwo ibinyujije mu: a. gushakisha no gukusanya ibikenewe no kugenzura ibikorwa hagamijwe kureba ko bikoreshwa neza mu gisirikare; b. kugena no gutanga ibikenewe kugira ngo imirimo ya gisirikare n'ibikorwa by'ubutabazi mu Gihugu bikorwe; c. guha Ingabo z'Igihugu ibikoresho bikwiye;	6 ° mobilizing resources for the development of the sector and related programs through: a. source and mobilization of resources and supervising actions to ensure their rational utilization in the military sector; b. making available the necessary resources to fulfill defence activities, and emergency operations in the country; c. providing the army with relevant equipments and materials;	6 ° mobiliser les ressources essentiels pour le développement du secteur de la défense et des programmes y relatifs à travers: a. la mobilisation des ressources et la supervision des actions pour assurer leur utilisation rationnelle dans le secteur militaire ; b. la disponibilité des ressources nécessaires pour accomplir des activités relatives à la défense, et les opérations de secours dans le pays ; c. la fourniture à l'armée des équipements et des matériaux appropriés;
7 ° guteza imbere ubutwererane mu bya gisirikare n'ibindi bihugu cyangwa imiryango ifite ibikorwa bya gisirikare mu nshingano zayo hagamijwe ubufatanye mu kuzana amahoro n'umutekano ibinyujije mu: a. gushaka, gutangiza no gukurikirana imishinga y'ubufatanye mu bya gisirikare; b. gusesengura no gukurikirana ibikorwa byo kurinda amahoro harimo n'iby'u Rwanda rudafitemo uruhare;	7° promoting military partnership with other countries or defence organizations to work for peace and security through: a. research, initiation and follow up of issues/projects of bilateral and multilateral defence cooperation; b. analysis and follow up of peacekeeping operations including those that Rwanda is not involved in;	7 ° favoriser la coopération militaire avec d'autres organismes étrangers de défense en ce qui concerne le maintien de la paix et la sécurité, à travers: a. la recherche et le suivi des projets de coopération bilatérale ou multilatérale de défense; b. l'analyse et le suivi des opérations de maintien de la paix y compris ceux dans lesquels le Rwanda n'est pas impliqué ;

c. guhuza ibikorwa by'abahagarariye inyungu za gisirikare mu bihugu by'amahanga;	c. coordination of the activities of Defence Attachés;	c. la coordination des activités des attachés militaires ;
d. gukurikirana isinywa, iyemezwa n'ishyirwa mu bikorwa ry'amasezerano mpuzamahanga afite aho ahuriye n'ibya gisirikari;	d. follow up of the signing, ratification and implementation of treaties, conventions, protocols, agreements and Memoranda of Understanding that have a bearing with defence;	d. le suivi de la signature, de la ratification et de l'exécution des traités, des conventions, des protocoles, des accords et des protocoles d'accord en rapport avec la défense;
e. guhuza no kumenyesha Minisiteri ifite ububanyi n'amahanga mu nshingano zayo ibijyanye n'ubutwererane mu bya gisirikare.	e. coordinating and liaising with the Ministry in charge of foreign affairs on matters of Defence Cooperation.	e. la coordination et la collaboration avec le Ministère ayant les affaires étrangères dans ses attributions sur la coopération de défense.

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

Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo bya Minisiteri y'Ingabo biri ku migereka ya I na II y'iri teka.

Ingingo ya 4: Igenwa ry'umushahara

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

Urwego, umubare fatizo, agaciro k'umubare fatizo n'umushahara mbumbe bigendana na buri mwanya w'umurimo muri Minisiteri y'Ingabo biri ku migereka

Article 3: Organizational structure and job profiles

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

Article 4: Determination of the salary

Salaries for employees of the Ministry of Defence shall be determined basing on the job classification and in accordance with general principles on salary calculation in Public Service.

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

Article 3: Structure organisationnelle et profils d'emplois

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

Article 4: Détermination du salaire

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

Le niveau, l'indice, la valeur indiciaire et le salaire brut correspondant à chaque emploi du Ministère de la Défense sont en

wa III w'iri teka.

Ingingo ya 5: Ibizigize umushahara mbumbe

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

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

Amafanga y'urugendo avugwa mu gika kibanziriza iki ntagenerwa abayobozi bari ku nzego z'imirimo za "F" na "H/2" boroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze; ndetse n'abakozi bari ku rwego rwa "3" bagenerwa amafanga yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

Ingingo ya 6: Ibindi bigenerwa Umunyamabanga Uhoraho

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

1. amafanga yo kwishyura telefoni yo mu biro agana n'ibihumbi ijana y'u Rwanda (100.000

Order.

Article 5: Composition of the gross salary

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

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

The transport allowance specified in the previous paragraph shall not be granted to officials positioned on levels "F" and "H/2" whose transport is facilitated in accordance with Instructions of the Minister in charge of transport. It shall not also be granted to public servants positioned on level "3" who are entitled to special transport allowance in accordance with Instructions of the Minister in charge of public service.

Article 6: Fringe benefits for Permanent Secretary

The Permanent Secretary in the Ministry of Defence shall be entitled to the following fringe benefits:

2. one hundred thousand Rwandan francs (100,000 Rwf) per month for

annexe III du présent arrêté.

Article 5: Composition du salaire brut

Le salaire brut mensuel pour chaque agent comprend principalement:

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

L'indemnité de transport dont question à l'alinéa précédent n'est pas allouée aux agents de l'Etat aux postes de niveau "F" et "H/2" pour lesquels le transport est facilité selon les instructions du Ministre ayant le transport dans ses attributions ainsi que ceux aux postes de niveau "3" qui bénéficient d'une indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Article 6: Avantages alloués au Secrétaire Permanent

Le Secrétaire Permanent au sein du Ministère de la Défense bénéficie des avantages suivants :

1. les frais de communication par téléphone de bureau équivalant à cent

Frw) buri kwezi, n'aya telefoni igendanwa angana n'ibihumbi ijana (100.000 Frw) buri kwezi;

2. amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200,000 frw) buri kwezi anyura kuri konti y'urwego bireba;

3. Leta imworohera mu bijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

office land line and one hundred thousand Rwandan francs (100,000 Rwf) per month for mobile phone;

2. office guest's entertainment allowance of two hundred thousand Rwandan francs (200,000 Rwf) per month and transferred to the institution's account;

3. The Government shall facilitate his/her transport in accordance with the Instructions of the Minister responsible for transport.

mille francs Rwandais (100.000 Frw) et de téléphone portable équivalent à cent mille francs rwandais (100.000 Frw) par mois;

2. les frais de représentation au service équivalent à deux cent mille francs rwandais (200.000 Frw) chaque mois et domiciliés au compte de l'institution concernée;

3. l'Etat lui facilite en ce qui concerne le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

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

Abayobozi Bakuru n'Umujyanama wa Minisitiri bagenerwa buri wese ibindi bibafasha gutunganya imirimo mu buryo bukurikira:

1. buri Muyobozi Mukuru agenerwa amafaranga y'itumanaho rya telefoni yo mu biro angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw) n'irya telefone igendanwa angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw) buri kwezi;

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

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

Director Generals and Advisor to the Minister shall each be entitled to fringe benefits as follows:

1. Director Generals shall each be entitled to seventy thousand Rwandan francs (70,000 Rwf) per month for office land line and seventy thousand Rwandan francs (70,000 Rwf) per month for mobile phone communication allowance;

2. the Advisor to the Minister shall be entitled to seventy thousand Rwandan francs (70,000 Rwf) per month for mobile phone;

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

Les Directeurs Généraux et le Conseiller du Ministre bénéficient chacun des avantages comme suit:

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

2. le Conseiller du Ministre bénéficie des frais de communication par téléphone portable équivalent à

3. Leta yorohereza Abayobozi Bakuru n'Umujyanama wa Minisitiri mu bijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

3. the Government shall facilitate transport for Director Generals and Advisor to the Minister in accordance with the Instructions of the Minister responsible for transport.

soixante-dix mille francs rwandais (70.000 Frw) par mois;

3. l'Etat facilite les directeurs généraux et le conseiller du Ministre en ce qui concerne le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

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

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

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

2. indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite Abakozi ba Leta mu nshingano ze.

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

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

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

1. a mobile phone communication allowance of thirty thousand Rwandan francs (Rwf 30,000) per month;

2. a special transport allowance as determined by the instructions of the Minister responsible for public service.

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

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

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

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

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

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

Ingingo ya 9: Amafaranga y’urugendo rw’imodoka

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

Ingingo ya 10: Abashinzwe kubahiriza iri teka

Minisitiri w’Ingabo, Minisitiri w’Abakozi ba Leta n’Umurimo, Minisitiri w’Ibikorwa Remezo na Minisitiri w’Imari n’Igenamigambi bashinzwe kubahiriza iri teka.

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

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

Ingingo ya 12: Igihe iteka ritangira gukurikizwa

Iriteka ritangira gukurikizwa ku munsu ritangarijweho mu Igazeti ya Leta ya Repubulika y’u Rwanda. Agaciro karyo gahera ku wa 29/07/2014.

Kigali, kuwa 27/02/2015

Article 9: Mileage allowances

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

Article 10: Authorities responsible for the implementation of this Order

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

Article 11: Repealing provision

All prior provisions contrary to this Order are hereby repealed.

Article 12: Commencement

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

Kigali, on 27/02/2015

Article 9: Indemnités kilométriques

Lors que les hauts cadres aux postes de niveaux F et H/2 vont en missions officielles à l’intérieur du pays en utilisant leurs véhicules ; l’Etat leur octroie des indemnités kilométriques conformément aux Instructions du Ministre ayant le transport dans ses attributions.

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

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

Article 11: Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Article 12: Entrée en vigueur

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

Kigali, le 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du
Travail

BibonywekandibishyizwehoIkirangocyaRepubulika:

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

Vu et scellé du Sceau de la République:

(sé)
BUSINGYE Johnston
Minisitiriw'Ubutabera/Intumwa Nkuruya Leta

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

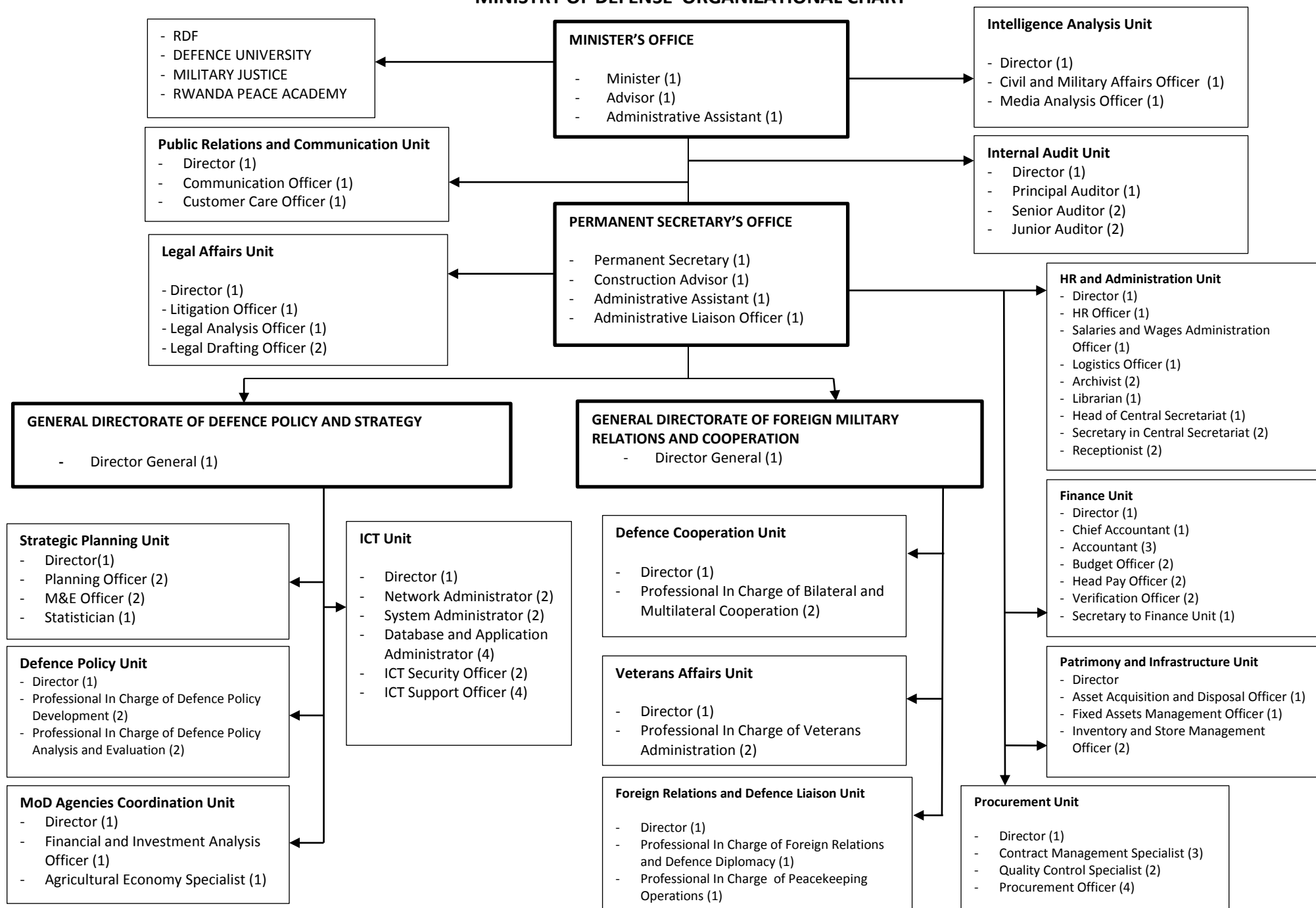
(sé)
BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N°38/03 RYO
KU WA 27/02/2015 RIGENA
INSHINGANO, N'IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI BIGENERWA
ABAKOZI MURI MINISITERI
Y'INGABO (MINADEF)

ANNEX I TOPRIME MINISTER'S
ORDER N°38/03 OF 27/02/2015
DETERMINING MISSION,
FUNCTIONS, ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES IN THE
MINISTRY OF DEFENCE(MINADEF)

ANNEXE I A L'ARRETE DU PREMIER
MINISTRE N° 38/03 DU 27/02/2015
PORTANT MISSION, FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AVANTAGES
ACCORDES AU PERSONNEL DU
MINISTERE DE LA
DEFENSE(MINADEF)

Official Gazette No. Special of 28/02/2015
MINISTRY OF DEFENSE ORGANIZATIONAL CHART



Bibonywe kugir angu bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°38/03 ryo kuwa 27/02/2015 rigena inshingano n'imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Ingabo (MINADEF)

Seen to be annexed to Prime Minister's Order n°38/03 of 27/02/2015 determining mission, functions, organisational structure, salaries and fringe benefits for employees in the Ministry of Defence (MINADEF)

Vu pour être annexé à l'Arrêté du Premier Ministre n° 38/03 du 27/02/2015 portant mission, fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère de la Défense (MINADEF)

Kigali, kuwa 27/02/2015

Kigali, on 27/02/2015

Kigali, le 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

Seen and sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République:

(sé)
BUSINGYE Johnston
Minisitiriw'Ubutabera/Intumwa NkuruyaLeta

(sé)
BUSINGYE Johnston
Minister of Justice / AttorneyGeneral

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

**UMUGEREKA WA IIW'ITEKA RYA
MINISITIRI W'INTEBE N°38/03 RYO KU WA
27/02/2015 RIGENA INSHINGANO,
N'IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI MINISITERI
Y'INGABO (MINADEF)**

**ANNEX II TOPRIME MINISTER'S ORDER
N°38/03 OF 27/02/2015 DETERMINING
MISSION, FUNCTIONS, ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES IN THE
MINISTRY OF DEFENCE(MINADEF)**

**ANNEXE II A L'ARRETE DU PREMIER
MINISTRE N°38/03 DU 27/02/2015
PORTANT MISSION, FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AVANTAGES ACCORDES
AU PERSONNEL DU MINISTERE DE LA
DEFENSE(MINADEF)**

MINADEF - JOB PROFILES

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Office of the Minister	Minister	Minister	Political appointee	1
	Advisor	Advisor to the Minister	A0 in International Relations, Communication, Public Administration, Administrative Sciences, Political Sciences, Military Sciences or Law with 5 years of working experience with 2 years in a senior position or Master's Degree in International Relations, Communication, Public Administration, Administrative Sciences, Political Sciences, Military Sciences or Law with 3 years of working experience Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Rwandan Military Policy; - Good knowledge of government policy-making processes; - Knowledge of the defense sector policies and issues; -Analytical, problem-solving and critical thinking skills. -Strong Leadership Skills -Technical understanding of system being analyzed and how it affects the various business units. -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Able to work well with both internal and external clients. -Good presentation skills, and ability to communicate with various audiences, including end users and managers -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. -Coordination, planning and organisational skills; - Interpersonal skills; -Collaboration and team working skills;	1
	Administrative Assistant	Administrative Assistant	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Intelligence Analysis Unit	Director of Unit	Director of Intelligence Analysis Unit	A0 in Military Sciences, International Relations, Marketing, Communication, Management, Political Sciences, Administrative Sciences, and Public Administration with 3 years of working experience; or Master's Degree in Military Sciences, International Relations, Marketing, Communication, Management, Political Sciences, Administrative Sciences, and Public Administration with 1 year of working experience Key Technical Skills & Knowledge required: - Extensive knowledge of military policy processes and defense strategies - Ability to assess & investigate threats to national security - Ability to analyse and disseminates intelligence - Creativity and initiative - Good organisational and time-management skills - Teamworking skills - Effective public relations and ability to work with national and international counterparts - organizational Skills - Strong Interpersonal skills - Knowledge of Different Culture Aspects - Discretionary Skills - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Civil and Military Affairs Officer	Civil and Military Affairs Officer	A0 in Military Sciences, International Relations, Marketing, Communication, Management, Political Sciences, Administrative Sciences, and Public Administration Key technical skills and knowledge required: - Extensive knowledge of military policy processes - Excellent communication skills both orally and in writing - Excellent interpersonal skills - Report writing and presentation skills - Strong Leadership skills - Computer skills - Creativity and initiative - Good organisational and time-management skills - Teamworking skills - Effective public relations and public speaking skills - Interviewing skills - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Media Analysis Officer	Media Analysis Officer	A0 in Communication, Public Relations, Journalism, International Relations, Political Sciences; or Master's Degree Communication, Public Relations, Journalism, International Relations, Political Sciences <u>Key technical skills and knowledge required:</u> - Extensive knowledge of military policy processes and defense strategies - Excellent communication skills both orally and in writing - Excellent interpersonal skills - Report writing and presentation skills - Strong Leadership skills - Computer skills - Creativity and initiative - Good organisational and time-management skills - Teamworking skills - Effective public relations and public speaking skills - Interviewing skills - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage	1
Internal Audit Unit	Director of Unit	Director of Internal Audit Unit	A0 in Accounting, Public Finance, Management specializing in Finance/Accounting with 3 years of working experience or Master's Degree in Accounting, Public Finance, Management specializing in Finance/Accounting with 1 year of working experience <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting - Knowledge of Rwanda Public Financial Law; - Leadership and management skills; - Planning and organisational, Budgeting skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Problem solving; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Principal Auditor	Principal Auditor	A0 in Accounting, Public Finance, Management specializing in Finance/Accounting with 2 years of working experience Key Technical Skills & Knowledge required: - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting - Knowledge of Rwanda Public Financial Law; - Leadership and management skills; - Planning and organisational, Budgeting skills; - Communication skills; - Strong IT skills, particularly in Financia software (SMART IFMIS); - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Proble solving; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Senior Auditor	Senior Auditor	A0 in Accounting, Public Finance, Management specializing in Finance/Accounting Key Technical Skills & Knowledge required: - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting - Knowledge of Rwanda Public Financial Law; - Leadership and management skills; - Planning and organisational, Budgeting skills; - Communication skills; - Strong IT skills, particularly in Financia software (SMART IFMIS); - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Proble solving; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Junior Auditor	Junior Auditor	A0 in Accounting, Public Finance, Management specializing in Finance/Accounting with 1 year of working experience Key Technical Skills & Knowledge required: - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting - Knowledge of Rwanda Public Financial Law; - Leadership and management skills; - Planning and organisational, Budgeting skills; - Communication skills; - Strong IT skills, particularly in Financia software (SMART IFMIS); - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Problem solving; - <u>fluent in Kinyarwanda, English and/ or French: knowledge of all is an advantage</u>	2
Public Relations and Communication Unit	Director of Unit	Public Relations and Communication Unit	A0 in Communication, Public Relations, Journalism, Marketing with 3 years of working experience; Or Master's Degree in Communication, Public Relations, Journalism, Marketing with 1 year of working experience Key technical skills and knowledge required: - Excellent communication skills both orally and in writing - Excellent interpersonal skills - Report writing and presentation skills - Strong Leadership skills - Computer skills - Creativity and initiative - Good organisational and time-management skills - Teamworking skills - Effective public relations and public speaking skills - Interviewing skills - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Communication Officer	Communication Officer	A0 in Communication, Public Relations, Journalism, Marketing <u>Key technical skills and knowledge required:</u> - 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 - Teamworking skills - Effective public relations and public speaking skills - Interviewing skills - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage	1
	Customer Care Officer	Customer Care Officer	A0 in Communication, Public Relations, Journalism, Marketing <u>Key technical skills and knowledge required:</u> - Excellent communication skills both orally and in writing - Excellent interpersonal skills - Report writing and presentation skills - Computer skills - Creativity and initiative - Effective public relations and public speaking skills - Interviewing skills - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage	1
S/Total				15

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Office of the Permanent Secretary	Permanent Secretary	Permanent Secretary	Political Appointee	1
	Construction Advisor	Construction Advisor	A0 Civil Engineering, Urban planning, Building Construction with 3 years of working experience ; or Master's Degree in Civil Engineering, Urban planning, Building Construction Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of Rwanda Defense Sector and National Policy on infrastructure; - Creative, proactive, customer focussed, solutions led and outcome driven; - High Analytical & Complex Problem Solving Skills; - Interpersonal Skills; - Effective communication skills; - Able to work well with both internal and external clients - Good presentation skills, and ability to communicate with various audiences, including end users and managers. - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. - Strong attention to detail organizational skills. - Quick learner who is easily able to learn new products, systems, applications and technologies- Time Management Skills; - Computer Skills; - fluent in Kinyarwanda, English and/ or French: knowledge of all is an advantage	1
	Administrative Liaison Officer	Administrative Liaison Officer	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Administrative Assistant	Administrative Assistant	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
Legal Affairs Unit	Director of Unit	Director of Legal Affairs Unit	A0 in Law with 3 years of working experience or Master's Degree in Law with 1 year of working experience Key Technical skills and Knowledge required : - Deep knowledge of Rwandan public service and labor law; - High analytical and problem solving skills; - Legal research and analysis in complex areas of law; - Knowledge of Substantive Law and Legal Procedures; - Decision making skills; - Experience in contract drafting and negotiation; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - <u>Fluent in Kinyarwanda, English and/or French</u>	1
	Litigation Officer	Litigation Officer	A0 in Law Key Technical skills and Knowledge required : - Deep knowledge of Rwandan public service and labor law; - High analytical and problem solving skills; - Legal research and analysis in complex areas of law; - Knowledge of Substantive Law and Legal Procedures; - Decision making skills; - Experience in contract drafting and negotiation; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - <u>Fluent in Kinyarwanda, English and/or French</u>	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Legal Analysis Officer	Legal Analysis Officer	A0 in Law <u>Key Technical skills and Knowledge required :</u> - Deep knowledge of Rwandan Defence laws; - High analytical and problem solving skills; - Legal research and analysis in complex areas of law; - Knowledge of Substantive Law and Legal Procedures; - Decision making skills; - Experience in contract drafting and negotiation; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Legal Drafting Officer	Legal Drafting Officer	A0 in Law or Master's Degree in Law <u>Key Technical skills and Knowledge required :</u> - Deep knowledge of Rwandan public service and labor law; - High analytical and problem solving skills; - Legal research and analysis in complex areas of law; - Extensive knowledge in Legal drafting and translation - Knowledge of Substantive Law and Legal Procedures; - Decision making skills; - Experience in contract drafting and negotiation; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French	2
Procurement Unit	Director of Unit	Procurement Unit	A0 in Procurement, Management, Accounting, Public Finance, Law, Economics, Civil Engineering with 3 years of working experience; Or Master's Degree in Procurement, Management, Accounting, Public Finance, Law, Economics, Civil Engineering with 1 year of working experience <u>Key technical skills and knowledge required:</u> - High analytical skills - Knowledge of basic business and purchasing practices - Knowledge of procurement law and procedures - Knowledge of state contracting law, regulations and procedures - Knowledge of grade, qualities, suppliers and prices tenders of commodities - Knowledge in contract drafting and negotiation - Category management skills - Time management skills - Decision making skills - Excellent communication skills. - Computer skills. - Fluent in Kinyarwanda, English and/or French, Knowledge of all is an advantage	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Contract Management Specialist	Contract Management Specialist	A0 in Procurement, Management, Accounting, Public Finance, Law, Economy, Civil Engineering with 3 years of working experience; or Master's Degree in Procurement, Management, Accounting, Public Finance, Law, Economics, Civil Engineering <u>Key technical skills and knowledge required:</u> - High analytical skills - Knowledge of basic business and purchasing practices - Knowledge of procurement law and procedures - Knowledge of state contracting law, regulations and procedures - Knowledge of grade, qualities, suppliers and prices tenders of commodities - Knowledge in contract drafting and negotiation - Category management skills - Time management skills - Decision making skills - Excellent communication skills. - Computer skills. - Fluent in Kinyarwanda, English and/or French, Knowledge of all is an advantage.	3
	Quality Control Specialist	Quality Control Specialist	A0 in Procurement, Management, Accounting, Public Finance, Law, Economy, Business Administration, Civil Engineering with 3 years of working experience; or Master's Degree in Procurement, Management, Accounting, Public Finance, Law, Economics, Business Administration, Civil Engineering <u>Key technical skills and knowledge required:</u> - High analytical skills - Knowledge of basic business and purchasing practices - Knowledge of procurement law and procedures - Knowledge of state contracting law, regulations and procedures - Knowledge of grade, qualities, suppliers and prices tenders of commodities - Knowledge in contract drafting and negotiation - Category management skills - Time management skills - Decision making skills - Excellent communication skills. - Computer skills. - Fluent in Kinyarwanda, English and/or French, Knowledge of all is an advantage.	2

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Procurement Officer	Procurement Officer	A0 in Procurement, Management, Accounting, Public Finance, Law, Economy, Civil Engineering <u>Key technical skills and knowledge required:</u> - High analytical skills - Knowledge of basic business and purchasing practices - Knowledge of procurement law and procedures - Knowledge of state contracting law, regulations and procedures - Knowledge of grade, qualities, suppliers and prices tenders of commodities - Knowledge in contract drafting and negotiation - Category management skills - Time management skills - Decision making skills - Excellent communication skills. - Computer skills. - Fluent in Kinyarwanda, English and/or French, Knowledge of all is an advantage.	4
Patrimony and Infrastructure Unit	Director of Unit	Patrimony and Infrastructure Unit	A0 in Civil Engineering, Store Management or Management with 3 years of working experience; or Master's Degree in Civil Engineering, Store Management or Management with 1 year of working experience <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Asset Acquisition and Disposal Officer	Asset Acquisition and Disposal Officer	A0 in Civil Engineering, Store Management or Management <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills; - <u>Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</u>	1
	Fixed Assets Management Officer	Fixed Assets Management Officer	A0 in Civil Engineering, Store Management or Management <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills; - <u>Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</u>	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Inventory and Store Management Officer	Inventory and Store Management Officer	A0 in Store Management, Management, Economics, Administrative Sciences, Public Administration Key Technical Skills & Knowledge required: - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills;	2
S/Total				24
GENERAL DIRECTORATE OF DEFENCE POLICY AND STRATEGY	Director General	Director General of Defence Policy and Strategy	A0 in Military Sciences, Public Administration, Administrative Sciences, Management, Economics with 5 years of working experience or 2 years in a senior position; or Master's Degree in Military Sciences, Public Administration, Administrative Sciences, Management, Economics, Public Policy with 3 years of working experience Key Technical Skills & Knowledge required: - Extensive knowledge in Military processes and defense strategies; - Creative, proactive, customer focussed, solutions led and outcome driven; - High Analytical & Complex Problem Solving Skills; - Strong Leadership skills; - Interpersonal Skills; - Effective communication skills; - Able to work well with both internal and external clients. - Good presentation skills, and ability to communicate with various audiences, including end users and managers. - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. - Strong attention to detail organizational skills. - Quick learner who is easily able to learn new products, systems, applications and technologies- Time Management Skills; - fluent in Kinyarwanda, English and/ or French: knowledge of all is an advantage	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Strategic Planning Unit	Director of Unit	Director of Strategic Planning Unit	A0 Economics, Development Studies, Management with 3 years of working experience; or Master's Degree in Economics, Development Studies, Management, Planning with 1 year of working experience Key Technical Skills & Knowledge required: - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Leadership Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Planning Officer	Planning Officer	A0 Economics, Development Studies, Management Key Technical Skills & Knowledge required: - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	M&E Officer	M&E Officer	A0 Economics, Development Studies, Management Key Technical Skills & Knowledge required: - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's Cooperatives Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2
	Statistician	Statistician	A0 in Statistics, Applied Mathematics, Economics Key Technical Skills & Knowledge required: - Deep understanding of Research Methodologies and Statistics Concepts; - Knowledge of various statistical software packages; - Knowledge to Prepares and publishes statistical and technical reports and research papers; - Knowledge of the theory, systems and application of statistical research methodology - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Defence Policy Unit	Director of Unit	Director of Defence Policy Unit	A0 in Military Sciences, Public Administration, Administrative Sciences, Management, Economics with 3 years of working experience; or Master's Degree in Military Sciences, Public Administration, Administrative Sciences, Management, Economics with 1 year of working experience Key Technical Skills & Knowledge required: - Extensive knowledge in Military processes and defense strategies; - Creative, proactive, customer focussed, solutions led and outcome driven; - High Analytical & Complex Problem Solving Skills; - Strong Leadership skills; - Interpersonal Skills; - Effective communication skills; - Able to work well with both internal and external clients. - Good presentation skills, and ability to communicate with various audiences, including end users and managers. - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. - Strong attention to detail organizational skills. - Quick learner who is easily able to learn new products, systems, applications and technologies- Time Management Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an	1
	Professional In Charge of Defence Policy Development	Defence Policy Development Officer	A0 in Military Sciences, Public Administration, Administrative Sciences, Management, Economics Key Technical Skills & Knowledge required: - Extensive knowledge in Military processes and defense strategies; - Creative, proactive, customer focussed, solutions led and outcome driven; - High Analytical & Complex Problem Solving Skills; - Interpersonal Skills; - Effective communication skills; - Able to work well with both internal and external clients. - Good presentation skills, and ability to communicate with various audiences, including end users and managers. - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. - Strong attention to detail organizational skills. - Quick learner who is easily able to learn new products, systems, applications and technologies- Time Management Skills; - Computer Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an	2

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Professional In Charge of Defence Policy Analysis and Evaluation	Defence Policy Analysis and Evaluation Officer	A0 in Military Sciences, Public Administration, Administrative Sciences, Management, Economics Key Technical Skills & Knowledge required: - Extensive knowledge in Military processes and defense strategies; - Creative, proactive, customer focussed, solutions led and outcome driven; - High Analytical & Complex Problem Solving Skills; - Interpersonal Skills; - Effective communication skills; - Able to work well with both internal and external clients. - Good presentation skills, and ability to communicate with various audiences, including end users and managers. - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. - Strong attention to detail organizational skills. - Quick learner who is easily able to learn new products, systems, applications and technologies- Time Management Skills; - Computer Skills; - <u>fluent in Kinyarwanda. English and/ or French: knowledge of all is an</u>	2
MoD Agencies Coordination Unit	Director of Unit	Director of MoD Agencies Coordination Unit	A0 in Economics, Development Studies, Management, Project Management, Administrative Sciences, Public Administration with 3 years of working experience; or Master's Degree in Economics, Development Studies, Public Policy, Management, Project Management, Administrative Sciences, Public Administration with 1 year of working experience Key Technical Skills & Knowledge required: - Deep understanding of National development Vision, Policies and Strategies; - Extensive knowledge and understanding of the Rwanda's Defence Sector, Policies and Strategies; - Knowledge of Strategic planning and Monitoring functions; - Creative, proactive, customer focused, solutions led and outcome driven; - Leadership skills; - High analytical & Complex Problem solving Skills; - Judgment & Decision making skills; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Computer Skills:	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Financial and Investment Analysis Officer	Financial and Investment Analysis Officer	A0 in Economics, Business Development, Development Studies, Management, Project Management, Business Administration Key Technical Skills & Knowledge required: - Detailed knowledge of financial and Audit Standards, HR & Financial Regulations, Procedures ; - Financial software; - Planning Skill; - High Analytical skills; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Agricultural Economy	Agricultural Economy Specialist	A0 in Agribusiness, Agriculture with 3 years of working experience; or Master's Degree in Agribusiness, Agriculture Key Technical Skills & Knowledge required: - Creative, proactive, customer focussed, solutions led and outcome driven; - High Analytical & Complex Problem Solving Skills; - Interpersonal Skills; - Effective communication skills; - Able to work well with both internal and external clients. -Good presentation skills, and ability to communicate with various audiences, including end users and managers. -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. -Strong attention to detail organizational skills. -Quick learner who is easily able to learn new products, systems, applications and technologies- Time Management Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
ICT Unit	Director of Unit	Director of ICT Unit	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 3 years of working experience and Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage or Master's degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 1 year of working experience in ICT Key Technical Skills & Knowledge required: - Knowledge of Rwanda ICT Policies and Strategies; - Proficient in web application security and database security; - Knowledge of all database vendor versions; - Proficient in designing, writing, editing, and debugging programs and databases; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Network Administrator	Network Administrator	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information Management System, Information and Communication Technology, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage Key Technical Skills & Knowledge required: - Knowledge of Rwanda's Defence Policies and Strategies in ICT; - Proficient in web application security and database security; - Knowledge of all database vendor versions; - Proficient in designing, writing, editing, and debugging programs and databases; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills a - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2
	System Administrator	System Administrator	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage Key Technical Skills & Knowledge required: - Knowledge of Rwanda's Defence Policies and Strategies in ICT; - Proficient in web application security and database security; - Knowledge of all database vendor versions; - Proficient in designing, writing, editing, and debugging programs and databases; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills a - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Database and Application Administrator	Database and Application Administrator	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage Key Technical Skills & Knowledge required: - Knowledge of Rwanda's Defence Policies and Strategies in ICT; - Proficient in web application security and database security; - Knowledge of all database vendor versions; - Proficient in designing, writing, editing, and debugging programs and databases; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills a - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	4
	ICT Security Officer	ICT Security Officer	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information Management System, Information and Communication Technology, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage Key Technical Skills & Knowledge required: - Knowledge of Rwanda's Defence Policies and Strategies in ICT; - Proficient in web application security and database security; - Knowledge of all database vendor versions; - Proficient in designing, writing, editing, and debugging programs and databases; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills a - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	ICT Support Officer	ICT Support Officer	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTS (.NET), LAMP/WAMP Framework or MCITP are an added advantage Key Technical Skills & Knowledge required: - Knowledge of Rwanda's Defence Policies and Strategies in ICT; - Proficient in web application security and database security; - Knowledge of all database vendor versions; - Proficient in designing, writing, editing, and debugging programs and databases; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills a - Fluent in Kinyarwanda. English and/ or French: knowledge of all is an advantage	4
S/Total				30

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Foreign Military Relations & Cooperation General Directorate	Director General	Director General of Foreign Military Relations & Cooperation	A0 in International Relations, Communication, Political Science or Law with 5 years of working experience or Master's Degree in International Relations, Communication, Political Sciences, Law, Administrative Sciences or Public Administration with 3 years of working experience Key Technical Skills & Knowledge required: - Extensive knowledge in Military processes and defense strategies; - Extensive Knowledge in Foreign Affairs, Diplomacy and and Cooperation; - Excellent Communication skills; - Knowledge of managing a team and staff; - Knowledge of working in a pressurised environment; - Effective communication skills; - Able to work well with both internal and external clients. - Good presentation skills, and ability to communicate with various audiences, including end users and managers. - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. - Strong attention to detail organizational skills. - Quick learner who is easily able to learn new products, systems, applications and technologies - Time Management Skills; - Computer Skills; - Fluent in Kinyarwanda. English and/ or French knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Defence Cooperation Unit	Director of Unit	Director of Defence Cooperation Unit	A0 in International Relations, Communication, Political Science or Law with 3 years of working experience or Master's Degree in International Relations, Communication, Political Sciences, Law or Public Administration with 1 year of working experience <u>Key Technical Skills & Knowledge required:</u> - Extensive knowledge in Military processes and defense strategies; - Extensive Knowledge of Bilateral Affairs; - Conflict Management Skills; - Extensive Knowledge in Foreign Affairs; - Knowledge of administrative management; - Strong Leadership skills; - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Computer skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage	1
	Bilateral and Multilateral Cooperation	Bilateral and Multilateral Cooperation Officer	A0 in International Relations, Communication, Political Science or Law <u>Key Technical Skills & Knowledge required:</u> - Extensive knowledge in Military processes and defense strategies; - Extensive Knowledge of Multilateral Cooperations; - Conflict Management Skills; - Knowledge of administrative management; - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - High analytical thinking; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage	2

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Veterans Affairs Unit	Director of Unit	Director of Veterans Affairs Unit	A0 in Management, Public administration, Administrative Sciences, Social Sciences, Socio-Economics with 3 years of working experience; or Master's Degree in Management, Public Administration, Administrative Sciences, Social Sciences, Socio-Economics with 1 year of working experience <u>Key technical skills and knowledge required:</u> - Leadership and management skills - Good organization skills and time management skills; - Ability to be flexible and solve problems; - High analytical & Complex Problem solving Skills; - Collaboration skills (Influence, build relationships, manage conflicts, negotiate); - Excellent communication, organisation and interpersonal skills; - Computer skills. - Communication skills - Analytical skills; - Judgment and decision making skills; - Complex Problem Solving; - Time management skills; - Team working skills	1
	Veterans Administration	Veterans Administration Officer	A0 in Management, Public administration, Administrative Sciences, Social Sciences, Socio-Economics <u>Key technical skills and knowledge required:</u> - Good organization skills and time management skills; - Ability to be flexible and solve problems; - High analytical & Complex Problem solving Skills; - Collaboration skills (Influence, build relationships, manage conflicts, negotiate); - Excellent communication, organisation and interpersonal skills; - Computer skills. - Communication skills - Analytical skills; - Judgment and decision making skills; - Complex Problem Solving; - Time management skills; - Team working skills - Fluent in Kinyarwanda, English and/ or French;	2

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Foreign Relations and Defence Liaison Unit	Director of Unit	Director of Foreign Relations and Defence Liaison Unit	A0 International Relations, Political Sciences, Law, Administrative Sciences, Public Administration with 3 years of working Experience or Master's Degree in A0 International Relations, Political Sciences, Law, Administrative Sciences, Public Administration with 1 year of working Experience <u>Key Technical Skills & Knowledge required:</u> - Extensive Knowledge of Bilateral Affairs; - Conflict Management Skills; - Extensive Knowledge in Foreign Affairs; - Knowledge of administrative management; - Strong Leadership skills; - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Computer skills;	1
	Foreign Relations and Defence Diplomacy	Foreign Relations and Defence Diplomacy Officer	A0 International Relations, Political Sciences, Law, Administrative Sciences, Public Administration <u>Key Technical Skills & Knowledge required:</u> - Extensive Knowledge of Bilateral Affairs; - Conflict Management Skills; - Extensive Knowledge in Foreign Affairs; - Knowledge of administrative management; - Strong Leadership skills; - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Computer skills;	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Peace Keeping Operations	Peace Keeping Operations Officer	A0 International Relations, Political Sciences, Law, Administrative Sciences, Public Administration or Master's Degree in Law, International Humanitarian Law, International Human Rights Law, International law Key Technical Skills & Knowledge required: - Extensive Knowledge of Peace Keeping Operations; - Conflict Management Skills; - Extensive Knowledge in Foreign Affairs and International Organisations; - Knowledge of administrative management; - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Computer skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage	1
S/Total				10
HR and Administration Unit	Director of Unit	HR and Administration Unit	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 Key Technical Skills & Knowledge required: - 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 & Decision Making Skills; - Time management Skills; - Interview Skills; - High analytical Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Human Resources Officer	Human Resources Officer	A0 in Human Resource Management, Management, Public Administration, Administrative Sciences Key Technical Skills & Knowledge required: - Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources; - Knowledge in the Development of Human Resources Policies and procedures - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Salaries and Wages Officer	Salaries and Wages Officer	A0 in Human Resource Management, Management, Public Administration, Administrative Sciences Key Technical Skills & Knowledge required: - 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;	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Logistics Officer	Logistics Officer	A0 in Store Management, Management, Economics, Finance, Accounting, Administrative Sciences, Public Administration Key Technical Skills & Knowledge required: - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills;	1
	Archivist	Archivist	A0 in Library & Information Science or A1 in Library & information Science, Biblioteconomy Key Technical Skills & Knowledge required: - proficiency in information technology; - Computer literacy; - Bookkeeping Skills; - Knowledge of integrated document management - Knowledge of archive management software - Knowledge of the documentation management system(DMS) would be an advantage. - Organizational Skills; - Interpersonal Skills; - Planning Skills; - Communication Skills; - Report writing & Presentation skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Librarian	Librarian	A0 in Library & Information Science or A1 in Library & information Science, Bibliotheconomy Key Technical Skills & Knowledge required: -proficiency in information technology; -Computer literacy; - Bokkeeping Skills; -Knowledge of integrated document management -Knowledge of archive management software -Knowledge of the documentation management system(DMS) would be an advantage. - Organizational Skills; - Interpersonal Skills; - Planning Skills; - Communication Skills; - Report writting & Presentation skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Head of Central Secretariat	Head of Central Secretariat	A1 in Secretarial Studies, Office Management, Library and Information Science or A0 in Public Administration, Administrative Sciences,Management, Sociology, Social work, Law, Library and Information Science with 2 years of working experience Key Technical Skills & Knowledge required: - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Secretary in Central Secretariat	Secretary in Central Secretariat	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social work, Law Key Technical Skills & Knowledge required: - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2
	Receptionist	Receptionist	A2 in Communication, Public Relations, Journalism, Marketing, Languages Key technical skills and knowledge required: - 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 - Teamworking skills - Effective public relations and public speaking skills - Interviewing skills - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage.	2
S/Total				12

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Finance Unit	Director of Unit	Director of Finance Unit	Accounting Professional Qualification recognised by IFAC (ACCA, CPA); or A0 in Finance, Accounting, Management specialized in Finance/Accounting with 3 years of working experience Key Technical Skills & Knowledge required: - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting - Knowledge of Rwanda Public Financial Law; - Leadership and management skills; - Planning and organisational, Budgeting skills; - Communication skills; - Strong IT skills, particularly in Financia software (SMART IFMIS); - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Problem solving; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Cief Accountant	Chief Accountant	Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 Finance, Accounting, Management specialized in Finance/Accounting with 2 years of working experience Key Technical Skills & Knowledge required: - 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 Financia 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	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Accountant	Accountant	Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 Finance, Accounting, Management specialized in Finance/Accounting Key Technical Skills & Knowledge required: - 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 Financia software (SMART IFMIS); - Judgment & Decision Making Skills; - High Analytical Skills - Interpersonal skills; - Time management Skills - Complex Problem solving; - Flexibility Skills; - <u>Fluent in Kinvarwanda. English and/ or French: knowledge of all is an advantage</u>	3
	Budget Officer	Budget Officer	A0 in Finance, Accounting, Management, Economics Key Technical Skills & Knowledge required: - 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 Financia software (SMART IFMIS); - Judgment & Decision Making Skills; - High Analytical Skills - Interpersonal skills; - Time management Skills - Complex Problem solving; - Flexibility Skills; - <u>Fluent in Kinvarwanda. English and/ or French: knowledge of all is an advantage</u>	2

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Head Pay Officer	Head Pay Officer	A0 in Finance, Accounting, Management, Economics Key Technical Skills & Knowledge required: -Deep knowledge of Rwandan public service and labor law; - knowledge of the regulations applying to payroll procedures; - Knowledge of human resources concepts, practices, policies, and procedures; - Problem Solving Skills; - Computer Skills; - Judgment & Decision Making Skills; - Time management Skills; - High analytical Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2
	Verification Officer	Verification Officer	A0 in Finance, Accounting, Management, Economics Key Technical Skills & Knowledge required: -Deep knowledge of Rwandan public service and labor law; - knowledge of the regulations applying to payroll procedures; - Knowledge of human resources concepts, practices, policies, and procedures; - Problem Solving Skills; - Computer Skills; - Judgment & Decision Making Skills; - Time management Skills; - High analytical Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2
	Secretary to Finance Unit	Secretary to Finance Unit	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
S/Total				12
Grand / Total				103

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°38/03 ryo kuwa 27/02/2015 rigena inshingano n'imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Ingabo (MINADEF)

Kigali, kuwa 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

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

Seen to be annexed to Prime Minister's Order n°38/03 of 27/02/2015 determining mission, functions, organisational structure, salaries and fringe benefits for employees in the Ministry of Defence (MINADEF)

Kigali, on 27/02/2015 .

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n°38/03 du 27/02/2015 portant mission, fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère de la Défense (MINADEF)

Kigali, le 27/02/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République:

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

**UMUGEREKA WA III W'ITEKA RYA
MINISITIRI W'INTEBE N° 38/03 RYO KU WA
27/02/2015 RIGENA INSHINGANO,
N'IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI MINISITERI
Y'INGABO (MINADEF)**

**ANNEX III TOPRIME MINISTER'S ORDER
N°38/03 OF 27/02/2015 DETERMINING
MISSION, FUNCTIONS, ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES IN THE
MINISTRY OF DEFENCE(MINADEF)**

**ANNEXE III A L'ARRETE DU PREMIER
MINISTRE N°38/03 DU 27/02/2015
PORTANT MISSION, FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AVANTAGES ACCORDES
AU PERSONNEL DU MINISTERE DE LA
DEFENSE(MINADEF)**

MINADEF SALARY STRUCTURE

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Permanent Secretary	441	F	2869	1,265,229
Director General of Defence Policy and Strategy	330	2.III	1890	623,700
Director General of Foreign Military Relations & Cooperation	330	2.III	1890	623,700
Advisor to the Minister	330	2.III	1890	623,700
Director of Defence Policy Unit	330	3.II	1369	451,770
Director of Strategic Planning Unit	330	3.II	1369	451,770
Director of Veterans Affairs Unit	330	3.II	1369	451,770
Director of Foreign Relations and Defence Cooperation Unit	330	3.II	1369	451,770
Director of Intelligence Analysis Unit	330	3.II	1369	451,770
Director of MoD Agencies Coordination Unit	330	3.II	1369	451,770
Director of Internal Audit Unit	330	3.II	1369	451,770
Director of Defense Cooperation Unit	330	3.II	1369	451,770
Director of Finance Unit	330	3.II	1369	451,770
Director of HR and Administration Unit	330	3.II	1369	451,770
Director of Patrimony and Infrastructure Unit	330	3.II	1369	451,770
Director of Procurement Unit	330	3.II	1369	451,770
Director of Legal Affairs Unit	330	3.II	1369	451,770
Director of Public Relations and Communication Unit	330	3.II	1369	451,770
Director of ICT	330	3.II	1369	451,770
Construction Advisor	330	3.II	1369	451,770
Contract Management Specialist	330	3.II	1369	451,770
Quality Control Specialist	330	3.II	1369	451,770
Agriculture Economy Specialist	330	3.II	1369	451,770
Litigation Officer	300	4.III	1313	393,900
Legal Analysis Officer	300	4.III	1313	393,900
Legal Drafting	300	4.III	1313	393,900

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Principal Auditor	300	4.III	1313	393,900
Communication Officer	300	4.II	1141	342,300
System Administrator Officer	300	4.II	1141	342,300
Database and Application Administration Officer	300	4.II	1141	342,300
Network Administration Officer	300	4.II	1141	342,300
ICT Support Officer	300	4.II	1141	342,300
ICT Security Officer	300	4.II	1141	342,300
Defence Policy Development Officer	300	4.II	1141	342,300
Defence Policy Analysis & Evaluation Officer	300	4.II	1141	342,300
Planning Officer	300	4.II	1141	342,300
Veterans Administration	300	4.II	1141	342,300
Foreign Relations & Defence Diplomacy Officer	300	4.II	1141	342,300
Monitoring and Evaluation Officer	300	4.II	1141	342,300
Bilateral and Multilateral Cooperation Officer	300	4.II	1141	342,300
Peacekeeping Operation Officer	300	4.II	1141	342,300
Civil and Military Affairs Officer	300	4.II	1141	342,300
Media Analysis Officer	300	4.II	1141	342,300
Statistician	300	4.II	1141	342,300
Financial and Investment Analysis Officer	300	4.II	1141	342,300
Human Resources Officer	300	4.II	1141	342,300
Senior Auditor	300	4.II	1141	342,300
Chief Accountant	300	4.II	1141	342,300
Procurement Officer	300	5.II	951	285,300
Junior Auditor	300	5.II	951	285,300
Budget Officer	300	5.II	951	285,300
Salaries and Wages Officer	300	4.II	1141	342,300
Accountant	300	5.II	951	285,300

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Assets Acquisition and Disposal Officer	300	5.II	951	285,300
Fixed Assets Management Officer	300	5.II	951	285,300
Inventory and Store Management Officer	300	5.II	951	285,300
Logistics Officer	300	5.II	951	285,300
Head Pay Officer	300	5.II	951	285,300
Verification Officer	300	5.II	951	285,300
Administrative Liaison Officer	300	5.II	951	285,300
Administrative Assistant to the Minister	300	5.II	951	285,300
Administrative Assistant to the PS	300	5.II	951	285,300
Librarian	300	6.II	793	237,900
Customer Care Officer	300	6.II	793	237,900
Archivist	300	6.II	793	237,900
Head of Central Secretariat	300	7.II	660	198,000
Secretary to Finance Unit	300	8.II	508	152,400
Receptionists	300	8.II	508	152,400
Secretary in Central Secretariat	300	8.II	508	152,400

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 38/03 38/03 ryo ku wa 27/02/2015 rigena inshingano n'imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Ingabo (MINADEF)

Kigali, kuwa 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

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

Seen to be annexed to Prime Minister's Order n°38/03 of 27/02/2015 determining mission, functions, organisational structure, salaries and fringe benefits for employees in the Ministry of Defence (MINADEF)

Kigali, on 27/02/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n°38/03 du 27/02/2015 portant mission, fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère de la Défense (MINADEF)

Kigali, le 27/02/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République:

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

ITEKA RYA MINISITIRI W'INTEBE
N°39/03 RYO KU WA 27/02/2015 RIGENA
INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI BIGENERWA
ABAKOZI MURI MINISITERI
Y'UBUBANYI N'AMAHANGA
N'UBUTWERERANE (MINAFFET)

PRIME MINISTER'S ORDER N°39/03 OF
27/02/2015 DETERMINING MISSION AND
FUNCTIONS, ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES IN THE
MINISTRY OF FOREIGN AFFAIRS AND
COOPERATION (MINAFFET)

ARRETE DU PREMIER MINISTRE N°39/03 DU
27/02/2015 PORTANT MISSION ET
FONCTIONS, STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DES AFFAIRES
ETRANGERES ET DE LA
COOPERATION(MINAFFET)

ISHAKIRO

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ITEKA RYA MINISITIRI W'INTEBE N°39/03 RYO KU WA 27/02/2015 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'UBUBANYI N'AMAHANGA N'UBUTWERERANE (MINAFFET)

PRIME MINISTER'S ORDER N°39/03 OF 27/02/2015 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE MINISTRY OF FOREIGN AFFAIRS AND COOPERATION (MINAFFET)

ARRETE DU PREMIER MINISTRE N° 39/03 DU 27/02/2015 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DES AFFAIRES ETRANGERES ET DE LA COOPERATION(MINAFFET)

Minisitiri w'Intebe;

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 118, iya 119, iya 121 n'iya 201;

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

Asubiye ku Iteka rya Minisitiri w'Intebe n° 89/03 ryo ku wa 25/08/2011 rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimo bya Minisitiri y'Ububanyi n'Amahanga n'Ubutwererane;

Asubiye ku Iteka rya Minisitiri w'Intebe n° 53/03 ryo kuwa 14/07/2012 rishyiraho imishahara n'ibindi bigenerwa Abakozi bo mu Butegetsi Bwite bwa Leta, nk'uko ryahinduwe kandi ryujujwe kugeza ubu;

The Prime Minister;

Pursuant to the Constitution of 04 June 2003 of the Republic of Rwanda as amended to date, especially in Articles 118, 119, 121 and 201;

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

Reviewing Prime Minister's Order n° 89/03 of 25/08/2011 determining the mission, functions, organizational structure and summary of job positions of the Ministry of Foreign Affairs and Cooperation;

Reviewing Prime Minister's Order n° 53/03 of 14/07/2012 establishing salaries and fringe benefits for public servants of the Central Government as modified and complemented to date;

Le Premier Ministre;

Vu la Constitution de la République du Rwanda du 04 juin 2003 telle que révisée à ce jour, spécialement en ses articles 118, 119, 121 et 201;

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

Revu l'Arrêté du Premier Ministre n° 89/03 du 25/08/2011 portant mission, fonctions, structure organisationnelle et synthèse des emplois du Ministère Affaires Etrangères et de la Coopération ;

Revu l'Arrêté du Premier Ministre n°53/03 du 14/07/2012 fixant les salaires et autres avantages accordés au personnel de l'Administration Centrale, tel que modifié et complété à ce jour;

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

On proposal by the Minister Public Service and Labour;

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

Inama y'Abaminisitiri yateranye ku wa 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;

ATEGETSE:

HEREBY ORDERS:

ARRETE :

Ingingo ya mbere: Icyo iri teka rigamije

Article One: Purpose of this Order

Article premier: Objet du présent arrêté

Iri teka rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisitiri y'Ububanyi n'Amahanga n'Ubutwererane.

This Order determines mission and functions, organizational structure, salaries and fringe benefits for employees in the Ministry of Foreign Affairs and Cooperation.

Le présent arrêté porte mission et fonctions, structure organisationnelle, salaires et autres avantages accordés au personnel du Ministère des Affaires Etrangères et de la Coopération.

Ingingo ya 2: Inshingano

Article 2: Mission and functions

Article 2: Mission et fonctions

Minisitiri y'Ububanyi n'Amahanga n'Ubutwererane ifite inshingano rusange zo guteza imbere imibanire myiza n'ibindi bihugu mu rwego rwo kurengera amahoro n'umutekano urambye mu Gihugu, mu karere no ku isi hagamijwe kugira uruhare mu bukungu binyuze mu bufatanye mu iterambere, mu guteza imbere ishoramari n'ubukerarugendo, gusangira ubumenyi n'ikoranabuhanga, guteza imbere ubucuruzi buboneye ku isi no kwinjira mu miryango yo mu karere.

The Ministry of Foreign Affairs and Cooperation shall have the general mission to establish and maintain good relationship with other countries for peace, security and stability of Rwanda, the region and the world while participating to wealth creation through more efficient cooperation for development, promotion of investments and tourism, transfer of know-how and technologies, more equitable worldwide trade and regional integration.

Le Ministère des Affaires Etrangères et de la Coopération a pour mission générale d'établir et de maintenir de bonnes relations avec les autres pays en vue du maintien de la paix, de la sécurité et de la stabilité nationale, régionale et internationale tout en participant aux activités de développement à travers la coopération plus efficace pour le développement, la promotion des investissements et du tourisme, le transfert du savoir-faire et des technologies, le commerce mondial plus équitable et l'intégration régionale.

By'umwihariko, Minisitiri y'Ububanyi n'Amahanga n'Ubutwererane ifite inshingano zikurikira:

Specifically, the Ministry of Foreign Affairs and Cooperation shall be responsible for :

Plus particulièrement, le Ministère des Affaires Etrangères et de la Coopération est chargé de:

1 ° gukora, kumenyekanisha no guhuza

1 ° developing, disseminating and

1 ° développer, diffuser et coordonner la mise en

ishyirwa mu bikorwa rya za politiki, ingamba na gahunda bijyanye n'ububanyi n'amahanga n'ubutwererane;	coordinating the implementation of policies, strategies and programs as regards to external relations and cooperation;	oeuvre des politiques, stratégies et programmes en ce qui concerne les relations extérieures et la coopération ;
2 ° gutegura amategeko n'amabwiriza , kugira uruhare mu isinywa ry'masezerano mpuzamahanga no gukurikirana ishyirwa mu bikorwa ryayo ibinyujije mu:	2 ° developing legal acts, participating to the signature of international treaties and conventions and ensuring their implementation through:	2 ° préparer des actes juridiques, participer à la signature des conventions et traités internationaux et assurer leur mise en application à travers:
a. gushyiraho ibisabwa n'ibigenderwaho mu gufungura za ambasadi no gutanga impushya ku bashaka guhagararira ibihugu byabo cyangwa indi miryango mu Rwanda;	a. determination of conditions, and rules to open embassies, and deliver accreditations;	a. la détermination des conditions et des règles d'ouverture des ambassades, et arrangement des accréditations;
b. gutegura, no kumenyekanisaha amasezerano mpuzamahanga yashyizweho umukono n'u Rwanda;	b. preparation, capitalization and dissemination of the treaties and conventions signed by Rwanda;	b. la préparation, la capitalisation et la dissémination des traités et conventions signés par le Rwanda;
c. gukusanya no kubika ibyemezo by'inkiko bireba Minisiteri.	c. collection and keeping files of jurisprudence decisions concerning the Ministry.	c. la collecte et la conservation de la jurisprudence concernant le Ministère.
3 ° gushyiraho no kubungabunga ubutwererane hagati y'Ibihugu n'Imiryango Mpuzamahanga ibinyujije mu:	3 ° establishing and maintaining Bilateral and Multilateral Relations through:	3 ° établir et maintenir des relations bilatérales et multilatérales à travers:
a. gushyiraho uburyo bworohereza ishoramari ry'abanyamahanga mu Rwanda;	a. mobilization and facilitation of initiatives geared to foreign investments within Rwanda;	a. la mobilisation et la facilitation des initiatives axées sur les investissements étrangers au Rwanda;

b. gufasha imikoranire n'abashoramari bikorera bo hanze mu rwego rwo kugira uruhare mu iterambere ry'ubukungu mu Gihugu haba mu Nzego za Leta cyangwa z'abikorera bisabwe n'Urwego runaka rwo mu Rwanda;	b. facilitation of the relations with the private business sphere abroad to contribution to the development of the economic sectors of the country at national institution's request.	b. la facilitation des relations avec des entreprises privées étrangères pour contribuer au développement des secteurs économiques du pays à la demande d'une institution.
4 ° gukurikirana ibikorwa bya za ambasade z'u Rwanda mu mahanga ibinyujije mu:	4 ° supervising activities of Rwanda's embassies and consulates abroad through:	4 ° superviser les activités des ambassades et consulats du Rwanda à l'étranger à travers:
a. gutanga umurongo ngenderwaho kuri gahunda zigomba gushyirwa mu bikorwa muri za ambasade na konsila;	a. orientations on programs to be implemented by Rwanda embassies and consulates;	a. les orientations sur les programmes à mettre en œuvre par les ambassades et les consulats;
b. gukurikirana imikorere n'imicungire bya za ambasade na konsila;	b. supervising the functioning and management of embassies and consulates;	b. la supervision du fonctionnement et de la gestion des ambassades et consulats;
c. guteza imbere ubufatanye n'ishoramari ry'abikorera mu bikorwa byose by'Igihugu.	c. promoting partnerships and private investments in all national sectors of activities.	c. la promotion des partenariats et des investissements privés dans tous les secteurs d'activités nationales.
5 ° Gutunganya ibijyanye no kwakira abashyitsi n'itumanaho ibinyujije mu:	5 ° organising protocol and communication through:	5 ° organiser le protocole et la communication à travers:
a. Gutegura ibijyanye n'abashyitsi no kubakira;	a. managing visits, protocols, reception and audiences for visitors;	a. la gestion des visites, du protocole, des réceptions et des audiences pour les visiteurs;
b. gushyira mu bikorwa ibijyanye n'ibigenerwa abadipolomati n'ubudahangarwa bwabo;	b. implementation of activities related to attribution and management of diplomatic privileges and immunity;	b. la mise en application des activités liées à l'attribution et à la gestion des privilèges et immunités diplomatiques;
c. kumenyekanisha umuco nyarwanda kubasura u Rwanda;	c. promotion of the Rwandan culture to visitors;	c. la promotion de la culture rwandaise à l'égard des visiteurs;

6 ° guhuza abanyarwanda baba mu mahanga hifashishijwe serivisi bahabwa no kubakangurira gukunda no guteza imbere u Rwanda.

6 ° coordinating Diaspora's mobilisation and animation through advocacy and mobilization services to the Diaspora's members and encouraging them to be patriotic and contribute to national development.

6 ° coordonner la mobilisation de la Diaspora et l'animation grâce à des services de plaidoyer et de mobilisation pour les membres de la diaspora et leur encourager à être patriote et à contribuer au développement national.

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

Article 3: Organizational structure and job profiles

Article 3: Structure organisationnelle et profils d'emplois

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

The organizational structure and job profiles for the Ministry of Foreign Affairs and Cooperation are respectively in annexes I and II of this Order.

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

Ingingo ya 4: Igenwa ry'umushahara

Article 4: Determination of the salary

Article 4: Détermination du salaire

Imishahara y'Abakozi ba Minisiteri y'Ububanyi n'Amahanga n'Ubutwererane igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara mu Butegetsi bwa Leta.

Salaries for employees of the Ministry of Foreign Affairs and Cooperation shall be determined basing on the job classification and in accordance with general principles on salary calculation in Public Service.

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

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

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

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

Ingingo ya 5: Ibigize umushahara mbumbe

Article 5: Composition of the gross salary

Article 5: Composition du salaire brut

Umushahara mbumbe wa buri kwezi ku

The monthly gross salary for each employee

Le salaire brut mensuel pour chaque agent comprend

mukozi ukubiyemo iby'ingenzi bikurikira:

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

shall mainly be composed of the following:

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

principalement :

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

Indamunite y'urugendo ivugwa mu gika kibanziriza iki ntigenerwa Abayobozi bari ku nzego z'imirimo za "F" na "H/2" boroherezwa ingengo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze; ndetse n'Abakozi bari ku rwego rwa "3" bagenerwa indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite Abakozi ba Leta mu nshingano ze.

The transport allowance specified in the previous paragraph shall not be granted to officials positioned on levels "F" and "H/2" whose transport is facilitated in accordance with Instructions of the Minister in charge of transport. It shall not also be granted to public servants positioned on level "3" who are entitled to special transport allowance in accordance with Instructions of the Minister in charge public service.

L'indemnité de transport dont question à l'alinéa précédent n'est pas allouée aux Agents de l'Etat aux postes de niveau "F" et "H/2" pour lesquels le transport est facilité selon les Instructions du Ministre ayant le transport dans ses attributions, ainsi que ceux aux postes de niveau "3" qui bénéficient de l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Ingingo ya 6: Ibindi bigenerwa Umunyamabanga Uhoraho

Umunyamabanga Uhoraho muri Minisitiri y'Ububanyi n'Amahanga n'Ubutwererane agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

- 1 ° amafaranga yo kwishyura telefoni yo mu biro angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi, n'aya telefoni igendanwa angana n'ibihumbi ijana (100.000 Frw) buri kwezi;
- 2 ° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200.000 frw) buri kwezi

Article 6: Fringe benefits for Permanent Secretary

The Permanent Secretary in the Ministry of Foreign Affairs and Cooperation shall be entitled to the following fringe benefits:

- 1 ° one hundred thousand Rwandan francs (100,000 Rwf) per month for office land line and one hundred thousand Rwandan francs (100,000 Rwf) per month for mobile phone communication allowance;
- 2 ° office guest's entertainment allowance of two hundred thousand Rwandan francs (200,000 Rwf) per month and

Article 6: Avantages alloués au Secrétaire Permanent

Le Secrétaire Permanent au sein du Ministère des Affaires Etrangères et de la Coopération bénéficie des avantages suivants:

- 1 ° les frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) et de téléphone portable équivalant à cent mille francs rwandais (100.000 Frw) par mois;
- 2 ° les frais de représentation au service équivalant à deux cent mille francs rwandais (200.000 Frw) chaque mois et domiciliés au

anyura kuri konti ya Minisitiri;

transferred to the Ministry's account;

compte bancaire du Ministère;

3 ° Leta imworohereza mu bijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

3 ° the Government shall facilitate his/her transport in accordance with the Instructions of the Minister responsible for transport.

3 ° l'Etat lui facilite en ce qui concerne le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 7: Ibindi bigenerwa Abayobozi Bakuru bari ku rwego rwa "H/2"

Article 7: Fringe benefits for Senior Officials on "H/2" job classification level

Article 7: Avantages alloués aux hauts cadres aux postes de niveau "H/2"

Abayobozi Bakuru bari ku rwego rwa "H/2" kandi bafite itsinda ry'Abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe y'Urwego bakorera, bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

Senior Officials on "H/2" job classification level with a pool of public servants under their responsibilities in accordance with the approved organizational structure, shall each be entitled to the following fringe benefits:

Les hauts cadres aux postes de niveau "H/2" et ayant des agents de l'Etat placés sous leurs responsabilités suivant la structure organisationnelle approuvée, bénéficient chacun des avantages suivants:

1 ° amafaranga ya telefone yo mu biro angana n'amafaranga y'u Rwanda ibihumbi mirongo irindwi (70.000 Frw) buri kwezi; n'aya telefoni igendanwa angana n'amafaranga ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw) buri kwezi;

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

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

2 ° Leta imworohereza mu bijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

2 ° the Government shall facilitate his/her transport in accordance with the Instructions of the Minister responsible for transport.

2 ° l'Etat lui facilite en ce qui concerne le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Abandi Bayobozi Bakuru bari ku rwego rw'imirimo rwa H/2 ariko badafite itsinda ry'Abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe y'Urwego bakorera, bagenerwa buri wese kandi buri kwezi

Other Senior Officials positioned on level H/2 without a pool of public servants under their responsibilities in accordance with the approved organizational structure, shall each be entitled to a mobile phone communication allowance of

Les autres hauts cadres aux postes de niveau H/2 qui n'ont pas d'Agents de l'Etat placés sous leurs responsabilités suivant la structure organisationnelle approuvée, bénéficient chacun des frais de communication par téléphone portable équivalant à

amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw). Boroherewe kandi ingendo mu buryo buteganyijwe mu gika kibanziriza iki.

seventy thousand Rwandan francs (70,000Rwf) per month. They shall also benefit transport facilitation as provided for under the previous paragraph.

soixante-dix mille francs rwandais (70.000 Frw) par mois; ils bénéficient aussi la facilitation au transport conformément aux dispositions de l'alinéa précédent.

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

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

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

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

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

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

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

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

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

2 ° indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite Abakozi ba Leta mu nshingano ze.

2 ° a special transport allowance as determined by the instructions of the Minister responsible for public service.

2 ° l'indemnité spéciale de transport conformément aux Instructions du Ministre ayant la fonction publique dans ses attributions.

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

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

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

Ingingo ya 9: Indamunite z'urugendo rw'imodoka

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

Ingingo ya 10: Abashinzwe kubahiriza iri teka

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri w'Ibikorwa Remezo na Minisitiri w'Imari n'Igenamigambi basabwe kubahiriza iri teka.

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

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

Ingingo ya 12: Igihe iteka ritangira gukurikizwa

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

Kigali, ku wa 27/02/2015

Article 9: Mileage allowances

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

Article 10: Authorities responsible for the implementation of this Order

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

Article 11: Repealing provision

All prior provisions contrary to this Order are hereby repealed.

Article 12: Commencement

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

Kigali, on 27/02/2015

Article 9 : Indemnités kilométriques

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

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

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

Article 11: Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Article 12: Entrée en vigueur

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

Kigali, le 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiriw'Intebe

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Minisitiriw'AbakozibaLetan'Umurimo

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

**Bibonywe kandi bishyizweho Ikirango cya
Repubulika:**

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

Vu et scellé du Sceau de la République:

(sé)
BUSINGYE Johnston
Minisitiriw'Ubutabera/Intumwa Nkuru yaLeta

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

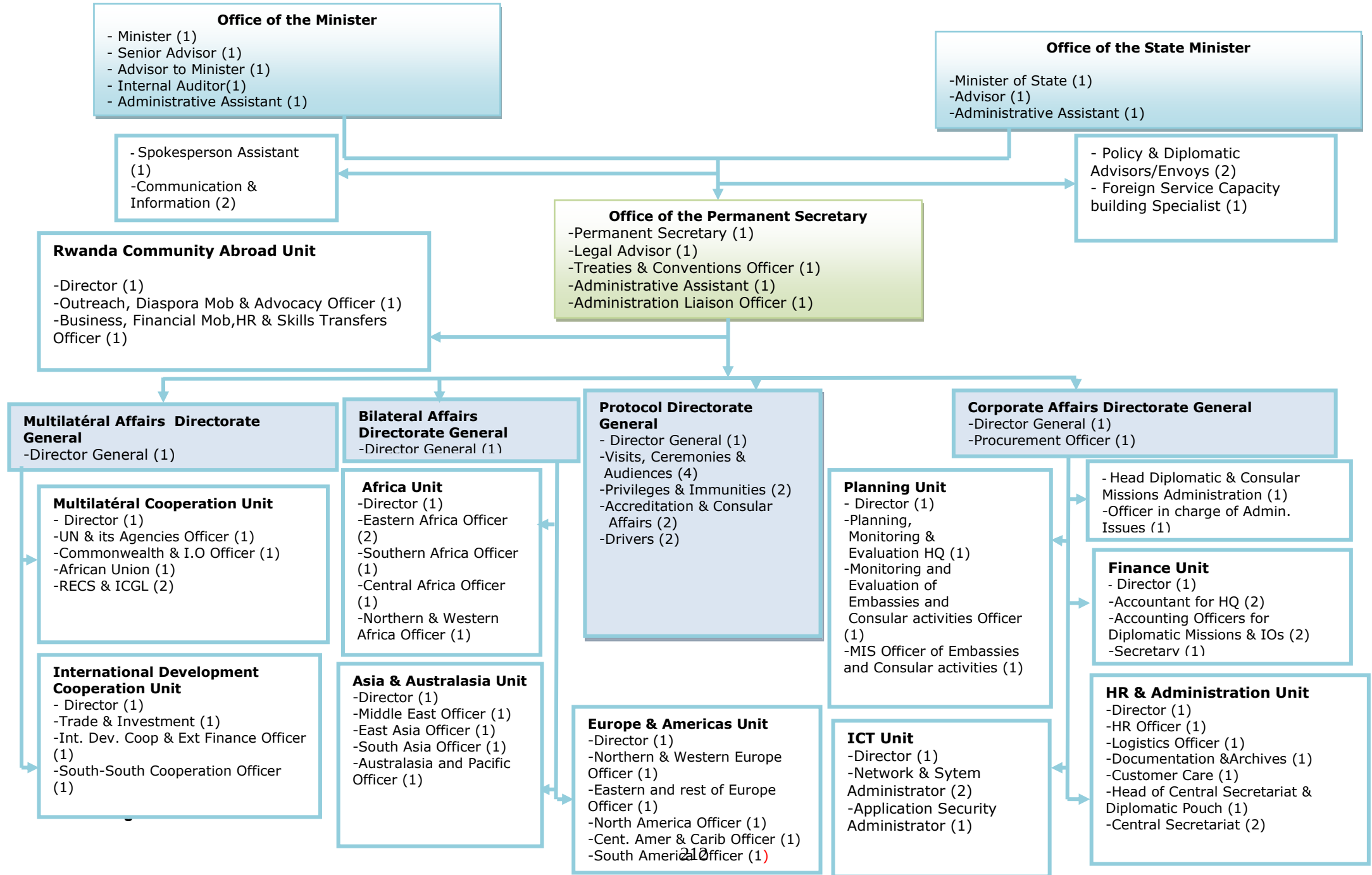
(sé)
BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

**UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N°39/03 RYO KU
WA 27/02/2015 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI
MINISITERI Y'UBUBANYI
N'AMAHANGA N'UBUTWERERANE
(MINAFFET)**

**ANNEX I TO PRIME MINISTER'S
ORDER N°39/03 OF 27/02/2015
DETERMINING MISSION AND
FUNCTIONS, ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES IN THE
MINISTRY OF FOREIGN AFFAIRS AND
COOPERATION (MINAFFET)**

**ANNEXE I A L'ARRETE DU PREMIER
MINISTRE N°39/03 DU 27/02/2015 PORTANT
MISSION ET FONCTIONS, STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AVANTAGES ACCORDES AU PERSONNEL
DU MINISTERE DES AFFAIRES
ETRANGERES ET DE LA COOPERATION
(MINAFFET)**

Official Gazette No. Special of 28/02/2015
MINAFFET ORGANIZATIONAL CHART



Bibonywe kugira ngo bishyirwe ku mugereka w' Iteka rya Minisitiri w'Intebe n° 39/03 ryo kuwa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisiteri y'Ububanyi n'Amahanga

Kigali, kuwa 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakoziba Letan'Umurimo

Bibonywe kandi bishyizweho Ikirangocya Repubulika :

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

Seen to be annexed to Prime Minister's Order n° 39/03 of 27/02/2015 determining mission and functions, organizational structure, salaries and fringe benefits for employees in the Ministry of Foreign Affairs and Cooperation

Kigali, on 27/02/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n° 39/03 du 27/02/2015 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère des Affaires Etrangères et de la Coopération

Kigali, le 27/02/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République :

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

UMUGEREKA WA II W'ITEKA RYA
MINISITIRI W'INTEBE N°39/03 RYO KU
WA 27/02/2015 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI
MINISITERI Y'UBUBANYI
N'AMAHANGA N'UBUTWERERANE
(MINAFFET)

ANNEX II TO PRIME MINISTER'S
ORDER N° N°39/03 OF 27/02/2015
DETERMINING MISSION AND
FUNCTIONS, ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES IN THE
MINISTRY OF FOREIGN AFFAIRS AND
COOPERATION (MINAFFET)

ANNEXE II A L'ARRETE DU PREMIER
MINISTRE N°39/03 DU 27/02/2015 PORTANT
MISSION ET FONCTIONS, STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AVANTAGES ACCORDES AU PERSONNEL
DU MINISTERE DES AFFAIRES
ETRANGERES ET DE LA COOPERATION
(MINAFFET)

MINISTRY OF FOREIGN AFFAIRS AND COOPERATION- JOB PROFILES

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Office of the Minister Of foreign Affairs and Cooperation/Government Spokesperson	Minister	Minister	Political appointee	1
	Senior Advisor	Senior Advisor	A0 in International Relations, Political Sciences, Communication, Public Administration, Administrative Sciences, Law with 5 years of working experience including 2 years in a senior position or Master's Degree in International Relations, Communication, Public Administration, International Cooperation, Administrative Sciences, Political Sciences and Law with 3 years of working experience Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Rwandan International Relations & Diplomacy System - Good knowledge of government policy-making and legislative processes; - Knowledge of the justice sector policies and issues; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Advisor	Advisor to the Minister	A0 in International Relations, Political Sciences, Communication, Public Administration, Administrative Sciences, Law with 5 years of working experience including 2 years in a senior position or Master's Degree in International Relations, Communication, International Cooperation, Public Administration, Administrative Sciences, Political Sciences and Law with 3 years of working experience Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Rwandan International Relations & Diplomacy System - Good knowledge of government policy-making and legislative processes; - Knowledge of the justice sector policies and issues; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Audit	Internal Auditor	A0 in Accounting, Public Finance, Management specializing in Finance/Accounting. Key Technical Skills & Knowledge required: - Detailed knowledge of financial and Audit Standards, HR & Financial Regulations, Procedures ; - Financial software; - Planning Skill; - High Analytical skills; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Administrative Assistant	Administrative Assistant	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
S/Total				5
Office of the Minister of State	Minister	Minister of State	Political Appointee	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Advisor	Advisor to the State Minister	A0 in International Relations, Political Sciences, Communication, Public Administration, Administrative Sciences, Law with 5 years of working experience including 2 years in a senior position or Master's Degree in International Relations, Communication, Public Administration, International Cooperation, Administrative Sciences, Political Sciences and Law with 3 years of working experience Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Rwandan International Relations & Diplomacy System - Good knowledge of government policy-making and legislative processes; - Knowledge of the justice sector policies and issues; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Administrative Assistant	Administrative Assistant	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
S/Total				3

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Office of the Spokesperson Assistant	Spokesperson Assistant	Spokesperson Assistant	A0 in International Relations, Political Sciences, Public Administration, Administrative Sciences, Economics, Management with 5 years of working experience or Master's Degree in Conflict Management, International Relations, Public Administration, Administrative Sciences, International Cooperation, Political Sciences, Economics and Management with 3 years of working experience Key Technical Skills & Knowledge required: -Conflict Management Skills - Extensive Knowledge in Foreign Affairs - Knowledge in administrative management, - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writting and reporting skills; - High analytical thinking; - Computer skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Communication and Information	Communication and Information Officer	A0 in Communication, International Relations, Journalism, Marketing, Linguistics and Literature. Key Technical Skills & Knowledge required: - Knowledge of working media - Presentation skills - interpersonal skills - Excellent communication skills both orally and in writing - Report writing and presentation skills - Computer skills - Creativity and initiative - Good organisational and time-management skills - Team working skills - Effective public relations and public speaking skills - Interviewing skills - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage	2
S/Total				3
	Policy & Diplomatic Advisors/Envoys	Policy & Diplomatic Advisors/Envoy	A0 in International Relations, Political Science, Communication, Public Administration, Administrative Science, Law with 5 years of working experience or Master's Degree in International Relations, Communication, Public Administration, Administrative Sciences, International Cooperation, Political Sciences and Law with 3 years of working experience Key Technical Skills & Knowledge required: - Extensive Knowledge in Diplomacy - Excellent Communication skills - Knowledge of managing a team and staff. - Knowledge of working in a pressurised environment. - Writing and Drafting Skills - General office management skills - Excellent IT skills - Conscientious and independent worker - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Foreign Service Capacity Building	Foreign Service Capacity Building Specialist	A0 in International Relations, Political Science, Communication, Public Administration, Administrative Science, International Cooperation, Law with 3 years of working experience or Master's Degree in International Relations, Communication, Public Administration, Administrative Sciences, International Cooperation Political Sciences and Law with 1 year of working experience Key Technical Skills & Knowledge required: - Extensive Knowledge in Capacity Building - Excellent External Communication skills - Knowledge of managing a team and staff. - Knowledge of working in a pressurised environment. - Writing and Drafting Skills - Excellent IT skills - Conscientious and independent worker - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
S/Total				3
Office of the Permanent Secretary	Permanent Secretary	Permanent Secretary in the Ministry of Foreign Affairs and Cooperation	Political Appointee	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Legal Advisor	Legal Advisor	A0 in Law with 3 years of working experience or Master's Degree in Law with 1 year of working experience Key Technical skills and Knowledge required : - Deep knowledge of Rwandan Defense laws; - High analytical and problem solving skills; - Legal research and analysis in complex areas of law; - Knowledge of Substantive Law and Legal Procedures; - Decision making skills; - Experience in contract drafting and negotiation; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French	1
	Treaties and Conventions	Treaties and Conventions Officer	A0 In Law Key Technical skills and Knowledge required : - Legal research and analysis in complex areas of law; - Knowledge of Substantive Law and Legal Procedures; - Decision making skills; - Knowledge of international conventions and Treaties - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Administrative Assistant	Administrative Assistant to the Permanent Secretary	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Administrative Liaison	Administrative Liaison Officer	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
S/Total				5

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Rwanda Community Abroad Unit	Director	Director of Rwanda Community Abroad Unit	A0 in International Relations, Political Science, International Cooperation, Communication, Public Administration, Administrative Science, Economics with 3 years of working Experience or Master' Degree in International Relations, Political Science, Communication, Public Administration, International Cooperation, Administrative Science, Economics with 1 year of working experience Key Technical Skills & Knowledge required: - Indigenous Knowledge of Rwandan community - Political analysis skills - Negotiation skills - organizational Skills - Strong Interpersonal skills - Public Speaking Skills - Knowledge of Different Culture Aspects - Research Skills -Convincing skills - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Outreach, Diaspora Mobilisation and Advocacy	Outreach, Diaspora Mobilisation and Advocacy Officer	A0 in International Relations, Political Science, International Cooperation, Communication, Public Administration, Administrative Science Key Technical Skills & Knowledge required: - Indigenous Knowledge of Rwandan community - Mobilization Skills - Negotiation skills - organizational Skills - Strong Interpersonal skills - Public Speaking Skills - Knowledge of Different Culture Aspects -Convincing skills - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Business, Financial Mobilisation, HR and Skills Transfers	Business, Financial Mobilisation, HR and Skills Transfers Officer	A0 in Business Administration, Economics, Finance, HR Management, Management, Public Administration, Administrative Sciences Key Technical Skills & Knowledge required: - HR Management skills - Mobilisation skills - Communication Skills - Negotiation skills - organizational Skills - Strong Interpersonal skills - Public Speaking Skills - Convincing skills - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
S/Total				3

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Multilateral Affairs Directorate General	Director General	Director General of Multilateral Affairs	A0 in International Relations, Public Administration, International Cooperation, Development Studies, Administrative Sciences, Political Science, Law, History, Economics, Management, Business Administration with 5 years of Working Experience or Master's Degree in International Relations, Public Administration, Development Studies, Administrative Sciences, International Cooperation, Political Science, Law, History, Economics, Management, Business Administration with 3 years of working Experience Key Technical Skills & Knowledge required: - Extensive Knowledge of Multilateral Affairs - Conflict Management Skills - Extensive Knowledge in Foreign Affairs - Knowledge of administrative management, - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Computer skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage.	1
S/Total				1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Multilateral Cooperation Unit	Unit Director	Director of Multilateral Cooperation Unit	A0 in International Relations, Public Administration, Development Studies, Administrative Science, Political Science, History, International Cooperation, Economics, Management, Business Administration, Law with 3 years of working Experience or Master's Degree in International Relations, Public Administration, Development Studies, Administrative Science, Political Science, International Cooperation, History, Economics, Management, Business Administration, Law with 1 year of working Experience Key Technical Skills & Knowledge required: - Extensive Knowledge of Multilateral Cooperations - Conflict Management Skills - Knowledge of administrative management, - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - High analytical thinking; - Fluent in Kinyarwanda, English and/or French;knowledge of all is an advantage.	1
	UN & Its Agencies	UN & Its Agencies Officer	A0 in International Relations, Public Administration, International Cooperation, Development Studies, Administrative Science, Political Science, History, Economics, Management, Business Administration, Law Key Technical Skills & Knowledge required: - Extensive Knowledge in Diplomacy - International relations Skills - Knowledge of administrative management, - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - High analytical thinking; - Fluent in Kinyarwanda, English and/or French;knowledge of all is an advantage.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Common Wealth & International Organisations	Common Wealth & International Organisations Officer	A0 in International Relations, Public Administration, International Cooperation, Development Studies, Administrative Sciences, Political Science, History, Economics, Management, Business Administration, Law Key Technical Skills & Knowledge required: - International relations Skills - Knowledge of administrative management, - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - High analytical thinking; - Fluent in Kinyarwanda, English and/or French;knowledge of all is an advantage.	1
	African Union	African Union Officer	A0 in International Relations, Public Administration,International Cooperation, Development Studies, Administrative Sciences, Political Science, History, Economics, Management, Business Administration, Law Key Technical Skills & Knowledge required: - Extensive Knowledge of Multilateral Cooperations - Conflict Management Skills - Knowledge of administrative management, - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - High analytical thinking; - Fluent in Kinyarwanda, English and/or French;knowledge of all is an advantage.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	RECS and ICGL	RECS and ICGL Officer	A0 in International Relations, Public Administration, International Cooperation, Development Studies, Administrative Sciences, Political Science, History, International Cooperation, Economics, Management, Business Administration, Law Key Technical Skills & Knowledge required: - Extensive Knowledge of Multilateral Cooperations - Conflict Management Skills - Knowledge of administrative management, - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - High analytical thinking; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage.	2
S/Total				6
International Development Cooperation Unit	Director	Director of International Development Cooperation Unit	A0 in International Relations, Public Administration, Development Studies, Administrative Sciences, Political Science, History, International Cooperation, Economics, Management, Business Administration with 3 years of Working Experience or Master' Degree in Economics, Development studies, International Cooperation, Business Administration, Management with 1 Year of working Experience Key Technical Skills & Knowledge required: - Knowledge of administrative management, - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - High analytical thinking; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Trade and Investment	Trade and Investment officer	A0 in Economics, Development studies, Business Administration, Management Key Technical Skills & Knowledge required: - Extensive Knowledge of Trade and Investment; - Excellent interpersonal skills; - Excellent communication skills; - Time management skills; - Organizational skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage.	1
	International Development, Cooperation and External Finance	International Development, Cooperation and External Finance Officer	A0 in Economics, Business Administration, Development Studies, Finance, Accounting Key Technical Skills & Knowledge required: - Extensive Knowledge of International Relations - Cooperation Skills - International development Skills - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	South - South Cooperation	South - South Cooperation Officer	A0 in International Relations, Public Administration, Law, International Cooperation, Administrative Sciences, Development Studies, Political Science, Economics, Management Key Technical Skills & Knowledge required: - International relations Skills - Knowledge of administrative management, - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - High analytical thinking; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage	1
S/Total				4

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Directorate General of Bilateral Affairs	Director General	Director General of Bilateral Affairs	A0 in International Relations, Public Administration, International Cooperation, Management, Political Sciences, Development Studies, Administrative Sciences, Law, Business Administration, History with 5 years of Working Experience or Master's Degree in International Relations, Public Administration, Law, Administrative Sciences, Management, Political Sciences, International Cooperation, Development Studies, History with 3 years of working Experience Key Technical Skills & Knowledge required: - Extensive Knowledge of Bilateral Affairs - Conflict Management Skills - Extensive Knowledge in Foreign Affairs - Knowledge of administrative management, - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Computer skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage.	1
S/Total				1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Africa Unit	Director	Director of Africa Unit	A0 in International Relations, Public Administration, International Cooperation, Development Studies, Administrative Sciences, Political Science, Law, History, Economics, Management, Business Administration with 3 years of working experience or Master's Degree in International Relations, Public Administration, Development Studies, Administrative Sciences, Political Science, Law, International Cooperation, History, Economics, Management, Business Administration with 1 year working experience Key Technical Skills & Knowledge required: - Extensive Knowledge of International Relations - Conflict Management Skills - Public Speaking Skills - Knowledge of administrative management, - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Computer skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Eastern Africa	Eastern Africa Officer	A0 in International Relations, Public Administration, International Cooperation, Development Studies, Administrative Science, Political Science, Law, History, Economics, Management, Business Administration Key Technical Skills & Knowledge required: - Extensive Knowledge of Eastern Africa community - Extensive Knowledge of International Relations - Conflict Management Skills - Public Speaking Skills - Knowledge of administrative management, - Excellent communication skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage	2
	Southern Africa	Southern Africa Officer	A0 in International Relations, Public Administration, International Cooperation, Development Studies, Administrative Science, Political Science, Law, History, Economics, Management, Business Administration Key Technical Skills & Knowledge required: - Extensive Knowledge of Southern Africa community - Extensive Knowledge of International Relations - Conflict Management Skills - Public Speaking Skills - Knowledge of administrative management, - Excellent communication skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Central Africa	Central Africa Officer	A0 in International Relations, Public Administration, International Cooperation, Development Studies, Administrative Science, Political Science, Law, History, Economics, Management, Business Administration Key Technical Skills & Knowledge required: - Extensive Knowledge of Central Africa community - Extensive Knowledge of International Relations - Conflict Management Skills - Public Speaking Skills - Knowledge of administrative management, - Excellent communication skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Fluent in Kinyarwanda, English and/or French;knowledge of all is an advantage.	1
	Northern & Western Africa	Northern & Western Africa Officer	A0 in International Relations, Public Administration, Development Studies, Administrative Sciences, Political Science, Law, History, Economics, International Cooperation, Management, Business Administration Key Technical Skills & Knowledge required: - Extensive Knowledge of Central Africa community - Extensive Knowledge of International Relations - Conflict Management Skills - Public Speaking Skills - Knowledge of administrative management, - Excellent communication skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Fluent in Kinyarwanda, English and/or French;knowledge of all is an advantage	1
S/Total				6

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Asia & Australasia Unit	Director	Director of Asia & Australasia Unit	A0 in International Relations, Public Administration, International Cooperation, Development Studies, Administrative Sciences, Political Science, Law, History, Economics, Management, Business Administration with 3 years of working experience or Master's Degree in International Relations, Public Administration, Development Studies, Administrative Sciences, Political Science, International Cooperation, History, Economics, Management, Business Administration with 1 year working experience Key Technical Skills & Knowledge required: - Extensive Knowledge of International Relations - Conflict Management Skills - Public Speaking Skills - Knowledge of administrative management, - Excellent interpersonal skills; - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Computer skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Middle East	Middle East Officer	A0 in International Relations, Public Administration, International Cooperation, Development Studies, Administrative Sciences, Political Science, Law, History, Economics, Management, Business Administration Key Technical Skills & Knowledge required: - Extensive Knowledge of Middle East community (countries) - Extensive Knowledge of International Relations - Conflict Management Skills - Public Speaking Skills - Knowledge of administrative management, - Excellent communication skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Fluent in Kinyarwanda, English and/or French;knowledge of all is an advantage.	1
	East Asia	East Asia Officer	A0 in International Relations, Public Administration, International Cooperation, Development Studies, Administrative Sciences, Political Science, Law, History, Economics, Management, Business Administration Key Technical Skills & Knowledge required: - Extensive Knowledge of East Asia community (countries) - Extensive Knowledge of International Relations - Conflict Management Skills - Public Speaking Skills - Knowledge of administrative management, - Excellent communication skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Fluent in Kinyarwanda, English and/or French;knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	South Asia	South Asia Officer	A0 in International Relations, Public Administration, International Cooperation, Development Studies, Administrative Science, Political Science, Law, History, Economics, Management, Business Administration Key Technical Skills & Knowledge required: - Extensive Knowledge of South Asia community (countries) - Extensive Knowledge of International Relations - Conflict Management Skills - Public Speaking Skills - Knowledge of administrative management, - Excellent communication skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage.	1
	Australasia and Pacific	Australasia and Pacific	A0 in International Relations, Public Administration, International Cooperation, Development Studies, Administrative Sciences, Political Science, Law, History, Economics, Management, Business Administration Key Technical Skills & Knowledge required: - Extensive Knowledge of Australasia and Pacific community (countries) - Extensive Knowledge of International Relations - Conflict Management Skills - Public Speaking Skills - Knowledge of administrative management, - Excellent communication skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage.	1
S/Total				5

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Directorate General of Protocol	Director General	Director General of Protocol	A0 in International Relations, Political Science, Communication, International Cooperation, Public Relations, Hospitality Management, Linguistics and Literature, Marketing, Public Administration, Development Studies, Administrative Sciences, History, Economics, Management, Business Administration with 5 years of working experience or Master's Degree in International Relations, Political Science, Communication, Public Relations, Hospitality Management, Marketing, Public Administration, Development Studies, Administrative Sciences, History, Economics, International Cooperation, Management, Linguistics and Literature, Business Administration with 3 years of working Experience Key Technical Skills & Knowledge required: - Knowledge of Working with High Officials - Events management skills - Diplomatic 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.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Visits, Celemonies, & Audiences	Visits, Celemonies, & Audiences Officer	A0 in International Relations, Political Science, Communication, International Cooperation, Public Relations, Hospitality Management, Marketing, Public Administration, Development Studies, Administrative Sciences, Political Science, History, Economics, Management, Business Administration, Public Administration, Development Studies, Administrative Sciences, Political Science, Linguistics and Literature, History, Economics, Management, Business Administration Key Technical Skills & Knowledge required: - Events management skills - Excellent communication skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage	4
	Privileges & Immunities	Privileges & Immunities Officer	A0 in International Relations, Political Science, International Cooperation, Communication, Public Relations, Hospitality Management, Marketing, Public Administration, Development Studies, Administrative Sciences, Political Science, History, Economics, Management, Business Administration, Public Administration, Development Studies, Administrative Sciences, Linguistics and Literature, Political Science, History, Economics, Management, Business Administration Key Technical Skills & Knowledge required: - Diplomatic Skills - Excellent communication skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage.	2

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Accreditation and Consular Affairs	Accreditation and Consular Affairs Officer	A0 in International Relations, Political Science, Communication, International Cooperation, Public Relations, Hospitality Management, Marketing, Public Administration, Development Studies, Administrative Sciences, Political Science, History, Economics, Management, Business Administration, Public Administration, Development Studies, Administrative Sciences, Linguistics and Literature, Political Science, History, Economics, Management, Business Administration Key Technical Skills & Knowledge required: - Diplomatic Skills - International relations - Excellent communication skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage.	2
	Driving	Driver	Driving Licence category B with 2 years of working experience Key Technical Skills & Knowledge required: - Timekeeping and Organisation skills; - Polite with good manners, - Communication skills	2
S/Total				11

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Europe & Americas Unit	Director	Director of Europe & Americas Unit	A0 in International Relations, Public Administration, International Cooperation, Development Studies, Administrative Sciences, Political Science, Law, History, Economics, Management, Business Administration with 3 years of working experience or Master's Degree in International Relations, Public Administration, Development Studies, Administrative Sciences, Political Science, International Cooperation, History, Economics, Management, Business Administration with 1 year working experience Key Technical Skills & Knowledge required: - Extensive Knowledge of International Relations and Cooperation - Conflict Management Skills - Public Speaking Skills - Knowledge of administrative management, - Excellent communication skills; - Decision-making skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Northern & Western Europe	Northern & Western Europe Officer	A0 in International Relations, Public Administration, International Cooperation, Development Studies, Administrative Sciences, Political Science, Law, History, Economics, Management, Business Administration Key Technical Skills & Knowledge required: - Extensive Knowledge of Northern & Western Europe community (countries) - Extensive Knowledge of International Relations in general - Conflict Management Skills - Public Speaking Skills - Knowledge of administrative management, - Excellent communication skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage.	1
	Eastern & Rest of Europe	Eastern & Rest of Europe Officer	A0 in International Relations, Public Administration, International Cooperation, Development Studies, Administrative Science, Political Science, Law, History, Economics, Management, Business Administration Key Technical Skills & Knowledge required: - Extensive Knowledge of Eastern & rest of Europe community (countries) - Extensive Knowledge of International Relations in general - Conflict Management Skills - Public Speaking Skills - Knowledge of administrative management, - Excellent communication skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	North America	North America Officer	A0 in International Relations, Public Administration, International Cooperation, Development Studies, Administrative Science, Political Science, Law, History, Economics, Management, Business Administration Key Technical Skills & Knowledge required: - Extensive Knowledge of Eastern & rest of Europe community (countries) - Extensive Knowledge of International Relations in general - Conflict Management Skills - Public Speaking Skills - Knowledge of administrative management, - Excellent communication skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Fluent in Kinyarwanda, English and/or French;knowledge of all is an advantage.	1
	Central America & Carib	Central America & Carib Officer	A0 in International Relations, Public Administration, International Cooperation, Development Studies, Administrative Science, Political Science, Law, History, Economics, Management, Business Administration Key Technical Skills & Knowledge required: - Extensive Knowledge of Central America & Carib community (countries) - Extensive Knowledge of International Relations in general - Conflict Management Skills - Public Speaking Skills - Knowledge of administrative management, - Excellent communication skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Fluent in Kinyarwanda, English and/or French;knowledge of all is an advantage.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	South America	South America Officer	A0 in International Relations, Public Administration, International Cooperation, Development Studies, Administrative Sciences, Political Science, Law, History, Economics, Management, Business Administration Key Technical Skills & Knowledge required: - Extensive Knowledge of South America community (countries) - Extensive Knowledge of International Relations in general - Conflict Management Skills - Public Speaking Skills - Knowledge of administrative management, - Excellent communication skills; - Time management skills; - Organizational skills; - Planning and coordination skills; - Writing and reporting skills; - High analytical thinking; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage.	1
S/Total				6

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Directorate General of Corporate Services	Director General	Director General of Corporate Services	A0 in Economics, Management, Business Administration, Public Administration, Administrative Sciences, Strategic Management, Public Finance, Accounting, Human Resource Management, Development Studies with 5 years of working experience or Master's Degree in Economics, Management, Business Administration, Public Administration, Strategic Management, Public Finance, Accounting, Human Resource Management, Development Studies with 3 years of working experience Key Technical Skills & Knowledge required: - Knowledge of Human Resources Policy and procedures; - Knowledge of Accounting principles and practices and financial data reporting. - Knowledge of Rwanda Public Servant & Labour laws and Financial Law; - Knowledge of Electronic equipment and computer hardware and software; - Leadership skills; - Coordination, Planning & Organizational Skills; - Interpersonal Skills; - Effective Communication Skills; - Judgment and Decision Making Skills; - Complex Problem Solving; - Negotiation Skills; - Time Management Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Public Procurement	Procurement Officer	A0 in Procurement, Management, Accounting, Public Finance, Law, Economy Key Technical Skills & Knowledge required: - 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
S/Total				2
Diplomatic & Consular Missions Administration	Head	Head of Diplomatic & Consular Missions Administration	A0 in Business Administration, Management, Accounting, Economics, Public Finance with 3 years of working experience or Master's Degree in Business Administration, Management, Accounting, Economics, Public Finance with 1 year of working experience Key Technical Skills & Knowledge required: - International relations skills; - Diplomatic skills - Planning and coordination skills; - Excellent IT Skills - Financial skills - Good communication and interpersonal skills - Good organization skills - Staff Management - High analytical thinking; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Administration	Administration Officer	A0 in Business Administration, Management, Accounting, Economics, Public Finance Key Technical Skills & Knowledge required: - International relations skills; - Knowledge of Diplomatic Missions - Planning and coordination skills; - Excellent IT Skills - Financial skills - Good communication and interpersonal skills - Good organization skills - Staff Management - High analytical thinking;	1
S/Total				2
Planning Unit	Director	Director of Planning Unit	A0 in Economics, Business Administration, Project Management, Management, Development Studies with 3 years of working experience or Master's Degree in Economics, Business Administration, Project Management, Management, Development Studies with 1 year of working experience Key Technical Skills & Knowledge required: - Excellent Planning skills - aeaxcellent Monitoring and Evaluation Skills - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decission Making Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Planning and Monitoring Evaluation	Planning and Monitoring Evaluation officer (HQ)	A0 in Economics, Business Administration, Project Management, Management, Development Studies Key Technical Skills & Knowledge required: - Planning skills - Monitoring and Evaluation Skills - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Monitoring and Evaluation Officer	Monitoring and Evaluation officer (Embassies and Consular Activities)	A0 in Economics, Business Administration, Project Management, Management, Development Studies Key Technical Skills & Knowledge required: - Strong Monitoring and Evaluation Skills - Communication Skills; - Computer Skills; - Organizational Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Management Information System Officer	Management Information System Officer (Embassies and Consular Activities)	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage Key Technical Skills & Knowledge required: - Knowledge of Rwanda's justice ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems - Proficient in Microsoft Office products - Proficient in basic networking protocols and standards - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
S/Total				4

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
ICT Unit	Director	Director of ICT	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 3 years of working experience and Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage or Master's degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 1 year of working experience in ICT Key Technical Skills & Knowledge required: - Knowledge of Rwanda's ICT Policies and Strategies as well as National ICT Policy; - Deep Understanding of information technology and telecommunications; - Knowledge to research and analyze technology problems, issues, and program requirements. - Knowledge of computer hardware/software technologies. - Interpersonal Skills; - Communication skills - Problem-solving skills; Analytical skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Network and System administrator	Network and System Administrator	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage Key Technical Skills & Knowledge required: - Knowledge of Rwanda's ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems - Proficient in Microsoft Office products - Proficient in basic networking protocols and standards - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic 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.	2

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Application Security Administrator	Application Security Administrator	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage Key Technical Skills & Knowledge required: - Knowledge of Rwanda's ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems - Proficient in Microsoft Office products - Proficient in basic networking protocols and standards - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
S/Total				4

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Director of Finance	Director	Director of Finance	A0 Finance, Accounting, Management with specialization in Finance/Accounting with 3 years of working experience or Accounting Professional Qualification recognised by IFAC (ACCA, CPA) with 1 year of working experience Key Technical Skills & Knowledge required: - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting. - Knowledge of Rwanda Public Financial Law; - Leadership and management skills; - Planning and organisational, Budgeting skills; - Communication skills; - Strong IT skills, particularly in Financia software (SMART IFMIS); - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Proble solving; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Accounting	Accountant (HQ)	Accounting Professional Qualification recognised by IFAC (ACCA, CPA etc) or A0 in Accounting, Public Finance, Finance or Management with Specialization in Finance Key Technical Skills & Knowledge required: Knowledge of cost analysis techniques; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software(SMART IFMIS); - Judgment & Decision Making Skills; - Knowledge to analyse complex financial information & Produce reports - Deep understanding of financial accounts; - High Analytical Skills - Interpersonal skills; - Time management Skills - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Accounting	Accounting Officer for Diplomatic Missions & International	Accounting Professional Qualification recognised by IFAC (ACCA, CPA etc) or A0 in Accounting, Public Finance, Finance or Management with Specialization in Finance Key Technical Skills & Knowledge required: - Knowledge of cost analysis techniques; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software(SMART IFMIS); - Judgment & Decision Making Skills; - Knowledge to analyse complex financial information & Produce reports - Deep understanding of financial accounts; - High Analytical Skills - Interpersonal skills; - Time management Skills - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2
	Secretary	Secretary	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
S/Total				6

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Human Resources & Administration Unit	Director	Director of Human Resources & Administration Unit	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 Key Technical Skills & Knowledge required: - 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 & Decision Making Skills; - Time management Skills; - Interview Skills; - High analytical Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	HR Management	HR Officer	A0 in Human Resource Management, Management, Public Administration, Administrative Sciences Key Technical Skills & Knowledge required: - Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources; - Knowledge in the Development of Human Resources Policies and procedures - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Logistics	Logistics Officer	A0 in Store Management, Management, Economics, Finance, Accounting, Public Administration, Administrative Sciences Key Technical Skills & Knowledge required: - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Documentation and Archives	Documentation and Archives officer	A0 in Library & information Science or A1 in Library & information system and Office Management Key Technical Skills & Knowledge required: -proficiency in information technology; -Computer literacy; -Bokkeeping Skills; -Knowledge of integrated document management; -Knowledge of archive management software; -Knowledge of the documentation management system(DMS) would be an advantage; - Organizational Skills; - Interpersonal Skills; - Planning Skills; - Communication Skills; - Report writing & Presentation skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Customer care	Customer care officer	A0 in Communication,Public Relations, International Relations,Linguistics and Literature,Marketing. Key technical skills and knowledge required: - Excellent interpersonal skills; - Knowledge in Customer care satisfaction; - Knowledge in Hospitality management; - Public speaking skills; - Time management skills; - Organizational skills; - Excellent communication skills; - Computer skills; -Fluent in Kinyarwanda, English and/or French. knowledge of all is an advantage	1
	Head of Central Secretariat and Diplomatic Pouch	Head of Central Secretariat and Diplomatic Pouch	A1 in Secretariat Studies, Office Management with 2 years of working experience or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key technical skills and knowledge required: - Knowledge of office administration; - Communication skills; - Computer skills; - Interpersonal skills; - Excellent organizational and time management skills; - Good interpersonal skills. - Stress management skills; - Bookkeeping skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Secretary	Secretary to the CentralSecretariat	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, sociology, Social work, Law Key Technical Skills & Knowledge required: - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2
S/Total				8
Grand / Total				88

Bibonywe kugira ngo bishyirwe ku mugereka w' Iteka rya Minisitiri w'Intebe n° 39/03 ryo kuwa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisiteri y'Ububanyi n'Amahanga

Kigali, kuwa 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakoziba Letan'Umurimo

Bibonywe kandi bishyizweho Ikirangocya Repubulika :

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

Seen to be annexed to Prime Minister's Order n° 39/03 of 27/02/2015 determining mission and functions, organizational structure, salaries and fringe benefits for employees in the Ministry of Foreign Affairs and Cooperation

Kigali, on 27/02/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n° 39/03 du 27/02/2015 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère des Affaires Etrangères et de la Coopération

Kigali, le 27/02/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République :

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

UMUGEREKA WA III W'ITEKA RYA
MINISITIRI W'INTEBE N°39/03 RYO KU
WA 27/02/2015 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI
MINISITERI Y'UBUBANYI
N'AMAHANGA N'UBUTWERERANE
(MINAFFET)

ANNEX III TO PRIME MINISTER'S
ORDER N°39/03 OF 27/02/2015
DETERMINING MISSION AND
FUNCTIONS, ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES IN THE
MINISTRY OF FOREIGN AFFAIRS AND
COOPERATION (MINAFFET)

ANNEXE III A L'ARRETE DU PREMIER
MINISTRE N°39/03 DU 27/02/2015 PORTANT
MISSION ET FONCTIONS, STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AVANTAGES ACCORDES AU PERSONNEL
DU MINISTERE DES AFFAIRES
ETRANGERES ET DE LA COOPERATION
(MINAFFET)

MINAFFET SALARY STRUCTURE

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Permanent Secretary	441	F	2869	1,613,167
Policy & Diplomatic Advisors	330	2.III	1890	892,962
Director General for Bilateral Affairs	330	2.III	1890	892,962
Director General for Multilateral Affairs	330	2.III	1890	892,962
Director General of Corporate Affairs	330	2.III	1890	892,962
Senior Advisor to the Minister	330	2.III	1890	925,706
Advisor to the Minister	330	2.III	1890	892,962
Advisor to the Minister of State	330	2.III	1890	892,962
Spokesperson Assistant	330	2.III	1890	892,962
Director General of Protocol	330	2.III	1890	892,962
Director of Africa Unit	330	3.II	1369	646,807
Director of Planning	330	3.II	1369	646,807
Director of Asia & Australasia	330	3.II	1369	646,807
Director of Europe & America	330	3.II	1369	646,807
Director of Multilateral Cooperation	330	3.II	1369	646,807
Director of International Development Cooperation	330	3.II	1369	646,807
Director of ICT Unit	330	3.II	1369	646,807
Director of Finance	330	3.II	1369	646,807
Director of HR & Administration	330	3.II	1369	646,807
Director of Rwanda Community Abroad	330	3.II	1369	646,807

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Legal Advisor	330	3.II	1369	646,807
Foreign Service Capacity Building Specialist	330	3.II	1369	646,807
Diplomatic & Consular Missions Administration Officer	330	3.II	1369	646,807
Communication & Information Officers	300	4.II	1141	485,333
HR Officer	300	4.II	1141	485,333
Outreach & Diaspora Mob & Advocacy Officer	300	4.II	1141	485,333
Business, Financial Mob, H.R & Skills Transfers Officer	300	4.II	1141	485,333
Treaties & Conventions Officer	300	4.II	1141	485,333
Eastern Africa Officer	300	4.II	1141	485,333
Southern Africa Officer	300	4.II	1141	485,333
Africa Union Officer	300	4.II	1141	485,333
Central Africa Officer	300	4.II	1141	485,333
Northern & Western Africa Officer	300	4.II	1141	485,333
Planning, Monitoring & Evaluation HQ Officer	300	4.II	1141	485,333
Monitoring and Evaluation Officer of Embassies and Consular activities	300	4.II	1141	485,333
Management Information System Officer of Embassies and Consular activities	300	4.II	1141	485,333
Northern & Western Europe Officer	300	4.II	1141	485,333
Eastern & Rest of Europe Officer	300	4.II	1141	485,333
North America Officer	300	4.II	1141	485,333
Central America & Caribbean Officer	300	4.II	1141	485,333
South America Officer	300	4.II	1141	485,333

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
UN & Its Agencies Officer	300	4.II	1141	485,333
Commonwealth & International Organizations Officer	300	4.II	1141	485,333
RECs & ICGLR Officer	300	4.II	1141	485,333
Middle East Officer	300	4.II	1141	485,333
East Asia Officer	300	4.II	1141	485,333
Australasia and Pacific Officer	300	4.II	1141	485,333
South Asia Officer	300	4.II	1141	485,333
Visits, Ceremonies & Audiences Officer	300	4.II	1141	485,333
Privileges & Immunities Officer	300	4.II	1141	485,333
Accreditation & Consular Affairs Officer	300	4.II	1141	485,333
Network & System Administrator	300	4.II	1141	485,333
Application Security Administrator	300	4.II	1141	485,333
Trade & Investment	300	4.II	1141	485,333
International Dv't Cooperation & External Fianace	300	4.II	1141	485,333
South - South Cooperation Officer	300	4.II	1141	485,333
Officer in charge of Administration issues	300	4.II	1141	485,333
Procurement Officer	300	5.II	951	404,515
Accountant for HQ	300	5.II	951	404,515
Accounting Officers for Diplomatic Missions & IOs	300	5.II	951	404,515
Internal Auditor	300	5.II	951	404,515
Logistics Officer	300	5.II	951	404,515
Administrative Assistant to the Minister	300	5.II	951	404,515

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Administrative Assistant to the Minister of State	300	5.II	951	404,515
Administrative Assistant to the PS	300	5.II	951	404,515
Administrative liaison officer	300	5.II	951	404,515
Documentation and archives	300	6.II	793	337,308
Customer Care Officer	300	6.II	793	337,308
Head of Central Secretariat & Diplomatic Pouch	300	7.II	660	280,736
Secretary	300	8.II	508	216,081
Secretary to Finance Unit	300	8.II	508	216,081
Drivers	300	9.II	391	166,315

Bibonywe kugira ngo bishyirwe ku mugereka w' Iteka rya Minisitiri w'Intebe n° 39/03 ryo kuwa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisiteri y'Ububanyi n'Amahanga

Kigali, kuwa 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakoziba Letan'Umurimo

Bibonywe kandi bishyizweho Ikirangocya Repubulika :

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

Seen to be annexed to Prime Minister's Order n° 39/03 of 27/02/2015 determining mission and functions, organizational structure, salaries and fringe benefits for employees in the Ministry of Foreign Affairs and Cooperation

Kigali, on 27/02/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n° 39/03 du 27/02/2015 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère des Affaires Etrangères et de la Coopération

Kigali, le 27/02/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République :

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

ITEKA RYA MINISITIRI W'INTEBE N° 40/03 RYO KU WA 27/02/2015 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'UBUHINZI N'UBWOROZI (MINAGRI)

PRIME MINISTER'S ORDER N°40/03 OF 27/02/2015 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE MINISTRY OF AGRICULTURE AND ANIMAL RESOURCES (MINAGRI)

ARRETE DU PREMIER MINISTRE N°40/03 DU 27/02/2015 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DE L'AGRICULTURE ET DES RESSOURCES ANIMALES (MINAGRI)

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ITEKA RYA MINISITIRI W'INTEBE N° 40/03 RYO KU WA 27/02/2015 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'UBUHINZI N'UBWOROZI (MINAGRI)

PRIME MINISTER'S ORDER N°40/03 OF 27/02/2015 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE MINISTRY OF AGRICULTURE AND ANIMAL RESOURCES (MINAGRI)

ARRETE DU PREMIER MINISTRE N°40/03 DU 27/02/2015 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DE L'AGRICULTURE ET DES RESSOURCES ANIMALES (MINAGRI)

Minisitiri w'Intebe;

The Prime Minister;

Le Premier Ministre;

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo kuwa 04 Kamena 2003 nk'uko ryavugururwe kugeza ubu, cyane cyane mu ngingo zaryo, iya 118, iya 119, 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 118, 119, 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 118, 119, 121 et 201;

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

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

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

Asubiye ku Iteka rya Minisitiri w'Intebe n° 96/03 ryo ku wa 25/08/2011 rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimo bya Minisiteri y'Ubuhozi;

Reviewing Prime Minister's Order n°96/03 of 25/08/2011 determining the mission, functions, organisational structure and summary of job positions of the Ministry of Agriculture and Animal Resources;

Revu l'Arrêté du Premier Ministre n°96/03 du 25/08/2011 portant mission, fonctions, structure organisationnelle et synthèse des emplois du Ministère de l'Agriculture et des Ressources Animales;

Asubiye ku Iteka rya Minisitiri w'Intebe n° 53/03 ryo kuwa 14/07/2012 rishyiraho imishahara n'ibindi bigenerwa Abakozi bo mu Butegetsi Bwite bwa Leta, nk'uko ryahinduwe kandi ryujywe kugeza ubu;

Reviewing Prime Minister's Order n° 53/03 of 14/07/2012 establishing salaries and fringe benefits for public servants of the Central Government as modified and complemented to date;

Revu l'Arrêté du Premier Ministre n° 53/03 du 14/07/2012 fixant les salaires et autres avantages accordés au personnel de l'Administration Centrale, tel que modifié et complété à ce jour;

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;

ATEGETSE:

HEREBY ORDERS:

ARRETE :

Ingingo ya mbere: Icyo iri teka rigamije

Article One: Purpose of this Order

Article premier: Objet du présent arrêté

Iri teka rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisitiri y'Ubuhanzi n'Ubworozi.

This Order determines mission and functions, organizational structure, salaries and fringe benefits for employees in the Ministry of Agriculture and Animal Resources.

Le présent arrêté détermine la mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère de l'Agriculture et des Ressources Animales.

Ingingo ya 2: Inshingano

Article 2: Mission and functions

Article 2: Mission et fonctions

Minisitiri y'Ubuhanzi n'Ubworozi ifite inshingano rusange yo guteza imbere ubuhinzi bwa kijyambere, buhamye kandi bushobora guhangana ku isoko ndetse no guteza imbere ubworozi hagamijwe kwihaza mu biribwa, guteza imbere igemura hanze ry'ibikomoka ku buhinzi n'ubworozi ndetse no kugira umusaruro w'ibyiciro byinshi mu nyungu z'umuhinzi mworozi n'ubukungu bw'Igihugu.

The Ministry of Agriculture and Animal Resources shall have the mission of promoting the sustainable development of a modern, efficient and competitive agriculture and livestock sector in order to ensure national food security, agriculture export and diversification of the productions for the benefit of the farmers and the economy of the country.

Le Ministère de l'Agriculture et des Ressources Animales a pour mission de promouvoir le développement durable d'une agriculture moderne, efficace et compétitive, et le développement du secteur de l'élevage, afin d'assurer la sécurité alimentaire nationale, les exportations agricoles et la diversification des productions au profit des agriculteurs et de l'économie du pays.

By'umwihariko, Minisitiri y'Ubuhanzi n'Ubworozi ishinze ibi bikurikira:

Specifically, the Ministry of Agriculture and Animal Resources shall be responsible for:

Plus particulièrement, le Ministère de l'Agriculture et des Ressources Animales est chargé de :

1 ° gushyiraho, kumenyekanisha no guhuza ishyingira mu bikorwa rya politiki, ingamba na gahunda z'ubuhinzi n'ubworozi ibinyujije mu:

1 ° developing, disseminating and coordinating the implementation of the policies, strategies and programs of agriculture and livestock sector through:

1 ° élaborer, diffuser et coordonner l'exécution des politiques, stratégies et programmes dans le secteur de l'agriculture et l'élevage à travers:

a. gushyiraho no kumenyekanisha politiki, ingamba, imishinga na gahunda zigamije kongera umusaruro ukomoka ku buhinzi n'ubworozi bigezweho, uhagije kugirango abaturage bihaze mu biribwa; b. guteza imbere gahunda n'ingamba zijyanye n'imicungire y'ubutaka n'amazi bikoreshwa mu buhinzi n'ubworozi;	a. elaboration and dissemination of the policies, strategies, projects and programmes aimed at modernising, intensifying and diversifying agriculture and livestock productions in order to ensure food security; b. development of programmes and strategies related to soil and water management for agriculture and livestock;	a. l'élaboration et la diffusion de la politique, des stratégies, projets, et programmes visant à moderniser, intensifier et diversifier la production agricole et de l'élevage pour assurer la sécurité alimentaire ; b. le développement des programmes et stratégies de la gestion des sols et de l'eau destinés à l'agriculture et à l'élevage ;
2 ° gutegura amategeko no gushyiraho amabwiriza agenga urwego rw'ubuhinzi n'ubworozi n'inzego zirushamikiyeho binyujijwe mu:	2 ° drafting laws and issuing regulations on agriculture and livestock sector and related sectors through:	2 ° préparer les projets de lois et émission des règlements régissant le secteur de l'agriculture et de l'élevage et les secteurs connexes à travers :
a. kugenzura ubuziranenge bw'ibikomoka ku buhinzi n'ubworozi; b. gushyiraho no gucunga uburyo bugamije kubuza ko habaho ibura ry'ibiribwa; c. gutegura no kumenyekanisha amategeko n'amabwiriza agenga urwego rw'ubuhinzi n'ubworozi ndetse n'inzego zirushamikiyeho; d. kugira uruhare mu gushyiraho no kumenyekanisha ubuziranenge n'amategeko agenga urwego rw'ubuhinzi n'ubworozi ibinyujije mu gufasha ibigo biyishamikiyeho;	a. ensuring quality of agricultural and livestock products; b. putting in place and managing early warning systems in order to prevent food shortage; c. elaborating and disseminating regulations on agriculture and livestock sector and related sectors; d. contributing to the development and dissemination of standards and laws regulating agriculture and livestock by supporting the institutions under its supervision;	a. le contrôle de la normalisation des produits agricoles et de l'élevage ; b. la mise en place et la gestion des systèmes d'alerte afin d'éviter la pénurie alimentaire ; c. l'élaboration et la diffusion des règlements dans le secteur de l'agriculture et de l'élevage et dans les secteurs connexes; d. la contribution à l'élaboration et à la dissémination des normes et lois régissant le secteur de l'agriculture et l'élevage en appuyant les institutions sous sa tutelle;

3 ° kuzamura ubushobozi bw'urwego rw'ubuhinzi n'ubworozi ndetse n'ubw'abakozi barwo ibinyujije mu:	3 ° developing institutional and human resources capacities in the agriculture and livestock sector through:	3 ° renforcer les capacités institutionnelles et du personnel dans le secteur de l'agriculture et de l'élevage à travers :
a. gushyiraho uburyo nyabwo bwo gukora ubushakashatsi mu by'ubuhinzi n'ubworozi no kumenyekanisha ibyavuyemo;	a. putting in place appropriate mechanisms to intensify and conduct agricultural and livestock research and extension;	a. la mise en place des mécanismes appropriés pour intensifier et faire les recherches dans le domaine agricole et de l'élevage ainsi que leur vulgarisation;
b. guteza imbere iyoherezwa hanze ry'ibikomoka ku buhinzi n'ubworozi;	b. promoting agricultural and livestock exports;	b. la promotion de l'exportation des produits agricoles et de l'élevage ;
c. guteza imbere ikoranabuhanga rikoresheya nyuma yo gusarura imyaka ndetse n'iterambere ry'inganda zitunganya ibikomoka ku buhinzi n'ubworozi;	c. promoting post-harvest technologies and agro-industry development;	c. la promotion des technologies après récolte et du développement agro-industriel ;
d. korohereza abikorera mu gushora imari mu buhinzi n'ubworozi;	d. putting in place conducive environment to encourage private sector to invest in agriculture and livestock;	d. la mise en place d'un environnement favorisant et encourageant le secteur privé à investir dans le secteur agricole et de l'élevage ;
e. kuzamura ubushobozi bw'urwego rw'ubuhinzi n'ubworozi harimo n'inzego z'ibanze;	e. building capacity of agricultural sector including local government;	e. le renforcement de la capacité du secteur agricole dont celle de l'administration locale;
4 ° gukurikirana no kugenzura ishyingira mu bikorwa rya politiki, ingamba na gahunda by'urwego rw'ubuhinzi n'ubworozi n'inzego zirushamikiyeho ibinyujije mu:	4 ° monitoring and evaluating the implementation of policies, strategies and programs of agricultural and livestock sector and related sectors through:	4 ° faire le suivi et l'évaluation de l'exécution des politiques, stratégies, et programmes du secteur de l'agriculture et de l'élevage et secteurs connexes à travers :
a. kunoza no kongera umusaruro w'ubuhinzi n'ubworozi ufashe	a. modernising, intensifying and diversifying agriculture and livestock	a. la modernisation, l'intensification et la diversification de la production agricole

kwihaiza mu biribwa;	production in order to ensure food security;	et de l'élevage afin d'assurer la sécurité alimentaire;
b. kunoza ibikorwa bigamije kurwanya indwara z'ibihingwa n'iz'amatungo;	b. coordinating interventions related to crop and animal diseases control;	b. la coordination des activités relatives à la prévention des maladies végétales et animales;
c. kugenzura gahunda n'ingamba zigamije gufata neza ubutaka n'amazi bigenewe ubuhinzi n'ubworozi;	c. supervising programmes and strategies related to soil and water management for agriculture and livestock;	c. la supervision des programmes et stratégies relatifs à la gestion des terres et de l'eau destinées à des fins agricoles et d'élevage ;
d. gukora isesengura ry'ibarurishamibare n'imibare ku rwego rw'igihugu mu byerekeye ubuhinzi n'ubworozi;	d. managing agricultural and livestock statistics and data analysis at national level;	d. la gestion de l'analyse des statistiques et des données agricole et de l'élevage au niveau national ;
e. kugenzura ibipimo no guhuza imibare yatanze n'inzego z'ibanze;	e. monitoring the indicators and consolidating the data handled by the decentralized entities;	e. le suivi des indicateurs et la consolidation des données traitées par les entités décentralisées ;
f. gushyikiriza Guverinoma raporo y'igihe runaka n'iy'umwaka ku ngaruka za politiki, ingamba, gahunda n'imishinga byagize ku iterambere ry'umusaruro w'ubuhinzi n'ubworozi;	f. reporting periodically and annually to Cabinet on the impact of the policies, strategies, programs and projects on agriculture and livestock development;	f. les rapports périodiques et annuels soumis au Gouvernement sur l'impact des politiques, stratégies, programmes et projets sur le développement de l'agriculture et de l'élevage ;
5 ° kugenzura inzego ziyishamikiyeho ibinyujije mu:	5 ° overseeing the institutions under supervision through:	5 ° superviser les institutions sous tutelle à travers :
a. guha icyerekezo gahunda zigomba kugerwaho n'inzego ziyishamikiyeho;	a. giving orientations on specific programs to be realized by the institutions under supervision;	a. les orientations sur des programmes à réaliser par les institutions sous sa tutelle ;
b. kugenzura imikorere n'imirungire y'ibigo biyishamikiyeho yita cyane	b. supervising the functioning and management of public institutions and	b. la supervision du fonctionnement et de la gestion des institutions et agences du

cyane ku musaruro n'ubushobozi bwabyo ndetse n'ibindi bibazo rusange by'ubuhinzi n'ubworozi;

agencies of the Ministry with emphasis on efficiency, resolution of sector problems;

Ministère en insistant sur leur rentabilité et la résolution des problèmes sectoriels ;

6 ° gukusanya ibikenewe mu rwego rwo kuzamura urwego rw'ubuhinzi n'ubworozi na gahunda zirushamikiyeho ibinyujije mu:

6 ° mobilizing resources for the development of the sector of agriculture and livestock and related programs through:

6 ° mobiliser les ressources pour le développement sectoriel et les programmes connexes à travers :

a. gukusanya ibikenewe mu gushyira mu bikorwa politiki n'ingamba z'ubuhinzi n'ubworozi no kumenya ko byakoreshejwe uko bikwiye mu guteza imbere urwo rwego;

a. mobilization of adequate resources for the implementation of policies and agricultural strategies and ensuring their rational utilization in the sector development;

a. la mobilisation des ressources destinées à l'exécution des politiques et des stratégies agricoles en assurant leur utilisation rationnelle dans le développement sectoriel ;

b. guteza imbere ubufatanye n'inzego ndetse n' ishoramari ry'abikorera mu kuzamura urwego rw'ubuhinzi n'ubworozi.

b. promotion of partnership and private investment in sector development.

b. la promotion du partenariat et de l'investissement privé en vue du développement sectoriel.

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

Article 3: Organizational structure and job profiles

Article 3 : Structure organisationnelle et profils d'emplois

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

The organizational structure and job profiles for the Ministry of Agriculture and Animal Resources are respectively in annex I and II of this Order.

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

Ingingo 4: Igenwa ry'umushahara

Article 4: Determination of the salary

Article 4: Détermination du salaire

Imishahara y'abakozi ba Minisiteri y'Ubuhanzi n'Ubworozi igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara mu Butegetsi bwa Leta.

Salaries foremployees of the Ministry of Agriculture and Animal Resources shall be determined basing on the job classification and in accordance with general principles on salary calculation in public service.

Les salaires accordés au personnel du Ministère de l'Agriculture et des Ressources Animales sont déterminés suivant la classification des emplois et conformément aux principes généraux de fixation des salaires dans la fonction publique.

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

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

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

Ingingo 5: Ibigeze umushahara mbumbe

Article 5: Composition of the gross salary

Article 5: Composition du salaire brut

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

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

Le salaire brut mensuel pour chaque agent comprend principalement :

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

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

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

Indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingontigenerwa Abayobozi bari ku nzego z'imirimo za "F" na "H/2" boroherezwa ingengo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze; ndetse n'abakozi bari ku rwego rwa "3" bagenerwa indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

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

L'indemnité de transport dont question à l'alinéa précédent n'est pas allouée aux agents de l'Etat aux postes de niveau "F" et "H/2" pour lesquels le transport est facilité conformément aux instructions du Ministre ayant le transport dans ses attributions, ainsi que ceux aux postes de niveau "3" qui bénéficient de l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Ingingo ya 6: Ibindi bigenerwa Umunyamabanga Uhoraho

Article 6: Fringe benefits for Permanent Secretary

Article 6: Avantages alloués au Secrétaire Permanent

Umunyamabanga Uhoraho agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

The Permanent Secretary shall be entitled to the following fringe benefits:

Le Secrétaire Permanent bénéficie des avantages suivants :

1 ° amafaranga yo kwishyura telefoni yo mu biro angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi, n'aya telefoni igendanwa angana n'ibihumbi ijana (100.000 Frw) buri kwezi;

2 ° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200. 000 Frw) buri kwezi anyura kuri konti ya Minisitiri;

3 ° Leta imworohereza mu bijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

1 ° one hundred thousand Rwandan francs (100,000 Rwf) per month for office land line and one hundred thousand Rwandan francs (100,000 Rwf) per month for mobile phone;

2 ° office guest's entertainment allowance of two hundred thousand Rwandan francs (200,000 Rwf) per month and transferred to the Ministry's account;

3 ° the Government shall facilitate his/her transport in accordance with the Instructions of the Minister in charge of transport.

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

2 ° les frais de représentation au service équivalant à deux cent mille francs rwandais (200.000 Frw) chaque mois et domiciliés au compte bancaire du Ministère;

3 ° l'Etat lui facilite en ce qui concerne le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 7: Ibindi bigenerwa Abayobozi Bakuru n'Umujyanama wa Minisitiricyangwa uw'Umunyabanga wa Leta bari ku rwego rwa “2.III”

Abayobozi Bakuru n'Umujyanama wa Minisitiri n'uw'Umunyabanga wa Leta bagererwa buri wese ibindi bibafasha gutunganya imirimo mu buryo bukurikira:

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

Article 7: Fringe benefits for Director Generals and Advisor to the Minister or to the Minister of State on “2.III” job level

Director Generals and Advisor to the Minister or to the Minister of State shall each be entitled to fringe benefits as follows:

1 ° Director Generals shall each be entitled to seventy thousand Rwandan francs (70,000 Rwf) per month for office land line and seventy thousand Rwandan francs (70,000 Rwf) per month for mobile phone;

Article 7: Avantages alloués aux Directeurs Généraux et au Conseiller du Ministre ou celui du Secrétaire d'Etat aux postes de niveau “2.III”

Les Directeurs Généraux et le Conseiller du Ministre ou celui du Secrétaire d'Etat bénéficient chacun des avantages comme suit:

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

2 ° Umujyanama wa Minisitiri cyangwauw'Umunyabanga wa Letabagenerwa buri wese amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw) buri kwezi;

3 ° Leta yorohereza buri wese mu bijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

2 ° the Advisor to the Minister or to the Minister of States shall each be entitled to seventy thousand Rwandan francs (70,000 Rwf) per month for mobile phone;

3 ° the Government shall facilitate transport for each in accordance with the Instructions of the Minister in charge of transport.

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

3 ° l'Etat facilite chacun en ce qui concerne le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

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

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

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

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

Directors of Units and Officials on "3" job level shall each be entitled to the following fringe benefits:

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

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

1 ° a mobile phone communication allowance of thirty thousand Rwandan francs (30,000 Rwf) per month.

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

2 ° indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

2 ° a special transport allowance as determined by the instructions of the Minister in charge of public service.

2 ° l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Abayobozi b'Amashami bari ku rwego rw'imirimo rwa "3" bafite itsinda ry'Abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe y'Urwego bakorera, bagenerwa kandi

Directors of Units on level "3" with a pool of public servants under their responsibilities in accordance with the approved organizational structure shall also each be entitled to an office

Les Directeurs d'Unités aux postes de niveau "3" ayant des agents de l'Etat placés sous leurs responsabilités suivant la structure organisationnelle approuvée, bénéficient en plus chacun des frais de

amafaranga ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi ya telefoni yo mu biro.

telephone communication allowance of one hundred thousand Rwandan francs (100,000Rwf) per month.

communication par téléphone de bureau équivalent à cent mille francs rwandais (100.000 Frw) par mois.

Ingingo ya 9: Indamunite z'urugendo rw'imodoka

Article 9: Mileage allowances

Article 9 : Indemnités kilométriques

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

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

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

Ingingo ya 10: Abashinzwe kubahiriza iri teka

Article 10: Authorities responsible for the implementation of this Order

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

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri w'Ubuhinzi n'Ubworozi, Minisitiri w'Ibikorwa Remezo na Minisitiri w'Imari n'Igenamigambi basabwe kubahiriza iri teka.

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

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

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

Article 11: Repealing provision

Article 11: Disposition abrogatoire

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

All prior provisions contrary to this Order are hereby repealed.

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Ingingoya 12: Igiheitekaritangiragukurikizwa

Article 12: Commencement

Article 12: Entrée en vigueur

Iri teka ritangira gukurikizwa ku muni ritangirijweho mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda. It takes effect as of

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.

ku wa 29/07/2014

29/07/2014.

Kigali, ku wa 27/02/2015

Kigali, on 27/02/2015

Kigali, le 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

**Bibonywe kandi bishyizweho Ikirango cya
Repubulika:**

Seen and sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République:

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

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

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

UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N⁰ 40/03 RYO KU
WA 27/02/2015 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI
MINISITERI Y'UBUHINZI N'UBWOROZI
(MINAGRI)

ANNEX I TO PRIME MINISTER'S ORDER
N⁰ 40/03 OF 27/02/2015 DETERMINING
MISSION AND FUNCTIONS,
ORGANISATIONAL STRUCTURE,
SALARIES AND FRINGE BENEFITS FOR
EMPLOYEES IN THE MINISTRY OF
AGRICULTURE AND ANIMAL
RESOURCES(MINAGRI)

ANNEXE I A L'ARRETE DU PREMIER
MINISTRE N⁰ 40/03 DU 27/02/2015
PORTANT MISSION ET FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AVANTAGES ACCORDES
AU PERSONNEL DU MINISTERE DE
L'AGRICULTURE ET DES RESSOURCES
ANIMALES (MINAGRI)

Official Gazette No. Special of 28/02/2015
MINISTRY OF AGRICULTURE AND ANIMAL RESOURCES - ORGANIZATIONAL CHART

Office of the Minister

- Minister (1)
- Advisor (1)
- Administrative Assistant (1)
- Internal Auditor (1)
- Agriculture Investment Specialist (1)

Office of the Minister of State

- Minister of State (1)
- Advisor (1)
- Administrative Assistant (1)

PERMANENT SECRETARY OFFICE

- Permanent Secretary (1)
- Legal Advisor (1)
- HRM Specialist (1)
- Public Relations and Communication Officer (1)
- Administrative Assistant (1)

- RAB
- NAEB

SPIU

General Directorate of Corporate Services

- DG Corporate Services (1)
- Administrative Liaison Officer (1)
- Human Resources Officer (1)
- Network and System Administrator (1)
- Accountant (1)
- Budget Officer (1)
- Procurement Officer (1)
- Logistics Officer (1)
- Customer care Officer (1)
- Documentation and Archives Officer (1)
- Head of Central Secretariat (1)
- Secretary in Central Secretariat (1)

Directorate General of Strategic Planning and Programs Coordination

- Director General (1)
- Agriculture Policy Specialist (1)
- Planning and Budgeting Specialist (1)
- Agro-Economy Specialist (1)
- Agriculture Financing and Agribusiness Specialist (1)
- Agriculture Statistics Specialist (1)
- Monitoring and Evaluation Specialist (1)
- Socio-economic Officer (1)
- MIS Officer (1)
- GIS Officer (1)

Directorate General of Animal Resources Development

- Director General (1)
- Livestock Specialist (1)
- Fish Farming Specialist (1)
- Animal Products Export Specialist (1)
- Apiculture and Commercial Insects Officer (1)

Directorate General of Agriculture Development

- Director General (1)
- Soil and Water Management Specialist (1)
- Seed Specialist (1)
- Food Crops Production Specialist (1)
- Export Crops Specialist (1)
- Environmental and Climate Change Specialist (1)
- Fertilizer Officer (1)

Bibonywe kugira ngo bishyirwe ku mugereka w'Itekarya Minisitiri w'Intebe n° 40/03 ryokuwa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisiteri y'Ubuhanzi n'Ubworozi

Kigali, kuwa 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyirizweho Ikirangocya Repubulika :

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

Seen to be annexed to Prime Minister's Order n° 40/03 of 27/02/2015 determining mission and functions, organizational structure, salaries and fringe benefits for employees in the Ministry of Agriculture and Animal Resources

Kigali, on 27/02/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n° 40/03 du 27/02/2015 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère de l'Agriculture et des Ressources Animales

Kigali, le 27/02/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République:

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

**UMUGEREKA WA II W'ITEKA RYA
MINISITIRI W'INTEBE N⁰ 40/03 RYO KU
WA 27/02/2015 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI
MINISITERI Y'UBUHINZI N'UBWOROZI
(MINAGRI)**

**ANNEX II TO PRIME MINISTER'S ORDER
N⁰ 40/03 OF 27/02/2015 DETERMINING
MISSION AND FUNCTIONS,
ORGANISATIONAL STRUCTURE,
SALARIES AND FRINGE BENEFITS FOR
EMPLOYEES IN THE MINISTRY OF
AGRICULTURE AND ANIMAL
RESOURCES(MINAGRI)**

**ANNEXE II A L'ARRETE DU PREMIER
MINISTRE N⁰ 40/03 DU 27/02/2015
PORTANT MISSION ET FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AVANTAGES ACCORDES
AU PERSONNEL DU MINISTERE DE
L'AGRICULTURE ET DES RESSOURCES
ANIMALES (MINAGRI)**

MINISTRY OF AGRICULTURE AND ANIMAL RESOURCES (MINAGRI) - JOB PROFILES

Administrative Unit	Job Titles	Title of Job positions linked to the Job	Job Profiles	Proposed Jobs
Office of the Minister	Minister	Minister	Political Appointee	1
	Advisor	Advisor to the Minister	A0 in Public Administration/Administrative Science, Management, Agriculture Sciences, Rural development, Agri- business, Veterinary sciences with 5 years of working experience or 2 years in a senior position or Master's Degree or Equivalent in Law, Public Administration/Administrative Science, Management, Agriculture Sciences, Rural development, Agri- business, Veterinary sciences with 3 years of working experience. Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of Rwandan Agriculture Policy, system and strategies; - Extensive Knowledge in Agriculture and veterinary sector issues; -Extensive knowledge for advising and advocate in Agriculture and veterinary matters; -Extensive Knowledge of promoting Agriculture and veterinary sector; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; -Coordination, planning and organisational skills; - Interpersonal skills; -Collaboration and team working skills; -Effective communication skills; -Administrative skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Administrative Unit	Job Titles	Title of Job positions linked to the Job	Job Profiles	Proposed Jobs
	Agriculture Investment	Agriculture Investment Specialist	A0 in Agribusiness, Agriculture - Economics with 3 Years of working Experience or Master's Degree in Agribusiness, Agriculture - Economics, Agriculture <u>Key technical skills and knowledge required:</u> - Knowledge of different financing options for Agriculture Projects in the context of developing countries; - Knowledge of project finance and different possible financing models; - Ability to develop coordination mechanisms and information sharing platforms; - Strong written and verbal communication skills; - Quantitative and analytic skills required; - Motivation skills; - Time management skills - Ability to work effectively under pressure; - Team-working skills; - Numerical skills; - Problem-solving skills; - Communication skills. - Fluent in Kinyarwanda, English and/or French	1

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Administrative Unit	Job Titles	Title of Job positions linked to the Job	Job Profiles	Proposed Jobs
	Internal Audit	Internal Auditor	A0 in Accounting, Public Finance or Management with specialization in Finance/Accounting. <u>Key technical skills and knowledge required:</u> - Detailed knowledge of financial and audit standards, Human Resource and Financial procedures and regulations; - 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 sens; - Fluent in Kinyarwanda, English and/or French	1
	Administrative Assistant	Administrative Assistant	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative sciences, Management, Social work, Sociology, Law <u>Key Technical Skills & Knowledge required:</u> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Word 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
Office of the Minister, Sub Total				5
Office of State Minister	Minister of State	Minister of State	Political appointee	1

Administrative Unit	Job Titles	Title of Job positions linked to the Job	Job Profiles	Proposed Jobs
	Advisor	Advisor to the Minister of State	A0 in Public Administration, Administrative Sciences, Management, Agriculture Sciences, Rural development, Agri- business, Veterinary sciences, Law with 5 years of working experience or 2 years in a senior position or Master's Degree or Equivalent in Law, Public Administration, Administrative sciences, Management, Agriculture Sciences, Rural development, Agri- business, Veterinary sciences, Law with 3 years of working experience. Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of Rwandan Agriculture Policy, system and strategies; - Extensive Knowledge in Agriculture and veterinary sector issues; -Extensive knowledge for advising and advocate in Agriculture and veterinary matters; -Extensive Knowledge of promoting Agriculture and veterinary sector; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; -Coordination, planning and organisational skills; - Interpersonal skills; -Collaboration and team working skills; -Effective communication skills; -Administrative skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Administrative Assistant	Administrative Assistant	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Social work, Sociology, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - fluent in Kinyarwanda, English and/ or French; - knowledge of all is an advantage	1
Office of the Minister of State, Sub - Total				3
Office of the Permanent Secretary	Permanent Secretary	Permanent Secretary	Political Appointee	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Titles	Title of Job positions linked to the Job	Job Profiles	Proposed Jobs
	Legal Advisor	Legal Advisor	A0 in Law with 3 years of working experience or Master's Degree in Law Key Technical skills and Knowledge required : - High analytical and problem solving skills; -Extensive knowledge in Public Service Laws and Labour Law; - Legal research and analysis in complex areas of law; - Knowledge of Substantive Law and Legal Procedures; - Decision making skills; - Experience in contract drafting and negotiation; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French.	1
	Human Resources Specialist	Human Resources Management Specialist	A0 in Human Resource Management,Management with specialization in Human Resource, Business Administration with Specialization in Human Resource with 3 years of working experience or Master's Degree in Human Resource Management,Management with specialization in Human Resource, Business Administration with Specialization in Human Resource Key Technical Skills & Knowledge required: - Deep knowledge of Rwandan public service and labor law; - Knowledge in Conflict Management; - knowledge of the regulations applying to payroll procedures; - Knowledge of human resources concepts, practices, policies, and procedures; - Problem Solving Skills; - Computer Skills; -Judgment & Decision Making Skills; - Time management Skills; - Interview Skills; - High analytical Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Titles	Title of Job positions linked to the Job	Job Profiles	Proposed Jobs
	Administrative Assistant	Administrative Assistant	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative sciences, Management, Social work and Sociology, Law <u>Key Technical Skills & Knowledge required:</u> - Computer Skills - Office Management Skills; - Excellent Communication, Organizational, and 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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Administrative Unit	Job Titles	Title of Job positions linked to the Job	Job Profiles	Proposed Jobs
	Public Relations & Communication	Public Relations & Communication Officer	A0 in Journalism, Communication, International Relations, Marketing, Linguistics and Literature <u>Key Technical Skills & Knowledge required :</u> -Excellent communication skills both oral and in writing; -Excellent interpersonnal skills; -Report writing & Presentation skills; - Creativity & Initiative; - Good Organizational and Time-management Skills; - Teamworking Skills; - Effective Public relations & Public speaking skills; - Interviewing Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
Office of the Permanent Secretary, Sub -Total				5

Administrative Unit	Job Titles	Title of Job positions linked to the Job	Job Profiles	Proposed Jobs
Directorate General of Strategic Planning and Programs Coordination	Director General	Director General of Strategic Planning and Programs Coordination	A0 in Agro-Economics, Economics, Rural Economics, Rural Development, Agribusiness, Agriculture, Animal Sciences, Development Studies Management with 5 years of working experience and 2 years in a senior position or Master's Degree in Agro-Economics, Economics, Rural Economics, Rural Development, Agribusiness, Agriculture, Animal Sciences, Development Studies Management with 3 years of working experience. <u>Key Technical Skills & Knowledge required:</u> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's Agriculture Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Rwanda National Planning and Budgeting Systems; - Financial management skills; - Programs coordination skills; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Administrative Unit	Job Titles	Title of Job positions linked to the Job	Job Profiles	Proposed Jobs
	Agriculture Policy Specialist	Agriculture Policy Specialist	A0 in Agriculture Science, Agriculture Economics, Agronomy, Crop Production with 3 years of working experience or Master's Degree in Agriculture Science, Agriculture Economics, Agronomy, Crop Production <u>Key Technical Skills & Knowledge required:</u> - Knowledge of results based management; - Logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's Agriculture Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Rwanda National Planning and Budgeting Systems; - Budget Management skills; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Administrative Unit	Job Titles	Title of Job positions linked to the Job	Job Profiles	Proposed Jobs
	Planning and Budgeting	Planning and Budgeting Specialist	A0 in Economics, Agro-Economics, Project Management, Development Studies, Business Administration with 3 years of working experience or Master's Degree in Economics, Agro-Economics, Project Management, Development Studies, Business Administration Key Technical Skills & Knowledge required: - Knowledge of results based management; - Logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's Agriculture Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Rwanda National Planning and Budgeting Systems; - Budget Management skills; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Monitoring and Evaluation	Monitoring and Evaluation Specialist	A0 in Management, Economics, Development Studies, Project Management with 3 years of working experience or Master's Degree in Management, Economics, Development Studies, Project Management Key Technical Skills & Knowledge required: - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Knowledge of Rwanda's Agriculture sector policies and strategies; - Knowledge to conduct monitoring exercises; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Complex Problem Solving; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Administrative Unit	Job Titles	Title of Job positions linked to the Job	Job Profiles	Proposed Jobs
	Agriculture Financing and Agribusiness	Agriculture Financing and Agribusiness Specialist	A0 in Agribusiness, Agro-Economics, Agriculture financing, Finance with 3 years of working experience or Master's Degree in Agribusiness, Agro-Economics, Agriculture financing, Finance. <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Rwanda's Agriculture sector policies and strategies; - In-depth understanding and knowledge of the Rwandan and regional context for agribusiness development; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Complex Problem Solving; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Agriculture Statistics	Agriculture Statistics specialist	A0 in Statistics, Applied Mathematics, Agriculture Statistics, Economics, Agro Economics with 3 Years of working experience or Master's Degree in Statistics, Applied Mathematics, Agriculture Statistics, Economics, Agro Economics. <u>Key Technical Skills & Knowledge required</u> - Knowledge of Rwanda's Agriculture sector policies and strategies; - Mathematical skills and knowledge of use of statistical packages such as SPSS or other statistical and or mathematical analysis programs; - Skills in sampling, collecting, computing, and analyzing statistical data, and applying statistical techniques; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Complex Problem Solving; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

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Administrative Unit	Job Titles	Title of Job positions linked to the Job	Job Profiles	Proposed Jobs
	Agro - Economy Specialist	Agro - Economy Specialist	A0 in Agri - Business, Agro- Economic, Agriculture with 3 years of working experience or Master's Degree in Agri - Business, Agro- Economic, Agriculture <u>Key Technical Skills & Knowledge required</u> - Knowledge in Agriculture sector; - Skills in defining the broad priorities in the preservation and improvement of the Feeder road network; - Knowledge in feeder road standards, - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Complex Problem Solving; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Socio - Economy Officer	Socio - Economy Officer	A0 in Economics, Sociology, Agribusiness, Agrieconomics <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Rwanda Agriculture sector ; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Complex Problem Solving; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Administrative Unit	Job Titles	Title of Job positions linked to the Job	Job Profiles	Proposed Jobs
	Management Information System	Management Information System Officer	Ao in Agriculture Information System, Information sciences. <u>Key Technical Skills & Knowledge required:</u> - Knowledge in Agriculture sector; - Knowledge in Information dissemination of the Agriculture sector; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/ or French;knowledge of all is an advantage.	1
	GIS	GIS Officer	Ao in Geographical Information Systems (GIS), Geography, Agriculture, Environment, Information Technology. <u>Key Technical Skills & Knowledge required:</u> - Knowledge in Agriculture sector; - Knowledge in Information dissemination of the Agriculture sector; - Interpersonal Skills; - Communication skills; - Negotiation Skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/ or French;knowledge of all is an advantage.	1
Office of the DG, Strategic Planning and Programs Coordination, Sub -Total				10

Administrative Unit	Job Titles	Title of Job positions linked to the Job	Job Profiles	Proposed Jobs
Directorate General for Agriculture Development	Director General	Director General for Agriculture Development	A0 in Agriculture sciences, Crop production, Agribusiness, agri-economics, horticulture with 5 years of working experience and 2 years in a senior position or Master's Degree in Agriculture sciences, crop production, Agribusiness, agri-economics, horticulture with 3 years of working experience. Key Technical Skills & Knowledge required: - Deep knowledge of Agriculture context development agenda; - Leadership skills; - Interpersonal Skills; - Communication skills; - Negotiation Skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Soil and Water Management	Soil and Water Management Specialist	A0 in Rural Engineering, Agriculture Mechanization, Water Management, Irrigation System with 3 years of working experience or Master's Degree in Rural Engineering, Agriculture Mechanization, Water Management, Irrigation System. Key technical skills and knowledge required: - Knowledge of the Agriculture sector in Rwanda; - Knowledge of the principles, practices and techniques of soil and water conservation in rural areas; - General knowledge of modern methods and techniques in Soil and Water management; - General knowledge of the various guidelines, policies, ordinances and regulations pertaining to Soil and water conservation and land development and management; - Problem solving skills; - Computer skills; - Excellent communication skills, - Interpersonal and writing skills, - Organizational Skills; - Judgment & Decision Making Skills; - Complex Problem Solving skills; - Time management Skills; - High analytical Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Administrative Unit	Job Titles	Title of Job positions linked to the Job	Job Profiles	Proposed Jobs
	Food Crops Production	Food Crops Production Specialist	A0 in Agriculture Sciences, Crop sciences, Horticulture, Agro-Economics, Agribusiness with 3 years of working experience or Master's Degree in Agriculture Sciences, Crop sciences, Horticulture, Agro-Economics, Agribusiness Key Technical Skills & Knowledge required: - Deep knowledge of Agriculture context development agenda; - Knowledge in emergency response and recovery following natural disaster; - Knowledge in designing and implementing appropriate and effective safety nets, including cash and/or food transfer programming; - Skills in technical proposal writing, designing and implementing food security programs; - Interpersonal Skills; - Communication skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Export Crops	Export Crops Specialist	A0 in Agribusiness, Agro-Economics with 3 years of working experience or Master's Degree in Agribusiness, Agro-Economics. Key Technical Skills & Knowledge required: - Knowledge of the Agriculture sector of Rwanda; - Knowledge of the Rwanda Export development policy of the Crops; - Knowledge of agro-ecology and socio-economic conditions of rural areas; - Knowledge in Industrial crops; - Knowledge in marketing fruit and vegetables on the international market; - Skills in handling fresh fruit and vegetables for export; - Interpersonal Skills; - Communication skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Administrative Unit	Job Titles	Title of Job positions linked to the Job	Job Profiles	Proposed Jobs
	Seed Specialist	Seed Specialist	A0 in Agriculture, Seed Production, or Agronomy with 3 years of working experience or Master or Equivalent in Agriculture, Seed Production, or Agronomy <u>Key technical skills and knowledge required:</u> - Knowledge of Rwandan Agriculture sector; - Computer skills; - Excellent communication skills, - Interpersonal and writing skills, - Computer Skills; - Organizational Skills; - Judgment & Decision Making Skills; - Complex Problem Solving skills; - Time management Skills; - High analytical Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Environmental & Climate Change Specialist	Environmental & Climate Change Specialist	A0 in Natural Resources, Environmental Sciences, Geography, Ecology, Rural Engineering, Agriculture Mechanization with 3 years of working experience or Master's Degree in Natural Resources, Environmental Sciences, Geography, Ecology, Rural Engineering, Agriculture Mechanization <u>Key Technical Skills & Knowledge required:</u> - Deep knowledge of Agriculture context development agenda; - Knowledge in emergency response and recovery following natural disaster; - Knowledge in designing and implementing appropriate and effective safety nets, including cash and/or food transfer programming; - Strategic Skills; - Knowledge in - Skills in technical proposal writing, designing and implementing food security programs; - Interpersonal Skills; - Communication skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Administrative Unit	Job Titles	Title of Job positions linked to the Job	Job Profiles	Proposed Jobs
	Fertilizer	Fertilizer Officer	AO in Rural Engineering, Agriculture Mechanization, Agriculture Sciences, Crop sciences, Horticulture Key technical skills and knowledge required: - Knowledge of the Agriculture sector in Rwanda; - Knowledge of the principles, practices and techniques of soil and water conservation in rural areas; - General knowledge of modern methods and techniques in Soil and Water management; - Problem solving skills; - Computer skills; - Excellent communication skills, - Interpersonal and writing skills, - Organizational Skills; - Judgment & Decision Making Skills; - Complex Problem Solving skills; - Time management Skills; - High analytical Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
Office of the DG Agriculture Development, Sub - Total				7
Directorate General of Animal Resources Development	Director General	Director General of Animal Production	AO in Animal sciences, Animal Husbandry or Veterinary sciences with 5 years of working experience including 2 Years in a Senior Position; or Master's Degree in animal sciences, Animal Husbandry or Veterinary sciences with 3 years of working experience. Key Technical Skills & Knowledge required: - Knowledge in animal breeding and genetics/ Animal nutrition or Animal health; - Excellent interpersonal skills; - Creativity & Initiative skills; - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Titles	Title of Job positions linked to the Job	Job Profiles	Proposed Jobs
	Livestock Specialist	Livestock Specialist	A0 in Veterinary, Animal Sciences, Animal Production with 3 years of working experience or Master's Degree in Veterinary, Animal Sciences, Animal Production. Key Technical Skills & Knowledge required: - Knowledge in Animal Identification Systems, - Knowledge of the Livestock Sector in Rwanda; - Knowledge in all type of large domesticated ungulates; - Knowledge in all classes of small animal and nutritional requirements; - Monitoring skills in appropriate strategies meant for ensuring prevention, protection and diagnosis and treatment of animal diseases; - Excellent interpersonal skills; - Creativity & Initiative skills; - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Fish Farming	Fish Farming Specialist	A0 in Animal Sciences, Animal Husbandry, Fish Farming and Veterinary sciences with 3 Years of working experience or Master's Degree in Animal Sciences, Animal Husbandry, Fish Farming and Veterinary sciences. Key Technical Skills & Knowledge required: - Knowledge of Rwanda Livestock sector; - Knowledge of the principles and practices of fish management; - Knowledge of fish and related aquatic organisms; - Knowledge of the collection and care of aquatic biological specimens; - Knowledge of the procedures and practices utilized in the identification and classification of fish, aquatic plants, and fish food; - Knowledge of methods of preparing fish development; - Knowledge of methods of watershed development; - Knowledge of methods and equipment used in fish management; - Computer skills; - Excellent interpersonal skills; - Creativity & Initiative skills; - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Administrative Unit	Job Titles	Title of Job positions linked to the Job	Job Profiles	Proposed Jobs
	Animal Products Exports Specialist	Animal Products Exports Specialist	A0 in Animal Sciences, Animal Production with 3 years of working experience or Master's Degree in Animal Sciences, Animal Production. Key Technical Skills & Knowledge required: - Knowledge in Specific guidelines for trading animals and products of animal origin; - Knowledge of Rwanda Livestock sector; - Knowledge in common animal and public health standards; - Skills in regulations applied to animal health and products; - Computer skills; - Excellent interpersonal skills; - Creativity & Initiative skills; - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Apiculture and Commercial Insects	Apiculture and Commercial Insects Officer	A0 in Animal Production and Apiculture Key Technical Skills & Knowledge required - Excellent conversance in Rwanda Apis and non Apis bees, - Evidence of a highly developed technical skills; - Knowledge in several diseases including viruses, various microbes and mites that can affect the honeybee; - Excellent interpersonal skills; - Creativity & Initiative skills; - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
Office of the DG Animal Resources Development, Sub Total				5

Administrative Unit	Job Titles	Title of Job positions linked to the Job	Job Profiles	Proposed Jobs
Directorate General of Corporate Services	Director General	Director General of Corporate Services	Ao in Public Finance, Accounting, Economics, Management, Business Administration, Public Administration, Administrative Sciences, Strategic Management with 5 years of working experience including 2 Years in a Senior Position or Master's Degree in Public Finance, Accounting, Economics, Management, Business Administration, Public Administration, Administrative Sciences, Strategic Management with 3 years of working experience. Key Technical Skills & Knowledge required: - Knowledge of Human Resources Policy and procedures; - Knowledge of Accounting principles and practices and financial data reporting. - Knowledge of Rwanda Public Servant & Labour laws and Financial Law; - Knowledge of Electronic equipment and computer hardware and software; - Leadership skills; - Coordination, Planning & Organizational Skills; - Interpersonal Skills; - Effective Communication Skills; - Judgment and Decision Making Skills; - Complex Problem Solving; - Negotiation Skills; - Time Management Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Administrative Liaison	Administrative Liaison Officer	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative sciences, Management, Social work, Sociology, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluency in Kinyarwanda, English and/ or French; Knowledge of all is an advantage	1

Administrative Unit	Job Titles	Title of Job positions linked to the Job	Job Profiles	Proposed Jobs
	Procurement	Procurement Officer	A0 in Public Procurement, Management, Public Finance, Economics, Law, Accounting Key Technical Skills & Knowledge required: - 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

Administrative Unit	Job Titles	Title of Job positions linked to the Job	Job Profiles	Proposed Jobs
	Human Resources Officer	Human Resources Officer	A0 in Human Resource Management, Management, Public Administration, Administrative Sciences Key Technical Skills & Knowledge required: - Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources; - Knowledge in the Development of Human Resources Policies and procedures - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Titles	Title of Job positions linked to the Job	Job Profiles	Proposed Jobs
	Network and System Administrator	Network and System Administrator	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with working experience and Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added OR A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 1 year of working experience in ICT or advantage. Key Technical Skills & Knowledge required: - Knowledge of Strategies of National ICT Policy; - Deep Understanding of information technology and telecommunications; - Knowledge to research and analyze technology problems, issues, and program requirements. - Knowledge of computer hardware/software technologies. - 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.	1

Administrative Unit	Job Titles	Title of Job positions linked to the Job	Job Profiles	Proposed Jobs
	Accountant	Accountant	A0 in Accounting, Finance, Management with specialization in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA) <u>Key Technical Skills & Knowledge required:</u> - Knowledge of cost analysis techniques; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software(SMART IFMIS); - Judgment & Decision Making Skills; - Knowledge to analyse complex financial information & Produce reports - Deep understanding of financial accounts; - High Analytical Skills - Interpersonal skills; - Time management Skills - Complex Problem solving; -Flexibility Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Budget management	Budget Officer	A0 in Finance, Accounting, Management, and Economics <u>Key Technical Skills & Knowledge required:</u> - Planning and organisational skills - Communication skills, Strong IT skills - Time management skills - Team working skills - Judgement and decision making - Skills interpersonal skills - Complex problem solving - Deep understanding of financial accounts - Flexibility skills - Knowledge of cost analysis technics - Fluent in kinyarwanda, English and French;	1

Administrative Unit	Job Titles	Title of Job positions linked to the Job	Job Profiles	Proposed Jobs
	Logistics	Logistics Officer	A0 in Store Management, Management, Economics, Accounting, Finance, Public Administration, Administrative Sciences Key Technical Skills & Knowledge required: - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Administrative Unit	Job Titles	Title of Job positions linked to the Job	Job Profiles	Proposed Jobs
	Customer Care Officer	Customer Care Officer	A0 in Communication, Public Relations, International Relations, Journalism, Marketing, Linguistics and Literature. <u>Key technical skills and knowledge required:</u> - Excellent interpersonal skills; - Knowledge in Customer care satisfaction; - Knowledge in Hospitality management; - Public speaking skills; - Time management skills; - Organizational skills; - Excellent communication skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French, Knowledge of all is an advantage.	1
	Documentation and Archives	Documentation and Archives Officer	A0 in Library & information Science or A1 in Library & information system and Office Management <u>Key Technical Skills & Knowledge required:</u> - proficiency in information technology; - Computer literacy; - Bokkeeping Skills; - Knowledge of integrated document management - Knowledge of archive management software - Knowledge of the documentation management system(DMS) would be an advantage. - Organizational Skills; - Interpersonal Skills; - Planning Skills; - Communication Skills; - Report writing & Presentation skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Titles	Title of Job positions linked to the Job	Job Profiles	Proposed Jobs
	Central Secretariat	Head of Central Secretariat	A1 in Secretariat Studies, Office Management, Library & information Science with 2 years of working experience; Or A0 in Public Administration, Administrative Sciences, Management, Social Work, Sociology, Law, Library & information Science <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Central Secretariat	Secretary	A1 in Secretariat Studies, Office Management; Or A0 in Public Administration, Administrative Sciences, Management, Social work, Sociology, Law <u>Key technical skills and knowledge required:</u> - Knowledge of office administration; - Communication skills; - Computer skills; - Interpersonal skills; - Excellent organizational and time management skills; - Good interpersonal skills. - Bookkeeping skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
Office of DG Corporate Services, Sub Total				12
MINAGRI, Grand Total				47

Bibonywe kugira ngo bishyirwe ku mugereka w'Itekarya Minisitiri w'Intebe n° 40/03 ryokuwa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisiteri y'Ubuhanzi n'Ubworozi

Kigali, kuwa 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirangacya Repubulika :

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

Seen to be annexed to Prime Minister's Order n° 40/03 of 27/02/2015 determining mission and functions, organizational structure, salaries and fringe benefits for employees in the Ministry of Agriculture and Animal Resources

Kigali, on 27/02/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n° 40/03 du 27/02/2015 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère de l'Agriculture et des Ressources Animales

Kigali, le 27/02/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République:

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

**UMUGEREKA WA III W'ITEKA RYA
MINISITIRI W'INTEBE N⁰ 40/03 RYO KU
WA 27/02/2015 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI
MINISITERI Y'UBUHINZI N'UBWOROZI
(MINAGRI)**

**ANNEX III TO PRIME MINISTER'S ORDER
N⁰ 40/03 OF 27/02/2015 DETERMINING
MISSION AND FUNCTIONS,
ORGANISATIONAL STRUCTURE,
SALARIES AND FRINGE BENEFITS FOR
EMPLOYEES IN THE MINISTRY OF
AGRICULTURE AND ANIMAL RESOURCES
(MINAGRI)**

**ANNEXE III A L'ARRETE DU PREMIER
MINISTRE N⁰ 40/03 DU 27/02/2015
PORTANT MISSION ET FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AVANTAGES ACCORDES
AU PERSONNEL DU MINISTERE DE
L'AGRICULTURE ET DES RESSOURCES
ANIMALES (MINAGRI)**

MINAGRI SALARY STRUCTURE

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Permanent Secretary	441	F	2869	1,613,167
Director General of Strategic Planning, & Programs Coordination	330	2.III	1890	892,962
Director General of Agriculture Development	330	2.III	1890	892,962
Director General Animal Resources Development	330	2.III	1890	892,962
Director General of Corporate Services	330	2.III	1890	892,962
Advisor to the Minister	330	2.III	1890	892,962
Advisor to the Minister of State	330	2.III	1890	892,962
Food Crops Production Specialist	330	3.II	1369	646,807
Agriculture Policy Specialist	330	3.II	1369	646,807
Agro - Economy Specialist	330	3.II	1369	646,807
Agriculture Investment Specialist	330	3.II	1369	646,807
Agriculture Financing and Agribusiness Specialist	330	3.II	1369	646,807
Agriculture Statistics Specialist	330	3.II	1369	646,807
Soil and Water Management Specialist	330	3.II	1369	646,807
Livestock Specialist	330	3.II	1369	646,807
Animal Products Export Specialist	330	3.II	1369	646,807
Fish Farming Specialist	330	3.II	1369	646,807
Seed Specialist	330	3.II	1369	646,807
Export Crops Specialist	330	3.II	1369	646,807
Environmental and Climate Change Specialist	330	3.II	1369	646,807
Planning and Budgeting Specialist	330	3.II	1369	646,807
Monitoring and Evaluation Specialist	330	3.II	1369	646,807
Legal Advisor	330	3.II	1369	646,807
HRM Specialist	330	3.II	1369	646,807
HRM Officer	300	4.II	1141	485,333
Public Relations & Communication Officer	300	4.II	1141	485,333
Apiculture and Commercial Insects Officer	300	4.II	1141	485,333

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POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Fertilizer Officer	300	4.II	1141	485,333
Socio - Economic Officer	300	4.II	1141	485,333
Geographic Information System Officer	300	4.II	1141	485,333
Management Information System Officer	300	4.II	1141	485,333
Network and System Administrator	300	4.II	1141	485,333
Administrative Liaison Officer	300	5.II	951	404,515
Internal auditor	300	5.II	951	404,515
Procurement Officer	300	5.II	951	404,515
Accountant	300	5.II	951	404,515
Budget Officer	300	5.II	951	404,515
Logistics Officer	300	5.II	951	404,515
Administrative Assistant to the Minister	300	5.II	951	404,515
Administrative Assistant to the Minister of State	300	5.II	951	404,515
Administrative Assistant to the Permanent Secretary	300	5.II	951	404,515
Documentation & Archives Officer	300	6.II	793	337,308
Customer Care Officer	300	6.II	793	337,308
Head of Central Secretariat	300	7.II	660	280,736
Secretary in Central Secretariat	300	8.II	508	216,081

Bibonywe kugira ngo bishyirwe ku mugereka w'Itekarya Minisitiri w'Intebe n° 40/03 ryokuwa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisiteri y'Ubuhanzi n'Ubworozi

Kigali, kuwa 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakoziba Letan'Umurimo

Bibonywekandibishyizweho Ikirangocya Repu bulika :

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

Seen to be annexed to Prime Minister's Order n° 40/03 of 27/02/2015 determining mission and functions, organizational structure, salaries and fringe benefits for employees in the Ministry of Agriculture and Animal Resources

Kigali, on 27/02/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n° 40/03 du 27/02/2015 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère de l'Agriculture et des Ressources Animales

Kigali, le 27/02/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République:

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

ITEKA RYA MINISITIRI W'INTEBE
N°41/03 RYO KU WA 27/02/2015 RIGENA
INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO, IMISHAHARA
N'IBINDI BIGENERWA ABAKOZI MURI
MINISITERI Y'UBUTEGETSI
BW'IGIHUGU (MINALOC)

PRIME MINISTER'S ORDER N°41/03 OF
27/02/2015 DETERMINING MISSION AND
FUNCTIONS, ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES IN THE
MINISTRY OF LOCAL GOVERNMENT
(MINALOC)

ARRETE DU PREMIER MINISTRE N°41/03
DU 27/02/2015 PORTANT MISSION ET
FONCTIONS, STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AVANTAGES ACCORDES AU PERSONNEL
DU MINISTERE DE L'ADMINISTRATION
LOCALE(MINALOC)

ISHAKIRO

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ITEKA RYA MINISITIRI W'INTEBE N°41/03 RYO KU WA 27/02/2015 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'UBUTEGETSI BW'IGIHUGU (MINALOC)

PRIME MINISTER'S ORDER N°41/03 OF 27/02/2015 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE MINISTRY OF LOCAL GOVERNMENT (MINALOC)

ARRETE DU PREMIER MINISTRE N°41/03 DU 27/02/2015 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DE L'ADMINISTRATION LOCALE (MINALOC)

Minisitiri w'Intebe;

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 118, iya 119, iya 121 n'ya 201;

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

Asubiye ku Iteka rya Minisitiri w'Intebe n°76/03 ryo kuwa 08/07/2011 rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimo bya Minisiteri y'Ubutegetsi bw'Igihugu;

Asubiye ku Iteka rya Minisitiri w'Intebe n° 53/03 ryo kuwa 14/07/2012 rishyiraho imishahara n'ibindi bigenerwa Abakozi bo mu Butegetsi Bwite bwa Leta, nk'uko ryahinduwe kandi ryujwe kugeza ubu;

The Prime Minister;

Pursuant to the Constitution of 04 June 2003 of the Republic of Rwanda as amended to date, especially in Articles 118, 119, 121 and 201;

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

Reviewing Prime Minister's Order n°76/03 of 08/07/2011 determining the mission, functions, organizational structure and summary of job positions of the Ministry of Local Government;

Reviewing Prime Minister's Order n° 53/03 of 14/07/2012 establishing salaries and fringe benefits for public servants of the Central Government as modified and complemented to date;

Le Premier Ministre;

Vu la Constitution de la République du Rwanda du 04 juin 2003 telle que révisée à ce jour, spécialement en ses articles 118, 119, 121 et 201;

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

Revu l'Arrêté du Premier Ministre n°76/03 du 08/07/2011 portant mission, fonctions, structure organisationnelle et synthèse des emplois du Ministère de l'Administration Locale ;

Revu l'Arrêté du Premier Ministre n° 53/03 du 14/07/2012 fixant les salaires et autres avantages accordés au personnel de l'Administration Centrale, tel que modifié et complété à ce jour;

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;

ATEGETSE:

HEREBY ORDERS:

ARRETE :

Ingingo ya mbere: Icyo iri teka rigamije

Article One: Purpose of this Order

Article premier: Objet du présent arrêté

Iri teka rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisitiri y'Ubutegetsi bw'Igihugu.

This Order determines mission and functions, organizational structure, salaries and fringe benefits for employees in the Ministry of Local Government.

Le présent arrêté porte mission et fonctions, structure organisationnelle, salaires et autres avantages accordés au personnel du Ministère de l'Administration Locale.

Ingingo ya 2: Inshingano

Article 2: Mission and functions

Article 2: Mission et fonctions

Minisitiri y'Ubutegetsi bw'Igihugu ifite inshingano rusange zo guhuza hamwe gahunda zijyanye n'imiyoborere myiza n'imitegekere y'Igihugu ihamye bigamije iterambere mu by'ubukungu, imibereho na politiki.

The Ministry of Local Government shall ensure the coordination of good governance and high quality territorial administration programs that promote economic, social and political development throughout the nation.

Le Ministère de l'Administration Locale a pour mission d'assurer la coordination des programmes de bonne gouvernance et de l'administration territoriale efficace en vue du développement national économique, social et politique.

By'umwihariko, Minisitiri y'Ubutegetsi bw'Igihugu ishinze ibi bikurikira:

Specifically, the Ministry of Local Government shall be responsible for:

Plus particulièrement, le Ministère de l'Administration Locale est chargé de:

- 1 ° guteza imbere, kumenyekanisha no guhuza ishyingirwa mu bikorwa rya politiki, ingamba na gahunda bijyanye n'ubutegetsi bw'Igihugu binyujijwe mu gushyiraho politiki, ingamba na gahunda z'Igihugu zijyanye n'imiyoborere myiza, imitegekere

- 1 ° developing, disseminating and coordinating the implementation of policies, strategies and sector programs through the formulation of national policies, strategies and programs of good governance, territorial administration, social affairs and group settlement sites

- 1 ° développer, diffuser et coordonner la mise en œuvre des politiques, des stratégies et des programmes sectoriels par la formulation des politiques, des stratégies et des programmes nationaux de bonne gouvernance, d'administration territoriale, des affaires sociales et de l'habitat regroupé

y'Igihugu, imibereho y'abaturage n'imiturire mu midugudu hagamijwe iterambere rirambye;	to ensure sustainable community development;	en vue du développement communautaire durable ;
2 ° gushyiraho amategeko ajyanye n'ibiyoborere myiza, imitegekere y'Igihugu, imiturire n'iterambere mu mibereho myiza n'ubukungu, binyujijwe mu:	2 ° developing a legal framework for good governance, territorial administration, settlement and social-economic development through:	2 ° développer un cadre juridique pour la bonne gouvernance, l'administration territoriale, l'habitat et le développement socio-économique à travers:
a. gushyiraho amategeko, amabwiriza n'ibigenderwaho mu kwegereza ubuyobozi abaturage, mu rwego rwo gushyira mu bikorwa imiyoborere myiza n'imategekere y'Igihugu hagamijwe iterambere mu by'ubukungu, imibereho na politiki;	a. developing the legal framework, rules and procedures of decentralization to implement good governance and territorial administration for socio-economic and political development;	a. la mise en place d'un cadre juridique, règles et procédures de décentralisation, pour la mise en œuvre de la bonne gouvernance et l'administration territoriale en vue du développement socio-économique et politique;
b. kugena politiki n'ingamba zo guteza imbere ibijyanye n'ubutegetsi bw'Igihugu no guharanira ko byubahiriza ibikenewe mu baturage;	b. developing policies and strategies to develop local administration and ensuring its harmony with the local environment;	b. la mise en place des politiques et des stratégies pour le développement de l'administration locale et assurer leur conformité à l'environnement local;
c. gushyiraho no guteza imbere politiki zijyanye n'imibereho myiza y'abaturage n'uburyo bwo kuyishyira mu bikorwa;	c. developing a sector policy for social affairs and implementation mechanisms;	c. la mise en place de la politique sectorielle des affaires sociales ainsi que des mécanismes de sa mise en œuvre;
d. gukorana n'izindi nzego za Leta mu rwego rwo kuzifasha gushyira neza mu bikorwa gahunda zazo mu nzego z'ibanze;	d. collaborating with other government institutions to guarantee smooth implementation of their specific programs at local level;	d. la collaboration avec d'autres institutions gouvernementales afin de garantir la bonne exécution de leurs programmes au niveau local;
e. gushyiraho ibigenderwaho mu gusuzuma ibikorwa bya Minisiteri, haba mu rwego rw'ubutegetsi bwite bwa Leta	e. developing monitoring indicators for the activities of the Ministry at both the national and local levels;	e. la mise en place d'indicateurs de suivi des activités du Ministère tant au niveau central que local;

no mu nzego z'ibanze;

3 ° guteza imbere ubushobozi bw'Inzego n'abakozi binyujijwe mu:

- a. gusuzuma, mu buryo buhoraho, ubushobozi bw'inzego zegerejwe abaturage mu gushyira mu bikorwa inshingano zazo;
- b. gushyigikira gahunda zijyanye no kongerera ubushobozi abakozi mu nzego z'ibanze mu bijyanye n'imiyoborere myiza, imitegekere y'Igihugu n'iterambere mu by'ubukungu n'imibereho;

4 ° gukurikirana no gusuzuma ishyirwa mu bikorwa rya za politiki, ingamba na gahunda za Minisiteri n'inzego ziyishamikiyeho binyujijwe mu:

- a. kugenzura no gusuzuma politiki na gahunda z'igihugu zigamije guteza imbere imiyoborere myiza, imitegekere ihamye, iterambere mu by'ubukungu n'imibereho myiza;
- b. guhuriza hamwe, gusesengura no kumenyekanisha amakuru yose aturuka mu Turere;
- c. kugenzura ibipimo ngenderwaho hagamijwe gushyira mu bikorwa ibikorwa bya Minisiteri mu butegetsi

3 ° developing institutional and human resources capacities through:

- a. constant assessment of the decentralised entities' capacities in relation to the implementation of their responsibilities;
- b. supporting holistic capacity building programs of local governments relating to good governance, territorial administration and socio-economic development;

4 ° monitoring and evaluating the implementation of sector and sub-sector policies, strategies and programs through:

- a. monitoring and evaluating national policies and programs that contribute to promoting good governance, efficient territorial administration and socio-economic development;
- b. consolidating, analyzing and disseminating data submitted by the Districts;
- c. monitoring the indicators to ensure the implementation of activities of the Ministry at central and local levels;

3 ° développer les capacités des ressources institutionnelles et humaines à travers:

- a. l'évaluation constante des capacités des entités administratives décentralisées en ce qui concerne la mise en œuvre de leurs responsabilités ;
- b. le soutien des programmes de renforcement des capacités des entités locales en relation avec la bonne gouvernance, l'administration territoriale et le développement socio-économique;

4 ° faire le suivi et l'évaluation de la mise en œuvre des politiques, stratégies et programmes sectoriels et sous-sectoriels à travers:

- a. le suivi et l'évaluation des politiques et programmes nationaux qui contribuent à la promotion de la bonne gouvernance, de l'administration territoriale efficace, et du développement socio-économique;
- b. la consolidation, l'analyse et la diffusion des données provenant des Districts;
- c. le suivi des indicateurs de mise en œuvre des activités du Ministère au niveau tant central que local;

- bwite bwa Leta no mu nzego z'ibanze;
- d. raporo mu gihe runaka na buri mwaka zishyikirizwa Guverinoma zigaragaza uruhare rwa za politiki, ingamba, gahunda n'imishinga byashyizweho ku iterambere ry'Igihugu;
- 5 ° kugenzura imikorere y'inzego Minisiteri ishinze kureberera binyujijwe mu:
- a. kugenzura no gukurikirana imikorere y'inzego zirebererwa na Minisiteri hagamijwe guharanira ko zigira uruhare mu gutanga serivisi neza mu rwego rwo guteza imbere imiyoborere myiza n'iterambere mu by'ubukungu n'imibereho myiza;
- b. gutanga imirongo ngenderwaho ya politiki no gushyiraho amategeko agenga gahunda zigenzurwa na Minisiteri;
- 6 ° guteza imbere imikoranire myiza hagati y'inzego za Leta, binyujijwe mu:
- a. gushyiraho uburyo bwiza bw'imikoranire hagati y'inzego hagamijwe guteza imbere imikorere myiza y'inzego z'ibanze;
- b. gutegura ibikorwa mu rwego mpuzamahanga no mu rwego rw'Igihugu bihuza inzego z'ubutegetsi
- d. submitting periodical and annual reports to the government on the impact of sector policies, strategies, programs and projects on the development of the country;
- 5 ° overseeing the functioning of institutions supervised by the Ministry through:
- a. supervising and monitoring the functioning of institutions supervised by the Ministry to guarantee their effective service delivery, aiming at good governance and socio-economic development;
- b. providing policy guidance and developing a legal framework for specific programs supervised by the ministry;
- 6 ° promoting effective intergovernmental relationships through:
- a. organising suitable inter- institutional relations to promote the efficacy of local government entities;
- b. organising national and international events that bring local government organs together;
- d. des rapports périodiques et annuels transmis au Gouvernement concernant l'impact des politiques, stratégies, programmes et projets sectoriels sur le développement du pays;
- 5 ° contrôler le fonctionnement des institutions sous tutelle du Ministère à travers:
- a. la supervision et le contrôle du fonctionnement des institutions sous tutelle du Ministère afin de garantir leur prestation efficace de services, en vue de la bonne gouvernance et du développement socio-économique;
- b. l'orientation politique et la mise en place d'un cadre juridique des programmes spécifiques supervisés par le Ministère;
- 6 ° promouvoir des relations intergouvernementales efficaces à travers:
- a. l'organisation des relations inter-institutionnelles appropriées pour la promotion du bon fonctionnement des entités d'administration locale;
- b. l'organisation des événements au niveau national et international regroupant des organes de l'administration locale ;

bw'Igihugu;

7° gushakisha ibyafasha Minisiteri mu bikorwa byayo binyujijwe mu:

- a. gushaka ibikenewe mu guteza imbere imiyoborere myiza, iterambere mu mibereho no gushyiraho uburyo bukwiye bwo kubikoresha neza;
- b. guteza imbere gahunda z'ubufatanye bw'inzego z'ubutegetsu bw'Igihugu, haba imbere mu gihugu ndetse no mu mahanga;
- c. guteza imbere ubufatanye bugamije guhuriza hamwe ingufu z'abafatanyabikorwa banyuranye mu nzego z'ibanze.

7° mobilizing resources for the Ministry activities through:

- a. mobilizing necessary resources for promotion of good governance, and socio-economic and social development and providing a proper framework for their rational utilization;
- b. promoting partnerships that enhance unity among local governments both nationally and internationally;
- c. promoting partnerships that favor joint development of efforts by different stakeholders at the local level.

7° mobiliser des ressources pour les activités du Ministère à travers:

- a. la mobilisation des ressources nécessaires à la promotion de la bonne gouvernance, au développement socio-économique et la mise en place d'un cadre approprié pour leur utilisation rationnelle;
- b. la promotion des partenariats et des jumelages entre les administrations locales à l'échelle nationale et internationale;
- c. la promotion de partenariats qui favorisent la mise en commun des efforts de différents intervenants au niveau local.

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

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

Article 3: Organizational structure and job profiles

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

Article 3: Structure organisationnelle et profils d'emplois

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

Ingingo ya 4: Igenwa ry'umushahara

Imishahara y'abakozi ba Minisiteri y'Ubutegutsi bw'Igihugu igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara

Article 4: Determination of the salary

Salaries foremployees of the Ministry of Local Government shall be determined basing on the job classification and in accordance with general principles on salary calculation in public service.

Article 4: Détermination du salaire

Les salaires accordés au personnel du Ministère de l'Administration Locale sont déterminés suivant la classification des emplois et conformément aux principes généraux de fixation des salaires dans la

imishahara mu butegetsi bwa Leta.

fonction publique.

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

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

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

Ingingo ya 5: Ibigize umushahara mbumbe

Article 5: Composition of the gross salary

Article 5: Composition du salaire brut

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

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

Le salaire brut mensuel pour chaque agent comprend principalement :

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

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

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

Indamunite y'urugendo ivugwa mu gika kibanziriza iki ntigenerwa abakozi bari ku nzego z'imirimo za "F" na "H/2" boroherewe ingengo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze; ndetse n'Abakozi bari ku rwego rwa "3" bagenerwa indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

The transport allowance specified in the previous paragraph shall not be granted to officials positioned on levels "F" and "H/2" whose transport is facilitated in accordance with Instructions of the Minister in charge of transport. It shall not also be granted to public servants positioned on level "3" who shall be entitled to special transport allowance in accordance with Instructions of the Minister responsible for public service.

L'indemnité de transport dont question à l'alinéa précédent n'est pas allouée aux agents de l'Etat aux postes de niveau "F" et "H/2" pour lesquels le transport est facilité selon les Instructions du Ministre ayant le transport dans ses attributions, ainsi que ceux aux postes de niveau "3" qui bénéficient de l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Ingingo ya 6: Ibindi bigenerwa Umunyamabanga Uhoraho

Article 6: Fringe benefits for Permanent Secretary

Article 6: Avantages alloués au Secrétaire Permanent

Umunyamabanga Uhoraho muri Minisiteri y'Ubutegetsi bw'Igihugu agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

The Permanent Secretary in the Ministry Local Government shall be entitled to the following fringe benefits:

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

1 ° amafaranga yo kwishyura telefoni yo mu biro angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi, n'aya telefoni igendanwa angana n'ibihumbi ijana (100.000 Frw) buri kwezi;

1 ° One hundred thousand Rwandan francs (100.000 Rwf) per month for office land line and one hundred thousand Rwandan francs (100.000 Rwf) per month for mobile phone;

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

2 ° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200. 000 Frw) buri kwezi anyura kuri konti ya Minisiteri;

2 ° office guest's entertainment allowance of two hundred thousand Rwandan francs (200.000 Rwf) per month and transferred to the Ministry's account;

2 ° les frais de représentation au service équivalant à deux cent mille francs rwandais (200.000 Frw) chaque mois et domiciliés au compte bancaire du Ministère;

3 ° Leta imworohera mu bijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

3 ° the Government shall facilitate his/her transport in accordance with the Instructions of the Minister responsible for transport.

3 ° l'Etat lui facilite en ce qui concerne le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

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

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

Article 7: Avantages alloués aux Directeurs Généraux et au Conseiller du Ministre ou celui du Secrétaire d'Etat aux postes de niveau "2.III"

Abayobozi Bakurun'Umujyanama wa Minisitiri cyangwa uw'Umunyamabanga wa Letabagenerwa buri wese ibindi bibafasha gutunganya imirimo mu buryo bukurikira:

Director Generals and Advisor to the Minister or to the Minister of State shall each be entitled to fringe benefits as follows:

Les Directeurs Généraux et le Conseiller du Ministre ou celui du Secrétaire d'Etat bénéficient chacun des avantages comme suit:

1 ° buri Muyobozi Mukuru agenerwa amafaranga y'itumanaho rya telefoni yo mu biro angana n'ibihumbi mironko irindwi y'u Rwanda (70.000

1 ° Director Generals shall each be entitled to seventy thousand Rwandan francs (70,000 Rwf) per month for office land line and seventy thousand Rwandan

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

Frw) n'irya telefone igendanwa angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw) buri kwezi;

francs (70,000 Rwf) per month for mobile phone;

de téléphone portable équivalent à soixante-dix mille francs rwandais (70.000 Frw) par mois;

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

2 ° the Advisor to the Minister or to Minister of State shall be entitled to seventy thousand Rwandan francs (70,000 Rwf) per month for mobile phone;

2 ° le Conseiller du Ministre ou celui du Secrétaire d'Etat bénéficie des frais de communication par téléphone portable équivalent à soixante-dix mille francs Rwandais (70.000 Frw) par mois;

3 ° Leta yoroheraza Abayobozi Bakurun'Umujyanama wa Minisitiricyangwa uw'Umunyamabanga wa Leta mu bijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

3 ° the Government shall facilitate transport for Director Generals and Advisor to the Minister or to the Minister of State in accordance with the Instructions of the Minister in charge of transport.

3 ° l'Etat facilite aux Directeurs Généraux et au Conseiller du Ministre ou du Secrétaire d'Etat en ce qui concerne le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

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

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

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

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

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

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

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

1 ° a mobile phone communication allowance of thirty thousand Rwandan francs (30,000 Rwf) per month.

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

2 ° indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

2 ° a special transport allowance as determined by the instructions of the Minister responsible for public service.

2 ° l'indemnité spéciale de transport conformément aux Instructions du Ministre ayant la fonction publique dans ses

attributions.

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

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

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

Ingingo ya 9: Indamunite z'urugendo rw'imodoka

Article 9: Mileage allowances

Article 9 : Indemnités kilométriques

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

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

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

Ingingo ya 10: Abashinzwe kubahiriza iri teka

Article 10: Authorities responsible for the implementation of this Order

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

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri w'Ubutegetsi bw'Igihugu, Minisitiri w'Ibikorwa Remezo na Minisitiri w'Imari n'Igenamigambi basabwe kubahiriza iri teka.

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

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

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

Article 11: Repealing provision

Article 11: Disposition abrogatoire

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

All prior provisions contrary to this Order are hereby repealed.

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Ingingo ya 12: Igihe iteka ritangira gukurikizwa

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

Kigali, ku wa 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

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

Article 12: Commencement

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

Kigali on 27/02/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Article 12: Entrée en vigueur

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

Kigali le 27/02/2015

(sé)
MUREKEZI Anastase
Premier Ministre

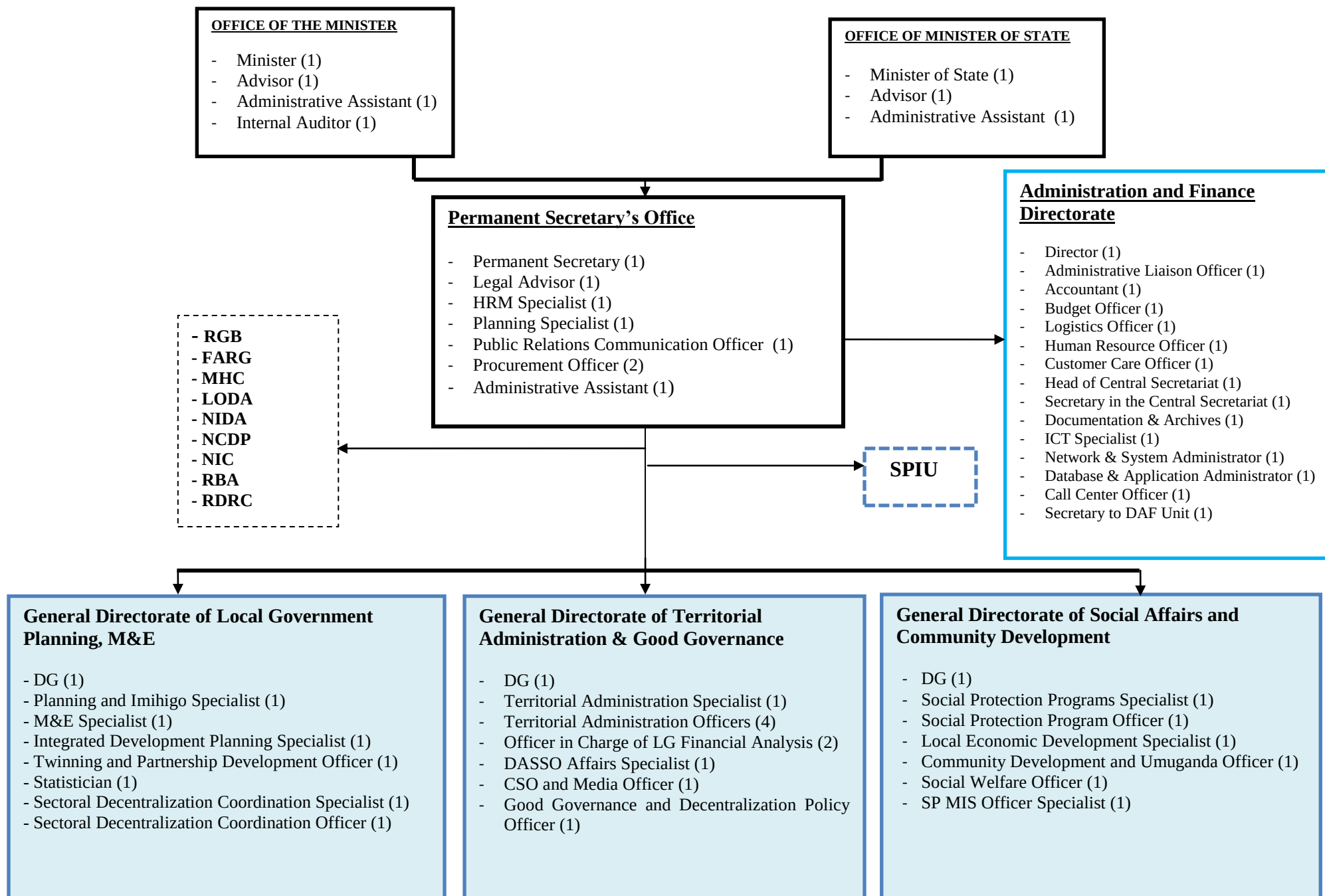
(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République:

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

UMUGEREKA WA I W'ITEKA RYA MINISITIRI W'INTEBE N⁰ 41/03 RYO KU WA 27/02/2015 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'UBUTEGETSI BW'IGIHUGU (MINALOC)	ANNEX I TO PRIME MINISTER'S ORDER N⁰ 41/03 OF 27/02/2015 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE MINISTRY OF LOCAL GOVERNMENT (MINALOC)	ANNEXE I A L'ARRETE DU PREMIER MINISTRE N⁰ 41/03 DU 27/02/2015 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DE L'ADMINISTRATION LOCALE(MINALOC)

Ministry of Local Government (MINALOC) – ORGANIZATIONAL CHART



Bibonywe kugira ngo bishyirwe ku mugereka w' Iteka rya Minisitiri w'Intebe n° 41/03 ryo ku wa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisiteri y'Ubutegetsi bw'Igihugu

Kigali, ku wa 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika :

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

Seen to be annexed to Prime Minister's Order n° 41/03 of 27/02/2015 determining mission and functions, organizational structure, salaries and fringe benefits for employees in the Ministry of Local Government

Kigali, on 27/02/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n° 41/03 du 27/02/2015 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère de l'Administration Locale

Kigali, le 27/02/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République :

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

UMUGEREKA WA II W'ITEKA RYA MINISITIRI W'INTEBE N° 41/03 RYO KU WA 27/02/2015 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'UBUTEGETSI BW'IGIHUGU (MINALOC)	ANNEX II TO PRIME MINISTER'S ORDER N° 41/03 OF 27/02/2015 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE MINISTRY OF LOCAL GOVERNMENT (MINALOC)	ANNEXE II A L'ARRETE DU PREMIER MINISTRE N° 41/03 DU 27/02/2015 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DE L'ADMINISTRATION LOCALE(MINALOC)

MINISTRY OF LOCAL GOVERNMENT (MINALOC) - JOB PROFILES

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Office of the Minister	Minister	Minister of Local Government	Political Appointee	1
	Advisor	Advisor to the Minister	A0 in Law, Public Administration, Administrative Sciences, Management, Political Sciences, with 5 years of working experience or Master's Degree or Equivalent in Law, Public Administration, Administrative Sciences, Political Sciences, Governance, Management with 3 years of working experience. <u>Key Technical Skills & Knowledge required:</u> - Extensive knowledge and understanding of the Rwandan Local Government; - Good knowledge of government policy-making and legislative processes; - Knowledge of Local Government sector policies and issues; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; -Coordination, planning and organisational skills; - Interpersonal skills; -Collaboration and team working skills; -Effective communication skills; -Administrative skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Administrative Assistant	Administrative Assistant	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Social work, Sociology, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Internal Auditor	Internal Auditor	A0 in Accounting, Public Finance or Management with specialization in Finance/Accounting. Key technical skills and knowledge required: - Detailed knowledge of financial and audit standards, HR and Financial regulations, procedures. - Financial software - Planning skills - Excellent communication, organisation and interpersonal skills. - Computer skills. - High analytical skills. - Report writing and presentation skills. - Time management skills - Excellent problem solving skills and clear logical sens; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
Sub - Total				4
Office of the Minister of State	Minister	Minister of State	Political Appointee	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Advisor	Advisor to the Minister of State	A0 in Law, Public Administration, Management with 5 years of working experience or Master's Degree or Equivalent in Law, Public Administration, Management with 3 years of working experience. <u>Key Technical Skills & Knowledge required:</u> - Extensive knowledge and understanding of the Rwandan Local Government; - Good knowledge of government policy-making and legislative processes; - Knowledge of Local Government sector policies and issues; - Administrative skills; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Administrative Assistant	Administrative Assistant	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Social work, Sociology, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Word Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
Sub - Total				3
Office of the Permanent Secretary	Permanent Secretary	Permanent Secretary	Political Appointee	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Legal Advisor	Legal Advisor	A0 in Law with 3 years of working experience or Master's Degree in Law with 1 year of working experience <u>Key Technical skills and Knowledge required :</u> - High analytical and problem solving skills; - Legal research and analysis in complex areas of law; - Knowledge of Substantive Law and Legal Procedures; - Decision making skills; - Experience in contract drafting and negotiation; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French.	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Human Resources Management Specialist	Human Resources Management Specialist	A0 in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Human Resource Management with 3 years of working experience or Master's Degree in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Specialization in Human Resource Management <u>Key Technical Skills & Knowledge required:</u> -Deep knowledge of Rwandan Public Service and labor law; - Knowledge in Conflict Management; - Knowledge of human resources concepts, practices,policies, and procedures; - Problem Solving Skills; - Computer Skills; - Judgment & Decision Making Skills; - Time management Skills; - Interview Skills; - High analytical Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ French;knowledge of all is an advantage.	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Planning Specialist	Planning Specialist	A0 in Management, Economics, Development Studies, Project Management, Business Administration with 3 years of working experience or Masters degree in Management, Economics, Development Studies, Project Management <u>Key Technical Skills & Knowledge required:</u> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Rwanda National Planning Systems; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Public Relations & Communication	Public Relations & Communication Officer	A0 in Journalism, Communication, International Relations, Marketing, Linguistics and Literature <u>Key Technical Skills & Knowledge required :</u> -Excellent communication skills both oral and in writing -Excellent interpersonal skills; -Report writing & Presentation skills; - Creativity & Initiative; - Good Organizational and Time-management Skills, - Team working Skills; - Effective Public relations & Public speaking skills; - Interviewing Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Procurement	Procurement Officer	A0 in Procurement, Management, Public Finance, Economics, Law, Accounting <u>Key technical skills and knowledge required:</u> - High analytical skills - Knowledge of basic business and purchasing practices - Knowledge of state contracting law, regulations and procedures - Knowledge of grade, qualities, suppliers and prices tenders of commodities - Knowledge in contract drafting and negotiation - Category management skills - Time management skills - Decision making skills - Excellent communication skills. - Computer skills. - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage.	2
	Administrative Assistant	Administrative Assistant	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management, Administrative Sciences, Social work, Sociology, Law <u>Key Technical Skills & Knowledge required:</u> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
Sub - Total				8

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Directorate General of Local Government Planning, M&E	Director General	Director General of Local Government Planning, M&E	A0 in Economics, Development Studies, Management; Regional Planning, Project Management, Business Administration with 5 years of working experience including 2 years in a senior position or Master's Degree or Equivalent in Economics, Development Studies, Management; Regional Planning, Project Management, Business Administration with 3 year working experience. <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Rwanda National Planning Systems; - Knowledge of Performance contracts process and indicators; - A solid understanding of rural development, with a focus on participatory processes, joint management; - Good contextual knowledge of local issues, community priorities, organisational relationships, social and cultural constraints and realities, and environmental conditions; - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Leadership skills; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving skills; - Judgment & Decision Making Skills; - Time management Skills;	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Planning and Imihigo Specialist	Planning and Imihigo Specialist	A0 in Economics, Management, Project Management, Development Studies with 3 years of working experience or Master's Degree in Economics, Management, Project Management, Development Studies. <u>Key Technical Skills & Knowledge required:</u> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Rwanda National Planning Systems; - Knowledge of Performance contracts process and indicators; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Monitoring and Evaluation	Monitoring and Evaluation Specialist	A0 in Economics, Management, Project Management, Development Studies, Business Administration with 3 years of working experience or Master's Degree in Economics, Management, Project Management, Development Studies, Business Administration. <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Knowledge to conduct monitoring exercises; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Complex Problem Solving; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Integrated Development Planning Specialist	Integrated Development Planning Specialist	A0 in Economics, Management, Project Management, Development Studies, Business Administration with 3 years of working experience or Master's Degree in Economics, Management, Project Management, Development Studies, Business Administration <u>Key Technical Skills & Knowledge required:</u> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Rwanda National Planning Systems; - Knowledge of integrated, evidence based planning; - Knowledge in Integrated Planning improvement of Integrated Operations Analysis & Improvement; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Twining & Partnership Development	Twining & Partnership Development Officer	A0 in Political Science, Development Economics, Development Studies, Sociology, Sovial Work, Public Administration, Administration Sciences. <u>Key Technical Skills & Knowledge required:</u> - Understanding of cultural differences; - Knowledge and understanding of the population welfare and issues; - Knowledge and capacity to plan, deliver and monitor relevant and appropriate programs and interventions; - Knowledge and capacity to expand networks and linkages with national and international organizations; - Skills in increasing opportunities for organizations to influence government policy; - Creative skills in networking opportunities and develop new resources; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decission Making Skills; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Statistics	Statistician	A0 in Statistics, Applied Mathematics and Economics <u>Key Technical Skills & Knowledge required</u> - Mathematical skills and knowledge of use of statistical packages such as SPSS or other statistical and or mathematical analysis programs; - Skills in sampling, collecting, computing, and analyzing statistical data, and applying statistical techniques; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Complex Problem Solving; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Sectoral Decentralization Coordination	Sectoral Decentralization Coordination Specialist	A0 in Public Administration, Socio-economics, Administrative Sciences, Political Sciences with 3 years of working experience or Master's Degree in Public Administration, Administrative Sciences, Socio-economics, Political Sciences <u>Key Technical Skills & Knowledge required</u> - Knowledge of cross-cutting issues in Governance Assessments; - Knowledge of decentralization process; - Coordination skills; - Knowledge of all decentralized services; - Knowledge of all characteristics of the local government system; - Knowledge of history and administrative status of Rwanda Local Government; - Excellent knowledge of scope, challenges and problems concerning local development and decentralization service delivery; - Knowledge of concepts and forms of decentralisation; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Complex Problem Solving; - Time management Skills;	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Sectoral Decentralization Coordination	Sectoral Decentralization Coordination Officer	A0 in Public Administration, Socio-economics, Administrative Sciences, Political Sciences <u>Key Technical Skills & Knowledge required</u> - Knowledge of cross-cutting issues in Governance Assessments; - Knowledge of decentralization process; - Coordination skills; - Knowledge of all decentralized services; - Knowledge of all characteristics of the local government system; - Knowledge of history and administrative status of Rwanda Local Government; - Knowledge of concepts and forms of decentralisation; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Complex Problem Solving; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
Sub - Total				8

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Directorate General of Territorial Administration & Good Governance	Director General	Director General of Territorial Administration & Good Governance	A0 in Public Administration, Political Sciences, Sociology, social Work, Administrative Sciences, Development Studies, Management, Economics with 5 years of working experience including 2 years in a senior position, or Master's Degree in Public Administration, Political Sciences, Sociology, social Work, Administrative Sciences, Development Studies, Management, Economics with 3 years of working experience. <u>Key Technical Skills & Knowledge required:</u> - Knowledge in all aspects of Territorial Administration and Good Governance; - Excellent knowledge of scope, challenges and problems concerning local development and decentralization service delivery; - Knowledge of approaches or models for building better governance; - Knowledge of the legislative background of Local government Entities; - Knowledge of Performance contracts process and indicators; - Knowledge of administrative issues; - Skills of all Good Governance Standard for Public Services; - A solid understanding of rural development, with a focus on participatory processes, joint management; - Good contextual knowledge of local issues, community priorities, organisational relationships, social and cultural constraints and realities, and environmental conditions; - Excellent leadership skills; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving skills; - Judgment & Decision Making Skills;	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Territorial Administration	Territorial Administration Specialist	A0 in Public Administration, Political Sciences, Administrative Sciences, Sociology, Social Work, Development Studies, Management, Economics with 3 years of working experience or Master's Degree in Public Administration, Political Sciences, Administrative Sciences, Sociology, Social Work, Development Studies, Management, Economics <u>Key Technical Skills & Knowledge required:</u> - Knowledge of scope, challenges and problems concerning local development and decentralization service delivery; - Knowledge of approaches or models for building better governance; - Knowledge of the legislative background of Local government Entities; - Knowledge of administrative issues; - Skills of all Good Governance Standard for Public Services; - Understanding of rural development, with a focus on participatory processes, joint management; - Good contextual knowledge of local issues, community priorities, organisational relationships, social and cultural constraints and realities, and environmental conditions; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Territorial Administration	Territorial Administration Officer	A0 in Public Administration, Political Sciences, Administrative Sciences, Sociology, Social Work, Development Studies, Management, Economics <u>Key Technical Skills & Knowledge required:</u> - Knowledge of scope, challenges and problems concerning local development and decentralization service delivery; - Knowledge of approaches or models for building better governance; - Knowledge of the legislative background of Local government Entities; - Knowledge of administrative issues; - Skills of all Good Governance Standard for Public Services; - Understanding of rural development, with a focus on participatory processes, joint management; - Good contextual knowledge of local issues, community priorities, organisational relationships, social and cultural constraints and realities, and environmental conditions; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	4

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Local Government Financial Analysis	Local Government Financial Officer	A0 Economics, Management, Business Administration, Accounting, Finance <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Financial Analysis and Accounting principles and practices - Knowledge of Rwanda Public Financial Law; - Knowledge of scope, challenges and problems concerning local development and decentralization service delivery; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Time management Skills - Judgment & Decision making skills; - Complex Problem solving; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2
	DASSO Affairs	DASSO Affairs Specialist	A0 with 3 years of working experience and be a former Commissioned Officer from Security Services, or Master's Degree and be a former Commissioned Officer from Security Services <u>Key Technical Skills & Knowledge required:</u> - Strong connection with other Rwanda security organs; - Knowledge of Administrative status of Local government security issues; - Collaboration skills; - Supervision and coordination skills; - Training skills; v - Time management Skills - Judgment & Decision making skills; - Complex Problem solving; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Civil Society Organization and Media	Civil Society Organization and Media Officer	A0 in Political Science, public policy, media, development studies, and law, Communication, Public Relations, Journalism, and Sociology, Social Work <u>Key Technical Skills & Knowledge required :</u> - A good knowledge of the politics and organization policies and procedures of the Republic of Rwanda; - Interaction skills with media organizations; - Knowledge on CSO development in Rwanda; - Skills in interpreting different laws and regulations related to politics and religions; - Excellent communication skills both oral and in writing -Excellent interpersonnal skills; -Report writting & Presentation skills; - Creativity & Initiative; - Good Organizational and Time management Skills, - Team working Skills; - Effective Public relations & Public speaking skills; - Interviewing Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Good Governance and Decentralization Policy	Good Governance and Decentralization Policy Officer	A0 in Public Administration, Political Sciences, Administrative Sciences, Sociology, Social Work, Development Studies, Management, Economics with 3 years of working experience or Master's Degree in Public Administration, Political Sciences, Administrative Sciences, Social work, Sociology, Development Studies, Management, Economics. <u>Key Technical Skills & Knowledge required:</u> - Knowledge in all aspects of Good Governance; - Knowledge of scope, challenges and problems concerning local development and decentralization service delivery; - Knowledge of approaches or models for building better governance; - Knowledge of the legislative background of Local government Entities; - Knowledge of administrative issues; - Skills of all Good Governance Standard for Public Services; - Good contextual knowledge of local issues, community priorities, organisational relationships, social and cultural constraints and realities, and environmental conditions; - Computer Skills; - Organizational Skills; - Communication Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
Sub - Total				11

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Directorate General of Social Affairs and Community Development	Director General	Director General of Social Affairs and Community Development	A0 in Public Administration, Political Sciences, Administrative Sciences, Sociology, Social Work, Development Studies, Management, Economics, Education Sciences with 5 years of working experience including 2 years in a senior position, or Master's Degree in Public Administration, Political Sciences, Administrative Sciences, Sociology, Social Work, Development Studies, Management, Economics, Education Science with 3 years of working experience. <u>Key Technical Skills & Knowledge required:</u> - Knowledge in all aspects of Social Affairs and Community development programmes; - Knowledge of integrated local development initiatives; - Knowledge of the social protection programmes; - Knowledge of approaches or models for building better governance; - Skills in good planning mechanisms for community development; - Knowledge of the legislative background of Rwandan Community and welfare; - Knowledge of administrative issues; - Skills of all Good Governance Standard for Public Services; - A solid understanding of rural development, with a focus on participatory processes, joint management; - Good contextual knowledge of local issues, community priorities, organisational relationships, social and cultural constraints and realities, and environmental conditions; - Excellent leadership skills; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving skills; - Judgment & Decision Making Skills;	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Social Protection Programs	Social Protection Programs Specialist	A0 in Sociology, Social Work, Clinical Psychology, Education Sciences; Development Studies, Economics, Public Policy, Management, Administrative Sciences, Public Administration with 3 years of working experience or Master's Degree in Sociology, Social Work, Clinical Psychology, Education Sciences; Development Studies, Economics, Public Policy, Management, Administrative Sciences, Public Administration <u>Key Technical Skills & Knowledge required:</u> - Knowledge in all aspects of Social issues; - Knowledge of Community development programmes and perspectives; - Knowledge of the social protection programmes; - Knowledge of the legislative background of Rwandan Community and welfare; - Knowledge in technical and policy issues related to social protection; - Knowledge in social and economic development contexts, - Understand and Knowledge of cross-sectoral policy areas, particularly with respect to intersection of social safety nets, social insurance, education, skills and labor policy; - Skills in dealing with social protection multilateral institutions; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Social Protection Programs	Social Protection Programs Officer	A0 in Sociology, Social Work, Clinical Psychology, Education Sciences; Development Studies, Economics, Public Policy, Management, Administrative Sciences, Public Administration <u>Key Technical Skills & Knowledge required:</u> - Knowledge in all aspects of Social issues; - Knowledge of Community development programmes and perspectives; - Knowledge of the social protection programmes; - Knowledge of the legislative background of Rwandan Community and welfare; - Knowledge in technical and policy issues related to social protection; - Knowledge in social and economic development contexts, - Understand and Knowledge of cross-sectoral policy areas, particularly with respect to intersection of social safety nets, social insurance, education, skills and labor policy; - Skills in dealing with social protection multilateral institutions; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Local Economic Development	Local Economic Development Specialist	A0 in Development Studies, Economics, Management, Administrative Sciences, Public Administration, Public Policy with 3 years of working experience or Master's degree in Development Studies, Management, Administrative Sciences, Economics, Public Administration, Public Policy. <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Community development programmes and perspectives; - Knowledge of principles and practices of local economic development concept; - Knowledge in local, regional and state programs and/or incentives benefiting economic development initiatives and projects; - Strong skills on aptitude on public administration and management of development project in the public sector; - Skills in dealing with development partners; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Community Development and Umuganda	Community Development and Umuganda Officer	A0 in Development Studies, Economics, Management, Administrative Sciences, Public Administration, Rural Development, and Political Science, Sociology, Social work <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Community development programmes and perspectives; - Knowledge of different development approaches; - Knowledge in elaboration of Umuganda policies, programs and relevant indicators; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving skills; - Judgment & Decision Making Skills; - Time management Skills; - Mobilization Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Social Welfare	Social Welfare Officer	A0 in Social Work, Sociology. <u>Key Technical Skills & Knowledge required:</u> - Knowledge of the Social welfare development; - Knowledge of different community development approaches; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving skills; - Judgment & Decision Making Skills; - Time management Skills; - Mobilization Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Social Protection Management Information System	Social Protection Management Information System Specialist	A0 in Social Work, Sociology with 3 years of working experience or Master's Degree Social Work, Sociology. <u>Key Technical Skills & Knowledge required:</u> - Knowledge of the Social welfare development; - Knowledge of different community development approaches; - Knowledge in National Social Protection Strategy; - Knowledge in Social protection Policies; - Skills in co-ordination and capacity on social protection; - Skills in increasing awareness of the benefits of national social protection programmes; - Computer Skills; - Organizational Skills; - Communication Skills; - Judgment & Decision Making Skills; - Time management Skills; - Mobilization Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
Sub - Total				7

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Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Administration and Finance Unit	Director of Unit	Director of Administration and Finance Unit	Bachelor's degree in Accounting, Public Finance, Accounting with at least 3 years working experience or Master's degree in Accounting, Public Finance, Accounting with at least 1 year working experience. <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting; - Knowledge of Rwanda Public Financial Law; - Leadership and management skills; - Planning and organisational, Budgeting skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Problem solving; - Fluent in Kinyarwanda, English and/ or French.	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	ICT	ICT Specialist	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 3 years of working experience or Master's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering <u>Key Technical Skills & Knowledge required:</u> - 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; - Leadership skills; - 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.	1
	Administrative Liaison	Administrative Liaison Officer	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management, Administrative Sciences, Sociology, Social work, Law <u>Key Technical Skills & Knowledge required:</u> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluency in Kinyarwanda, English and/ or French; Knowledge of all is an advantage	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Accountant	Accountant	A0 in Accounting, Finance, Management with specialization in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA, etc). <u>Key technical skills and knowledge required</u> - Knowledge of cost analysis technics; - Planning and Organizational skills; - Communication skills; - IT skills, particularly in Financial software (SMART IFMIS) - Judgment and Decision Making skills; - Knowledge to analyse complex financial information and produce reports; - Ability to analyze, understand and discuss new program designs - Deep understanding of financial accounts ; - Complex Problem Solving; - Time management skills; - Teamworking skills; - Flexibility skills; - Interpersonal skills; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage.	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Budget management	Budget Officer	A0 in Finance, Accounting, Economics, and Management, <u>Key Technical Skills & Knowledge required:</u> - Knowledge of cost analysis techniques; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financia software (SMART IFMIS); - Judgment & Decision Making Skills; - Deep understanding of financial accounts; - High Analytical Skills - Interpersonal skills; - Time management Skills - Complex Problem solving; -Flexibility Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Logistics Management	Logistics Officer	A0 in Management, Accounting, Finance, Store Management, Public Administration, Economics, Administrative Sciences <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Management of Material Resources; -Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; -Report writting & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Human Resources Management	Human Resources Officer	A0 in Human Resource Management, Management, Public Administration, Administrative Sciences Key Technical Skills & Knowledge required: - Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources; - Knowledge in the Development of Human Resources Policies and procedures - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Database and Application Administration	Database & Application Administrator	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Rwanda's ICT Policies and Strategies; - Proficient in web application security and database security; - Knowledge of all database vendor versions; - Proficient in designing, writing, editing, and debugging programs and databases; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills a - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Official Gazette No. Special of 28/02/2015

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

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Caller Center	Caller Center	A0 in Communication, Public Relations, Development Studies, Social Work, Sociology, Public Administration, Administrative Sciences, Rural Development, and Political Science Key Technical Skills & Knowledge required : -Excellent communication skills both oral and in writing - IT skills; -Excellent interpersonal skills; -Report writing & Presentation skills; - Good Organizational and Time-management Skills, - Team working Skills; - Effective Public relations & Public speaking skills; - Interviewing Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Documentation and Archives	Documentation and Archives Officer	A1 in Library and Information science, Office management or A1 in Library information, Office management and Bibliotechnology Key Technical Skills & Knowledge required: -proficiency in information technology; -Computer literacy; - Bokkeeping Skills; -Knowledge of integrated document management -Knowledge of archive management software -Knowledge of the documentation management system(DMS) would be an advantage. - Organizational Skills; - Interpersonal Skills; - Planning Skills; - Communication Skills; - Report writing & Presentation skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Customer care Officer	Customer care Officer	A0 in Communication, journalism, International Relations, Marketing <u>Key technical skills and knowledge required:</u> - Excellent interpersonal skills; - Knowledge in Customer care satisfaction; - Knowledge in Hospitality management; - Public speaking skills; - Time management skills; - Organizational skills; - Excellent communication skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage.	1
	Head of Central Secretariat	Head of Central Secretariat	A1 in Secretariat Studies, Office Management, Library and Information Science with 2 years of working experience or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law, Library and Information Science <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Book keeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Secretary	Secretary in Central Secretariat	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management, Administrative Sciences, Sociology and Social work, LAW <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Book keeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Secretary	Secretary to DAF	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management, Administrative Sciences, Sociology, Social work, Law <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Book keeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
Sub - Total				15
MINALOC, GRAND TOTAL				56

Bibonywe kugira ngo bishyirwe ku mugereka w' Iteka rya Minisitiri w'Intebe n° 41/03 ryo ku wa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisiteri y'Ubutegetsi bw'Igihugu

Kigali, ku wa 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika :

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

Seen to be annexed to Prime Minister's Order n° 41/03 of 27/02/2015 determining mission and functions, organizational structure, salaries and fringe benefits for employees in the Ministry of Local Government

Kigali, on 27/02/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n° 41/03 du 27/02/2015 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère de l'Administration Locale

Kigali, le 27/02/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République :

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

UMUGEREKA WA III W'ITEKA RYA MINISITIRI W'INTEBE N⁰ 41/03 RYO KU WA 27/02/2015 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'UBUTEGETSI BW'IGIHUGU (MINALOC)	ANNEX III TO PRIME MINISTER'S ORDER N⁰ 41/03 OF 27/02/2015 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE MINISTRY OF LOCAL GOVERNMENT (MINALOC)	ANNEXE IIIA L'ARRETE DU PREMIER MINISTRE N⁰ 41/03 DU 27/02/2015 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DE L'ADMINISTRATION LOCALE(MINALOC)

MINALOC SALARY STRUCTURE

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Permanent Secretary	441	F	2869	1,613,167
Director General of Local Government, Planning, M&E	330	2.III	1890	892,962
Director General of Territorial Administration & Good Governance	330	2.III	1890	892,962
Director General of Social Affairs and Community Development	330	2.III	1890	892,962
Advisor to the Minister	330	2.III	1890	892,962
Advisor to the Minister of State	330	2.III	1890	892,962
Director of Finance and Administration	330	3.II	1369	670,524
Legal Advisor	330	3.II	1369	646,807
Planning Specialist	330	3.II	1369	646,807
HRM Specialist	330	3.II	1369	646,807
Planning and Local Government Imihigo Specialist	330	3.II	1369	646,807
Monitoring & Evaluation Specialist	330	3.II	1369	646,807
Integrated Development Planning Specialist	330	3.II	1369	646,807
Sectoral Decentralization Coordination Specialist	330	3.II	1369	646,807
DASSO Affairs Specialist	330	3.II	1369	646,807
Territorial Administration Specialist	330	3.II	1369	646,807
Social Protection Programs Specialist	330	3.II	1369	646,807
Social Protection MIS Specialist	330	3.II	1369	646,807
Local Economic Development Specialist	330	3.II	1369	646,807
ICT Specialist	330	3.II	1369	646,807
Territorial Administration Officer	300	4.III	1313	558,494
LG Financial Analysis Officer	300	4.III	1313	558,494
Community Development and Umuganda Officer	300	4.III	1313	558,494
Social Protection Program Officer	300	4.II	1141	485,333
Twinning & Partnership Development Officer	300	4.II	1141	485,333
Good Governance and Decentralization Policy Officer	300	4.II	1141	485,333
CSO and Media Affairs Officer	300	4.II	1141	485,333
Social Welfare Officer	300	4.II	1141	485,333
Statistician	300	4.II	1141	485,333
Network and System Administrator	300	4.II	1141	485,333

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POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Database and application Officer	300	4.II	1141	485,333
Human Resources Officer	300	4.II	1141	485,333
Public Relations and Communication Officer	300	4.II	1141	485,333
Sectoral Decentralization Coordination Officer	300	4.II	1141	485,333
Internal Auditor	300	5.II	951	404,515
Budget Officer	300	5.II	951	404,515
Accountant	300	5.II	951	404,515
Procurement Officer	300	5.II	951	404,515
Logistics Officer	300	5.II	951	404,515
Administrative Liaison Officer	300	5.II	951	404,515
Administrative Assistant to the Minister	300	5.II	951	404,515
Administrative Assistant to the Minister of State	300	5.II	951	404,515
Administrative Assistant to the PS	300	5.II	951	404,515
Customer Care Officer	300	6.II	793	337,308
Documentation & Archives	300	6.II	793	337,308
Call Center Officer	300	6.II	793	337,308
Head of Central Secretariat	300	7.II	660	280,736
Secretary	300	8.II	508	216,081
Secretary to DAF Unit	300	8.II	508	216,081

Bibonywe kugira ngo bishyirwe ku mugereka w' Iteka rya Minisitiri w'Intebe n° 41/03 ryo ku wa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisitiri y'Ubutegetsi bw'Igihugu

Kigali, ku wa 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika :

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

Seen to be annexed to Prime Minister's Order n° 41/03 of 27/02/2015 determining mission and functions, organizational structure, salaries and fringe benefits for employees in the Ministry of Local Government

Kigali, on 27/02/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n° 41/03 du 27/02/2015 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère de l'Administration Locale

Kigali, le 27/02/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République :

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

ITEKA RYA MINISITIRI W'INTEBE
N°42/03 RYO KU WA 27/02/2015 RIGENA
INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI BIGENERWA
ABAKOZI MURI MINISITERI
ISHINZWE UMURYANGO W'IBIHUGU
BY'AFURIKA Y'IBURASIRAZUBA
(MINEAC)

PRIME MINISTER'S ORDER N°42/03 OF
27/02/2015 DETERMINING MISSION AND
FUNCTIONS, ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES IN THE
MINISTRY OF EAST AFRICAN
COMMUNITY (MINEAC)

ARRETE DU PREMIER MINISTRE N°42/03
DU 27/02/2015 PORTANT MISSION ET
FONCTIONS, STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DE LA
COMMUNAUTE DES PAYS DE L'AFRIQUE
DE L'EST (MINEAC)

ISHAKIRO

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ITEKA RYA MINISITIRI W'INTEBE N°42/03 RYO KU WA 27/02/2015 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI ISHINZWE UMURYANGO W'IBIHUGU BY'AFURIKA Y'IBURASIRAZUBA (MINEAC)

PRIME MINISTER'S ORDER N°42/03 OF 27/02/2015 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE MINISTRY OF EAST AFRICAN COMMUNITY (MINEAC)

ARRETE DU PREMIER MINISTRE N°42/03 DU 27/02/2015 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DE LA COMMUNAUTE DES PAYS DE L'AFRIQUE DE L'EST (MINEAC)

Minisitiri w'Intebe;

The Prime Minister;

Le Premier Ministre;

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo kuwa 04 Kamena 2003 nk'uko ryavugururwe kugeza ubu, cyane cyane mu ngingo zaryo, iya 37, iya 118, iya 119, iya 121 n'ya 201;

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 37, 118, 119, 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 37, 118, 119, 121 et 201;

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

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

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

Asubiye ku Iteka rya Minisitiri w'Intebe n° 77/03 ryo kuwa 08/07/2011 rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimo bya Minisiteri ishinze Umuryango w'Ibihugu by'Afurika y'Iburasirazuba (MINEAC);

Reviewing Prime Minister's Order n° N°77/03 of 08/07/2011 determining the mission, functions, organizational structure and summary of job positions of the Ministry of East African Community (MINEAC);

Revu l'Arrêté du Premier Ministre n° 77/03 du 08/07/2011 portant mission, fonctions, structure organisationnelle et synthèse des emplois du Ministère de la Communauté des Pays de l'Afrique de l'Est (MINEAC) ;

Asubiye ku Iteka rya Minisitiri w'Intebe n° 53/03 ryo kuwa 14/07/2012 rishyiraho imishahara n'ibindi bigenerwa Abakozi bo mu

Reviewing the Prime Minister's Order n° 53/03 of 14/07/2012 establishing salaries and fringe benefits for public servants of the Central

Revu l'Arrêté du Premier Ministre n° 53/03 du 14/07/2012 fixant les salaires et autres avantages accordés au personnel de l'Administration Centrale,

Butegetsí Bwite bwa Leta, nk'uko ryahinduwe kandi ryujijwe kugeza ubu;

Government as modified and complemented to date;

tel que modifié et complété à ce jour;

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

On proposal by the Minister Public Service and Labour;

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

Inama y'Abaminisitiri yateranye ku wa 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;

ATEGETSE:

HEREBY ORDERS:

ARRETE :

Ingingo ya mbere: Icyo iri teka rigamije

Article One: Purpose of this Order

Article premier: Objet du présent arrêté

Iri teka rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisitiri ishinzwe Umuryango w'Ibihugu by'Afurika y'Iburasirazuba.

This Order determines mission and functions, organizational structure, salaries and fringe benefits for employees in the Ministry of East African Community (MINEAC).

Le présent arrêté porte mission et fonctions, structure organisationnelle, salaires et autres avantages accordés au personnel du Ministère chargé de la Communauté des Pays de l'Afrique de l'Est.

Ingingo ya 2: Inshingano

Article 2: Mission and functions

Article 2: Mission et fonctions

Minisitiri ishinzwe Umuryango w'Ibihugu by'Afurika y'Iburasirazuba ifite inshingano rusange yo kuyobora gahunda n'ibikorwa bijyanye no kwinjira mu Muryango w'Afurika y'Iburasirazuba hagamijwe kongera ingamba z'iterambere mu Rwanda no mu Karere.

The Ministry of the East African Community has the general mission of directing the East African Community integration process in order to further development strategies of Rwanda and the region.

Le Ministère chargé de la Communauté des Pays de l'Afrique de l'Est a pour mission générale de diriger le processus d'intégration dans la Communauté des pays de l'Afrique de l'Est afin d'approfondir les stratégies de développement du Rwanda et de la région.

By'umwihariko, Minisitiri ishinzwe Umuryango w'Ibihugu by'Afurika y'Iburasirazuba ishinzwe ibi bikurikira:

The Ministry of the East African Community shall, in particular, be responsible for:

Le Ministère chargé de la Communauté des pays de l'Afrique de l'Est est particulièrement chargé de:

1 ° gutegura, kumenyekanisha no guhuza ishyirwa mu bikorwa rya politiki,

1 ° preparing, disseminating and coordinating implementation of East

1 ° disséminer et coordonner la mise en œuvre des politiques, stratégies et programmes de

ingamba na gahunda by'Umuryango w'Ibihugu by'Afurika y'Iburasirazuba binyuze mu guhuza politiki, ingamba na gahunda bya buri Gihugu n'izo mu Karere bigamije kuzamura inyungu z'u Rwanda no guha imbaraga gahunda yo kwinjira muri uyu Muryango;	African Community policies, strategies and programs through harmonization of national and regional policies, strategies and programs that promote Rwanda's interests and strengthen the regional integration process;	la Communauté des pays de l'Afrique de l'Est par le biais de l'harmonisation des politiques, stratégies et programmes nationaux et régionaux qui favorisent les intérêts du Rwanda et renforcent le processus d'intégration régionale ;
2 ° kuba ku isonga ku bijyanye no gufata imyanzuro na gahunda z'ubuvugizi mu Muryango w'Ibihugu by'Afurika y'Iburasirazuba binyuze mu:	2 ° leading the East African Community decision-making process and advocacy efforts through:	2 ° diriger le processus de prise de décisions et de plaidoiries dans la Communauté des Pays de l'Afrique de l'Est à travers :
a. gukangurira no gushishikariza abafatanyabikorwa b'Inzego za Leta n'ab'izigenga kugira uruhare muri gahunda zirebana no kwinjira mu Muryango w'Afurika y'Iburasirazuba;	a. mobilizing and sensitizing public and private sector stakeholders on initiatives related to the East African Community integration process;	a. la mobilisation et la sensibilisation des partenaires des secteurs public et privé quant aux initiatives relatives au processus d'intégration dans la Communauté des Pays de l'Afrique de l'Est;
b. kurengera inyungu z'u Rwanda mu bijyanye no gufata imyanzuro mu Nzego z'Umuryango w'Afurika y'Iburasirazuba;	b. promoting Rwanda's interests in the decision-making process of East African Community organs;	b. la sauvegarde des intérêts du Rwanda dans le processus de prise de décisions dans les Organes de la Communauté des Pays de l'Afrique de l'Est;
c. guhuza Umuryango w'Afurika y'Iburasirazuba n'indi Muryango yo muri Afurika no hanze y'Afurika;	c. promoting the East African Community to other trading blocs within Africa and outside of Africa;	c. la promotion de la Communauté des Pays de l'Afrique de l'Est à d'autres Communautés de l'Afrique et de l'extérieur de l'Afrique ;
3 ° kunonosora amategeko y'Igihugu n'ay'Umuryango w'Afurika y'Iburasirazuba binyuze mu:	3 ° improving East African Community and national laws and regulations through:	3 ° l'amélioration des textes légaux et réglementaires du pays et ceux de la Communauté des Pays d'Afrique de l'Est à travers :

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

b. kumenyekanisha amahame, amategeko, n'amabwiriza ajyanye no kwinjira mu Muryango w'Afurika y'Iburasirazuba;

4 ° kongera ubushobozi bw'Urwego n'ubw'abakozi binyuze mu:

a. guhuza ibikorwa hagati y'Inzego z'u Rwanda, iz'Afurika y'Iburasirazuba, iz'Ibihugu nterankunga n'Imiryango yo mu Karere hagamijwe guha imbaraga ubutwererane n'ubufatanye mu karere;

b. kongerera ubushobozi n'ubumenyi Inzego mfatanyabikorwa mu bijyanye no kwinjira mu Miryango yo mu Karere;

5 ° gukurikirana no kugenzura ishyirwa mu bikorwa rya politiki, gahunda n'ingamba binyuze mu:

a. gukurikirana no kugenzura ishyirwa mu bikorwa ry'imishinga na gahunda by'Umuryango w'Afurika y'Iburasirazuba mu Rwanda;

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

b. disseminating principles, laws and regulations related to East African Community integration;

4 ° developing institutional and human resources capacities through:

a. coordinating activities between Rwandan institutions, East African Community organs, institutions of partner states and regional bodies to strengthen regional cooperation initiatives and partnerships;

b. enhancing performance and skills of the partner institutions in the regional integration process;

5 ° monitoring and evaluating the implementation of policies, strategies and programs through:

a. monitoring and providing oversight on the implementation of East African Community projects and programs within Rwanda;

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

b. la dissémination de principes, des textes légaux et réglementaires relatives à l'intégration dans la Communauté des Pays de l'Afrique de l'Est;

4 ° développer des capacités institutionnelles et celles des ressources humaines à travers:

a. la coordination des activités entre les institutions rwandaises, les Organes de la Communauté des Pays de l'Afrique de l'Est, les institutions des Etats partenaires et les autres organismes régionaux en vue de renforcer la coopération et le partenariat régionaux;

b. le renforcement des performances et les aptitudes des institutions partenaires dans le processus d'intégration régionale;

5 ° assurer le suivi de l'exécution des politiques, des stratégies et des programmes, et procéder à son évaluation à travers :

a. le suivi et l'évaluation de la mise en exécution des projets et programmes de la Communauté des Pays de l'Afrique de l'Est au Rwanda ;

b. gusesengura ingaruka za gahunda n'imishinga by'Umuryango w'Ibihugu by'Afurika y'Iburasirazuba hagamijwe kuvugurura politiki ijyanye no kwinjira muri uyu muryango;

6 ° gushaka no gukusanya inkunga z'iterambere ry'umuryango binyuze mu:

a. kugaragaza ibikenewe no kugenzura ko ibihari bikoreshwa uko bikwiye;

b. guteza imbere ishoramari ryigenga muri Afurika y'Iburasirazuba.

b. evaluating the impact of East African Community projects and programs in order to improve policies related to the regional integration process;

6 ° mobilizing resources for the development of the region through:

a. identifying requirements and monitoring the efficient utilization of existing resources;

b. promoting private investment in the East African Community.

b. l'évaluation de l'impact des programmes et des projets de la Communauté des Pays de l'Afrique de l'Est en vue de la réforme du processus d'intégration régionale;

6 ° mobiliser les ressources pour le développement de la région à travers :

a. l'identification des besoins et assurer le suivi de l'utilisation efficace des ressources disponibles ;

b. la promotion d'investissement privé dans la région de l'Afrique de l'Est.

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

Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo bya Minisiteri ishinze Umuryango w'Ibihugu by'Afurika y'Iburasirazubabiri ku mugereka wa I n'uwa II y'iri teka.

Ingingo ya 4: Igenwa ry'umushahara

Imishahara y'Abakozi ba Minisiteri ishinze Umuryango w'Ibihugu by'Afurika y'Iburasirazubaigenwa hashingiwe ku imbonerahamwe y'urutonde rw'imirimo kandi

Article 3: Organizational structure and job profiles

The organizational structure and job profiles for the Ministry of East African Community (MINEAC) are respectively in annex I and II of this Order.

Article 4: Determination of the salary

Salaries for employees of the Ministry of East African Community (MINEAC) shall be determined basing on the job classification and in accordance with general principles on salary

Article 3 : Structure organisationnelle et profils d'emplois

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

Article 4: Détermination du salaire

Les salaires accordés au personnel du Ministère chargé de la Communauté des Pays de l'Afrique de l'Est sont déterminés suivant la classification des emplois et conformément aux principes généraux de

hakurikijwe amahame ngenderwaho mu kubara imishahara mu Butegetsi bwa Leta.

calculation in Public Service.

fixation des salaires dans la fonction publique.

Urwego, umubare fatizo, agaciro k'umubare fatizo n'umushahara mbumbe bigendana na buri mwanya w'umurimo muri Minisitiri ishinzwe Umuryango w'Ibihugu by'Afurika y'Iburasirazubabiri ku mugereka wa III w'iri teka.

The level, index value and the gross salary corresponding to each job position in the Ministry of East African Community (MINEAC) are in annex III to this Order.

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

Ingingo ya 5: Ibigize umushahara mbumbe

Article 5: Composition of the gross salary

Article 5: Composition du salaire brut

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

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

Le salaire brut mensuel pour chaque agent comprend principalement :

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

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

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

Indamunite y'urugendo ivugwa mu gika kibanziriza iki ntigenerwa Abayobozi bari ku nzego z'imirimo za "F" na "H/2" boroherezwa ingengo hakurikijwe amabwiriza ya Minisitiri ufite Gutwara Abantu mu nshingano ze; ndetse n'Abakozi bari ku rwego rwa "3" bagenerwa indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite Abakozi ba Leta mu nshingano ze.

The transport allowance specified in the previous paragraph shall not be granted to officials positioned on levels "F" and "H/2" whose transport is facilitated in accordance with Instructions of the Minister in charge of transport. It shall not also be granted to public servants positioned on level "3" who are entitled to special transport allowance in accordance with Instructions of the Minister in charge public service.

L'indemnité de transport dont question à l'alinéa précédent n'est pas allouée aux agents de l'Etat aux postes de niveau "F" et "H/2" pour lesquels le transport est facilité selon les Instructions du Ministre ayant le transport dans ses attributions, ainsi que ceux aux postes de niveau "3" qui bénéficient l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Ingingo ya 6: Ibindi bigenerwa Umunyamabanga Uhoraho

Umunyamabanga Uhoraho muri Minisitiri ishinze Umuryango w'Ibihugu by'Afurika y'Iburasirazuba agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

- 1 ° amafaranga yo kwishyura telefoni yo mu biro angana n'ibihumbi ijana y'u Rwanda (100,000 Frw) buri kwezi, n'aya telefoni igendanwa angana n'ibihumbi ijana (100,000 Frw) buri kwezi;
- 2 ° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200, 000 frw) buri kwezi anyura kuri konti y'urwego bireba;
- 3 ° Leta imworohera mu bijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

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

Abayobozi Bakuru n'Umujyanama wa Minisitiribagenerwa buri wese ibindi bibafasha gutunganya imirimo mu buryo bukurikira:

Article 6: Fringe benefits for Permanent Secretary

The Permanent Secretary in the Ministry of East African Community (MINEAC) shall be entitled to the following fringe benefits:

- 1 ° One hundred thousand Rwandan francs (100,000 Rwf) per month for office land line and one hundred thousand Rwandan francs (100,000 Rwf) per month for mobile phone;
- 2 ° office guest's entertainment allowance of two hundred thousand Rwandan francs (200,000 Rwf) per month and transferred to the institution's account;
- 3 ° the Government shall facilitate his/her transport in accordance with the Instructions of the Minister responsible for transport.

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

Director Generals and Advisor to the Minister shall each be entitled to fringe benefits as follows:

Article 6: Avantages alloués au Secrétaire Permanent

Le Secrétaire Permanent au sein du Ministère chargé de la Communauté des Pays de l'Afrique de l'Est bénéficie des avantages suivants :

- 1 ° les frais de communication par téléphone de bureau équivalant à cent mille francs Rwandais (100.000 Frw) et de téléphone portable équivalant à cent mille francs Rwandais (100.000 Frw) par mois;
- 2 ° les frais de représentation au service équivalant à deux cent mille francs Rwandais (200.000 Frw) chaque mois et domiciliés au compte de l'institution concernée;
- 3 ° l'Etat lui facilite en ce qui concerne le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Article 7: Autres avantages alloués aux Directeurs Généraux et au Conseiller du Ministre aux postes de niveau “2.III”

Les Directeurs Généraux et le Conseiller du Ministre bénéficient chacun des avantages comme suit:

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

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

3 ° Leta yorohereza Abayobozi Bakurun'Umujyanama wa Minisitiri mu bijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

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

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

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

1 ° Director Generals shall each be entitled to seventy thousand Rwandan francs (70,000 Rwf) per month for office land line and seventy thousand Rwandan francs (70,000 Rwf) per month for mobile phone;

2 ° the Advisor to the Minister shall be entitled to seventy thousand Rwandan francs (70,000 Rwf) per month for mobile phone;

3 ° the Government shall facilitate transport for Director Generals and Advisor to the Minister in accordance with the Instructions of the Minister responsible for transport.

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

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

1 ° a mobile phone communication allowance of thirty thousand Rwandan francs (Rwf 30,000) per month.

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

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

3 ° l'Etat facilite les Directeurs Généraux et le conseiller du Ministre en ce qui concerne le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

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

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

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

2 ° indamunite yihariye y’urugendo hakurikijwe amabwiriza ya Minisitiri ufite Abakozi ba Leta mu nshingano ze.

2 ° a special transport allowance as determined by the instructions of the Minister responsible for public service.

2 ° l’indemnité spéciale de transport conformément aux Instructions du Ministre ayant la fonction publique dans ses attributions.

Abayobozi b’Amashami bari ku rwego rw’imirimo rwa “3.II” bafite itsinda ry’Abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe y’Urwego bakorera, bagenerwa kandi amafaranga ibihumbi ijana y’u Rwanda (Rwf 100.000) buri kwezi ya telefoni yo mu biro.

Directors of Units on level “3.II” with a pool of public servants under their responsibilities in accordance with the approved organizational structure shall also each be entitled to an office telephone of one hundred thousand Rwandan francs (Rwf 100,000) per month.

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

Ingingo ya 9: Indamunite z’urugendo rw’imodoka

Article 9: Mileage allowances

Article 9 : Indemnités kilométriques

Iyo Abayobozi Bakuru bari ku rwego rwa F na H/2 bagiye mu butumwa imbere mu Gihugu bakoresheje imodoka zabo, Leta ibagenera indamunite y’urugendo hakurikijwe ibiteganywa n’Amabwiriza ya Minisitiri ufite Gutwara Abantu mu nshingano ze.

When Senior Officials on levels F and H/2 go on official mission inside the country by using their vehicles, the State pay them mileage allowances specified in the relevant Ministerial Instructions issued by the Minister responsible for transport.

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

Ingingo ya 10: Abashinzwe kubahiriza iri teka

Article 10: Authorities responsible for the implementation of this Order

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

Minisitiri w’Abakozi ba Leta n’Umurimo, Minisitiri w’Ibikorwa Remezo na Minisitiri w’Imari n’Igenamigambi basabwe kubahiriza iri teka.

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

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

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

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

Ingingo ya 12: Igihe iteka ritangira gukurikizwa

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

Kigali, ku wa 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

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

Article 11: Repealing provision

All prior provisions contrary to this Order are hereby repealed.

Article 12: Commencement

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

Kigali, on 27/02/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Article 11: Disposition abrogatoire

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

Article 12: Entrée en vigueur

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

Kigali, le 27/02/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République:

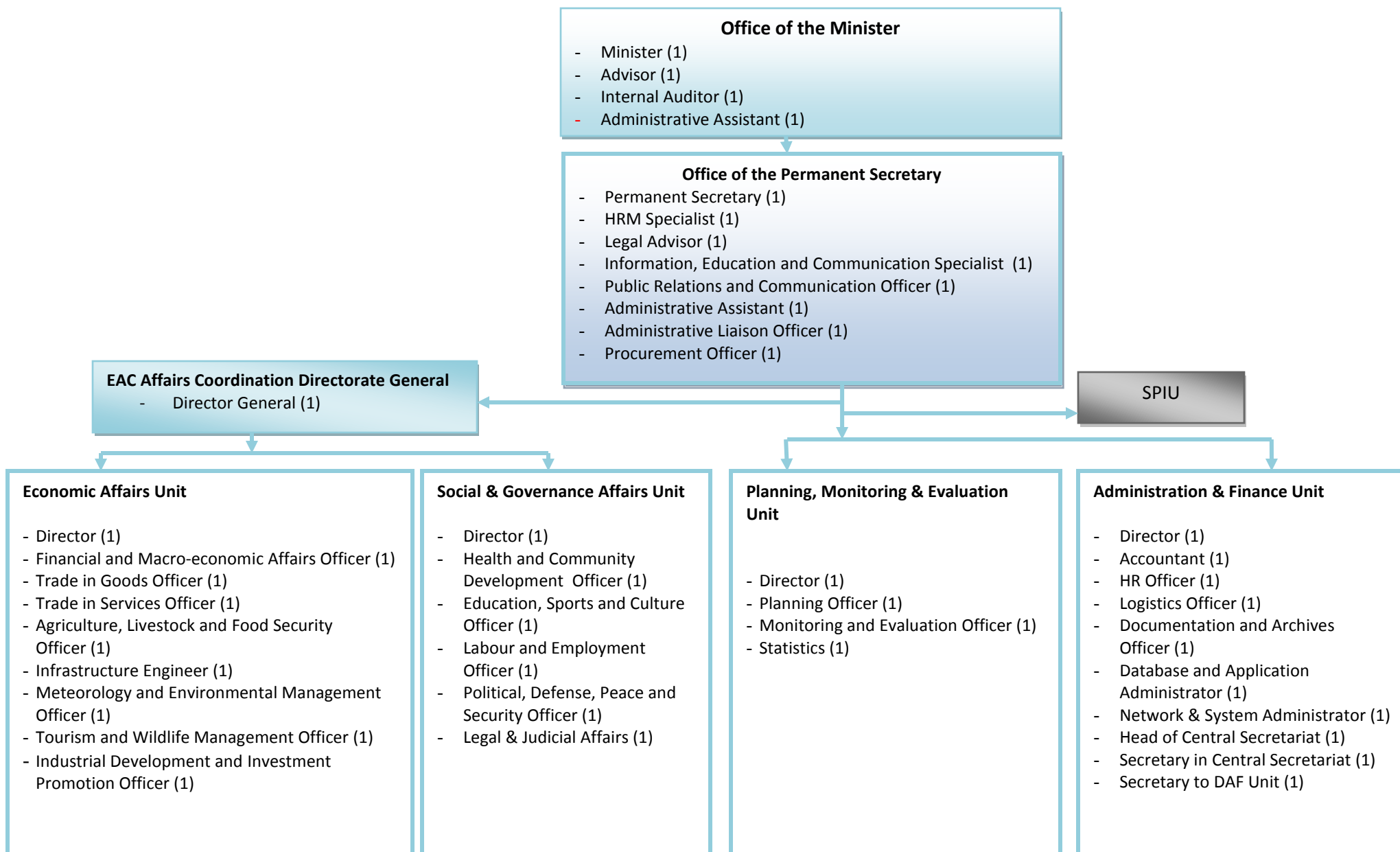
(sé)
BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I W' ITEKA RYA
MINISITIRI W'INTEBE N⁰ 42/03 RYO
KU WA 27/02/2015 RIGENA
INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI BIGENERWA
ABAKOZI MURI MINISITERI
ISHINZWE UMURYANGO
W'IBIHUGU BY'AFURIKA
Y'IBURASIRAZUBA (MINEAC)

ANNEX I TO PRIME MINISTER'S ORDER
N⁰ 42/03 OF 27/02/2015
DETERMINING MISSION AND
FUNCTIONS, ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES IN THE
MINISTRY OF EAST AFRICAN
COMMUNITY (MINEAC)

ANNEXE I A L'ARRETE DU PREMIER
MINISTRE N⁰ 42/03 DU 27/02/2015 PORTANT
MISSION ET FONCTIONS, STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DE LA
COMMUNAUTE DES PAYS DE L'AFRIQUE
DE L'EST (MINEAC)

MINISTRY OF EAST AFRICAN COMMUNITY - ORGANIZATIONAL CHART



Bibonywe kugira ngo bishyirwe ku mugereka w' Iteka rya Minisitiri w'Intebe n° 42/03 ryo ku wa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisiteri ishinze Umuryango w'Ibihugu by'Afurika y'Iburasirazuba (MINEAC)

Seen to be annexed to Prime Minister's Order n° 42/03 of 27/02/2015 determining mission and functions, organizational structure, salaries and fringe benefits for employees in the Ministry of East African Community (MINEAC)

Vu pour être annexé à l'Arrêté du Premier Ministre n° 42/03 du 27/02/2015 portant mission et fonctions, structure organisationnelle, salaires et autres avantages accordés au personnel du Ministère de la Communauté des Pays de l'Afrique de l'est (MINEAC)

Kigali, ku wa 27/02/2015

(sé)

MUREKEZI Anastase
Minisitiri w'Intebe

Kigali, on 27/02/2015

(sé)

MUREKEZI Anastase
Prime Minister

Kigali, le 27/02/2015

(sé)

MUREKEZI Anastase
Premier Ministre

(sé)

UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

(sé)

UWIZEYE Judith
Minister of Public Service and Labour

(sé)

UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Bibonywe kandi bishyizweho Ikirango cya Repubulika :

Seen and sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République:

(sé)

BUSINGYE Johnston
Minisitiri w'Ubutabera / Intumwa Nkuru ya Leta

(sé)

BUSINGYE Johnston
Minister of Justice / Attorney General

(sé)

BUSINGYE Johnston
Ministre de la Justice / Garde des Sceaux

UMUGEREKA WA II W' ITEKA RYA
MINISITIRI W'INTEBE N⁰ 42/03 RYO
KU WA 27/02/2015 RIGENA
INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI BIGENERWA
ABAKOZI MURI MINISITERI
ISHINZWE UMURYANGO
W'IBIHUGU BY'AFURIKA
Y'IBURASIRAZUBA (MINEAC)

ANNEX II TO PRIME MINISTER'S ORDER
N⁰ 42/03 OF 27/02/2015 DETERMINING
MISSION AND FUNCTIONS,
ORGANISATIONAL STRUCTURE,
SALARIES AND FRINGE BENEFITS FOR
EMPLOYEES IN THE MINISTRY OF EAST
AFRICAN COMMUNITY (MINEAC)

ANNEXE II A L'ARRETE DU PREMIER
MINISTRE N⁰ 42/03 DU 27/02/2015 PORTANT
MISSION ET FONCTIONS, STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DE LA
COMMUNAUTE DES PAYS DE L'AFRIQUE
DE L'EST (MINEAC)

MINEAC - JOB PROFILES

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
Office of the	Minister	Minister	Political Appointee	1
	Advisor	Advisor	A0 in Economics, Law, Business Administration, Management, Public Administration, Administrative Sciences, Project Management, Development Studies, Strategic Management, Public Policy, International Relations with 5 years of working experience or Master's Degree in Economics, Law, Business Administration, Management, Public Administration, Administrative Sciences, Project Management, Development Studies, Strategic Management, Public Policy, International Relations with 3 years of working experience; Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Rwandan legal system and EAC legal system ; - Good knowledge of government policy; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; -Coordination, planning and organisational skills; - Interpersonal skills; -Collaboration and team working skills; -Effective communication skills; -Administrative skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Administrative Assistant	Administrative Assistant	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative sciences, Management, Social work, Sociology, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational; - Interpersonal Skills; - Computer knowledge (Word Processing, Power Point and Internet); - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Internal Auditor	Internal Auditor	A0 in Accounting, Public Finance or Management with specialization in Finance/Accounting. Key Technical Skills & Knowledge required: - Detailed knowledge of financial and Audit Standards, HR & Financial Regulations, Procedures ; - Financial software; - Planning Skill; - High Analytical skills; - Report writing and presentation skills; - Time management skills; - Excellent problem-solving skills and clear logical thinking; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	S/Total			4
Office of the Permanent	Permanent Secretary	Permanent Secretary	Political Appointee	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	HRM Specialist	HRM Specialist	A0 in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Human Resource Management with 3 years of working experience or Master's Degree in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Specialization in Human Resource Management Key Technical Skills & Knowledge required: - Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources; - Knowledge in the Development of Human Resources Policies and procedures - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; -Coordination, Planning and Organisational skills; - Interpersonal skills; -Collaboration and Team Working Skills; -Effective Communication Skills; -Administrative Skills; -Time Management Skills; - Fluent in Kinyarwanda, English and/ or French;knowledge of all is an advantage.	1
	Information, Education and Communication Specialist	Information, Education and Communication Specialist	A0 in Journalism, Communication, International Relations, Marketing, Linguistics and Literature with 3 years of working experience or Master's Degree in Journalism, Communication, Languages, International Relations, Marketing Key Technical Skills & Knowledge required: - Knowledge of working media - Presentation skills - interpersonal skills - Excellent communication skills both orally and in writing - Report writing and presentation skills - Computer skills - Creativity and initiative - Good organisational and time-management skills - Team working skills - Effective public relations and public speaking skills - Interviewing skills - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Legal Advisor	Legal Advisor	A0 in Law with 3 years of working experience or Master's Degree in Law with 1 year of working experience. Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Rwandan legal system; - Knowledge of the Rwandan procurement and employment laws; - Creative, proactive, customer focussed, solutions led and outcome driven; - High Analytical & Complex Problem Solving Skills; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Computer Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1
	Public Relations and Communication	Public Relations and Communication Officer	A0 in Communication, International Relations, Journalism, Marketing, Linguistics and Literature. Key technical skills and knowledge required: - 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 - Teamworking skills - Effective public relations and public speaking skills - Interviewing skills - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Administrative Assistant	Administrative Assistant	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social work, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Administrative Liaison Officer	Administrative Liaison Officer	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Procurement Officer	Procurement Officer	A0 in Public Procurement, Management, Public Finance, Economics, Law, Accounting Key Technical Skills & Knowledge required: - 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
	S/Total			6

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
EAC Affairs Coord	Director General	Director General of EAC Affairs Coordination	A0 in Business Administration,International Business,Public Finance, Development Economic,Development Studies,International Relations, Management, Public Administration, Law, Administrative Sciences with at least 5 years of working experience or Master's Degree in Business Administration,International Business,Public Finance, Development Economic,Development Studies,International Relations, Management, Public Administration, Administrative sciences, International Law with 3 years of working experience. Key Technical Skills & Knowledge required: - Negotiation and influencing skills - Extensive knowledge and understanding of the Rwandan legal system and EAC legal 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. - Understanding of the EAC Treaty and Related protocols. - Effective communication skills; - Time Management Skills; - Computer Skills; - High analytical & Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1
	S/Total			1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
Economic Affairs	Director of UNIT	Director of Economic Affairs Unit	A0 in Economics, International Business, Public Finance, Development Economics, Development Studies with 3 years OF working experience or Master's Degree in Economics, macro-economics, International Business, Public Finance, Development Economics, Development Studies with 1 year of working experience. Key Technical Skills & Knowledge required: -Negotiation and Influencing Skills; -Strategic Planning Skills; -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; -Understanding of the EAC Treaty and related Protocols. -High analytical & Problem Solving skills; -Judgment & Decesion Making Skills; -Interpersonal Skills; -Effective Communication skills; -Time Management Skills; -Computer Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Financial and Macro-economic Affairs Officer	Financial and Macro-economic Affairs Officer	A0 in Economics, Financial Globalization, Public Finance, Development Economics, Management Key Technical Skills & Knowledge required: -Understanding of how regional economic blocs, Customs, Monetary and Political unions work; -Policy Analysis and Formulation -Communication, Reporting and Writing Skills -Project Planning and Management -Analytical Skills -Interpersonal and Team Working Skills -Spoken and Written English and Swahili Skills -Research, Monitoring and Evaluation Skills -Effective Communication Skills; - Time Management Skills; - Computer Skills.	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Trade in Goods Officer	Trade in Goods Officer	A0 in Economics, International trade, Commerce, Management, Public Finance with a Training in regional integration as added value Key Technical Skills & Knowledge required: - Negotiation and Influencing Skills; - Knowledge of EAC Customs Union protocol and free movement of goods; - Policy Analysis and Formulation Skills; - Strategic Planning Skills; - Communication, Reporting and Writing Skills; - Project Planning and Management Skills; - Analytical Skills; - Interpersonal and Team Working Skills; - Spoken and Written English and Swahili Skills; - Research and Monitoring & Evaluation Skills; - Standardisation, Metrology and Quality Assurance Skills.	1
	Trade in Services Officer	Trade in Services Officer	A0 in Economics, International trade, Commerce, Management, Public Finance with a Training in regional integration as added value Key Technical Skills & Knowledge required: - Negotiation and Influencing Skills; - Knowledge of EAC Customs Union protocol and free movement of goods; - Policy Analysis and Formulation Skills; - Strategic Planning Skills; - Communication, Reporting and Writing Skills; - Project Planning and Management Skills; - Analytical Skills; - Interpersonal and Team Working Skills; - Spoken and Written English and Swahili Skills; - Research and Monitoring & Evaluation Skills; - Standardisation, Metrology and Quality Assurance Skills.	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Agriculture, Livestock and Food Security	Agriculture, Livestock and Food Security	A0 in Agriculture, Agricultural Economics, Agri- business, Rural Development, Food Science, Veterinary Science Key Technical Skills & Knowledge required: - Negotiation and Influencing Skills - Planning and Organisation Skills - Significant understanding of the principles of Development Economics and their relevance to agriculture and food security policy; - Communication, Reporting and Writing skills - Interpersonal and team working skills - Spoken and Written English and Swahili skills - Understanding regional integration principles, processes, challenges, etc - Understanding of the EAC Treaty and related protocols - Understanding regional and national food security policies and strategies.	1
	Infrastructure Engineer	Infrastructure Engineer	A0 in Civil Engineering, Transport Economics, Transport Management, Water Engineering, Sanitation Engineering, Environmental Chemistry, Water Management, Environmental engineering, Infrastructure Development Planning Key Technical Skills & Knowledge required: - Understanding regional integration principles, processes, challenges, etc - Understanding of the EAC Treaty and related protocols - Negotiation and influencing skills - Planning and Organisation Skills - Significant understanding of the Principles of Engineering and Infrastructure - Communication, Reporting and Writing Skills - Interpersonal and Team Working Skills - Spoken and Written English and Swahili Skills	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Science and Technology Engineer	Science and Technology Engineer	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage Key Technical Skills & Knowledge required: - Understanding regional integration principles, processes, challenges, etc - Understanding of the EAC Treaty and related protocols - Negotiation and influencing skills - Planning and organisation skills - Significant understanding of the principles of - Communication, reporting and writing skills - Interpersonal and team working skills - Spoken and written English and Swahili skills	1
	Meteorology and Environmental Management Officer	Meteorology and Environmental Management Officer	A0 in Environment, Meteorology, Environmental Chemistry, Water Management, Environmental engineering Key Technical Skills & Knowledge required: - Understanding of Infrastructure disciplines; - Understanding Rwanda's infrastructure development and management priorities and agenda of EAC member countries in respect to each of these fields. - Understanding of Regional integration principles, processes, challenges, etc - Understanding of the EAC Treaty and related protocols. - Negotiation and influencing skills; - Strategic Thinking Skills; - Communication, Reporting and Writing Skills; - Interpersonal and Team Working Skills; - Spoken and Written English and Swahili Skills;	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Tourism and Wildlife Management Officer	Tourism and Wildlife Management Officer	A0 in Tourism Studies, Tourism Management, Tourism & Hospitality, Tourism Administration, Environment Science, Key Technical Skills & Knowledge required: - Understanding Rwanda's infrastructure development and management priorities and agenda of EAC member countries in respect to each of these fields. - Understanding of Regional integration principles, processes, challenges, etc - Understanding of the EAC Treaty and related protocols. - Negotiation and Influencing Skills; - Strategic Thinking Skills; - Communication, Reporting and Writing Skills; - Interpersonal and Team Working Skills; - Spoken and Written English and Swahili Skills; - Understanding of Infrastructure Disciplines	1
	Industrial Development and Investment Promotion Officer	Industrial Development and Investment Promotion Officer	A0 in Economics, Commerce, Agribusiness, Chemistry, industrial engineering Key Technical Skills & Knowledge required: - Understanding Rwanda's infrastructure development and management priorities and agenda of EAC member countries in respect to each of these fields. - Understanding of Regional integration principles, processes, challenges, etc - Understanding of the EAC Treaty and related protocols.- Negotiation and influencing skills - Strategic thinking skills - Communication, Reporting and Writing Skills - Interpersonal and Team Working Skills - Spoken and Written English and Swahili Skills - Understanding of Infrastructure Disciplines	1
	S/Total			10

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
Social & Governance Affairs Unit	Director of Unit	Director of Social & Governance Affairs Unit	A0 in Sociology, Education, Law, Public Health, Regional Integration Studies, Political Science, Public Policy, Public Administration, Administrative Sciences, with 3 years of working experience OR Master's degree in Sociology, Education, Law, Public Health, Regional Integration Studies, Political Science, Public Policy, Public Administration, Administrative Sciences, with 1 years working experience Key Technical Skills & Knowledge required: - Negotiation and influencing skills - Strategic thinking skills - Communication, reporting and writing skills - Interpersonal and team working skills - Spoken and written English and Swahili skills - Understanding of Infrastructure disciplines - Understanding Rwanda's infrastructure development and management priorities and agenda of EAC member countries in respect to each of these fields. - Understanding of Regional integration principles, processes, challenges, etc - Understanding of the EAC Treaty and related protocols.	1
	Health and Community Development Officer	Health and Community Development Officer	A0 in Public Health, Health Administration, Social Sciences, Key Technical Skills & Knowledge required: - Negotiation and influencing skills - Strategic thinking skills - Communication, reporting and writing skills - Interpersonal and team working skills - Spoken and written English and Swahili skills - Understanding of Infrastructure disciplines - Understanding Rwanda's infrastructure development and management priorities and agenda of EAC member countries in respect to each of these fields. - Understanding of Regional integration principles, processes, challenges, etc - Understanding of the EAC Treaty and related protocols.	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Education, Sports and Culture Officer	Education, Sports and Culture Officer	A0 in Education Sceince, Sociology, Social Science, Sports. Key Technical S ills & Knowledge required: - Negotiation and influencing skills - Strategic thinking skills - Communication, reporting and writing skills - Interpersonal and team working skills - Spoken and written English and Swahili skills - Understanding of Infrastructure disciplines - Understanding Rwanda's infrastructure development and management priorities and agenda of EAC member countries in respect to each of these fields. - Understanding of Regional integration principles, processes, challenges, etc - <u>Understanding of the EAC Treatv and related protocols.</u>	1
	Labour and Employment Officer	Labour and Employment Officer	A0 in Economics, Statistics, Labour Economics, Labour Statistics, Labour Sociology, Sociology, Key Technical Skills & Knowledge required: - Understanding of Infrastructure disciplines; - Understanding Rwanda's infrastructure development and management priorities and agenda of EAC member countries in respect to each of these fields; - Understanding of Regional integration principles, processes, challenges, etc; - Understanding of the EAC Treaty and related protocols; - Negotiation and influencing skills; - Strategic thinking skills; - Communication, reporting and writing skills; - Interpersonal and team working skills; - Spoken and written English and Swahili skills;	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Political, Defense, Peace and Security Officer	Political, Defense, Peace and Security Officer	A0 in Political Science, Laws, International Relations, Conflict Management and resolution Key Technical Skills & Knowledge required: - Negotiation and influencing skills - Strategic thinking skills - Communication, reporting and writing skills - Interpersonal and team working skills - Spoken and written English and Swahili skills - Understanding of Infrastructure disciplines - Understanding Rwanda's infrastructure development and management priorities and agenda of EAC member countries in respect to each of these fields. - Understanding of Regional integration principles, processes, challenges, etc - Understanding of the EAC Treaty and related protocols.	1
	Legal & Judicial Affairs	Legal & Judicial Affairs	A0 in Law. Key Technical Skills & Knowledge required: - Negotiation and influencing skills - Capacity and knowledge of providing dealing with legal matters, - Planning and organisation skills - Communication, reporting and writing skills - Interpersonal and team working skills - Spoken and written English and Swahili skills - Understanding Rwanda's labour and employment priorities, as well as the agenda of EAC member countries in respect to each of these fields. - Understanding of the EAC Treaty and related protocols - Understanding Immigration and employment policies and strategies.	1
Sub Total				6

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
Planning, Monitoring and Evaluation Unit	Director of Unit	Director of Planning, Monitoring & Evaluation Unit	A0 in Management, Economics, Development Studies, Project Management, with 3 years of working experience or Master's Degree in Management, Economics, Public Policy, Development Studies, Project Management, with 1 year of working experience Key Technical Skills & Knowledge required: -Excellent Planning skills - Excellent Monitoring and Evaluation Skills - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decission Making Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantag	1
	Planning Officer	Planning Officer	A0 in Management, Economics, Development Studies, Project Mnagement, Business Administration Key Technical Skills & Knowledge required: - Planning skills - Monitoring and Evaluation Skills - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decission Making Skills;	1
	Monitoring and Evaluation Officer	Monitoring and Evaluation Officer	A0 in Management, Economics, Development Studies, Project Mnagement Key Technical Skills & Knowledge required: - Planning skills - Monitoring and Evaluation Skills - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decission Making Skills; - Time management Skills;	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Statistician	Statistician	A0 in Applied Mathematics, Statistics, Economics. Key Technical Skills & Knowledge required: -Planning and organisation skills -Communication, reporting and writing skills -Analytical skills, including statistical analysis -Interpersonal and team working skills -Sound knowledge of English and Swahili -EAC Treaty, work plans & related matters -Understanding of how economic and political blocs work. -Regional integration principles, processes, challenges, etc -Statistical analysis skills -Information management -Competency in Computer Skills especially, Statistical software	1
	S/Total			4

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
Finance and Administration Unit	Director of Unit	Director of Administration & Finance Unit	Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or Bachelor's degree in Accounting, Public Finance, Finance, or Management with specialisation in Finance with at least 3 years working experience Key Technical Skills & Knowledge required: Strategic planning and management -Policy development -Negotiation & influencing skills -Leadership skills -Planning and organisation skills - Communication, reporting and writing skills -Decision making skills -Analytical skills -Interpersonal and team working skills - Sound knowledge of English and Swahili -Financial management skills - Accounting skills.	1
	Accountant	Accountant	A0 in Accounting, Finance, Management with specialization in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA) Key Technical Skills & Knowledge required: Knowledge of cost analysis techniques; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software(SMART IFMIS); - Judgment & Decision Making Skills; - Knowledge to analyse complex financial information & Produce reports - Deep understanding of financial accounts; - High Analytical Skills - Interpersonal skills;	2

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	HR Officer	HR Officer	A0 in Human Resource Management, Management, Public Administration, Administrative Sciences Key Technical Skills & Knowledge required: - Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources; - Knowledge in the Development of Human Resources Policies and procedures - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Logistics Officer	Logistics Officer	A0 in Store Management, Management, Finance, Accounting, Economics, Public Administration, Administrative Sciences Key Technical Skills & Knowledge required: - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Network & System Administrator	Network & System Administrator	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (.NET),LAMP/WAMP Framework or MCITP are an added advantage Key Technical Skills & Knowledge required: - Knowledge of 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;	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Database & Application Administrator	Database & Application Administrator	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage Key Technical Skills & Knowledge required: - Knowledge of ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems - Proficient in Microsoft Office products - Proficient in basic networking protocols and standards - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Documentation and Archives Officer	Documentation and Archives Officer	A0 in Library & information Science or A1 in Library & information system and Office Management Key Technical Skills & Knowledge required: -proficiency in information technology; -Computer literacy; -Bokkeeping Skills; -Knowledge of integrated document management; -Knowledge of archive management software; -Knowledge of the documentation management system(DMS) would be an advantage; - Organizational Skills; - Interpersonal Skills; - Planning Skills; - Communication Skills; - Report writing & Presentation skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Head of Central Secretariat	Head of Central Secretariat	A1 in Secretariat Studies, Office Management, Library and Information Science with 2 years of working experience or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law, Library and Information Science Key technical skills and knowledge required: - Knowledge of office administration; - Communication skills; - Computer skills; - Interpersonal skills; - Excellent organizational and time management skills; - Good interpersonal skills. - Stress management skills; - Bookkeeping skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Secretary in Central Secretariat	Secretary in Central Secretariat	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Secretary to DAF Unit	Secretary to DAF Unit	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	S/Total			9
Total				42

Bibonywe kugira ngo bishyirwe ku mugereka w' Iteka rya Minisitiri w'Intebe n° 42/03 ryo ku wa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisitiri ishinze Umuryango w'Ibihugu by'Afurika y'Iburasirazuba (MINEAC)

Kigali, ku wa 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango
cya Repubulika :**

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

Seen to be annexed to Prime Minister's Order n° 42/03 of 27/02/2015 determining mission and functions, organizational structure, salaries and fringe benefits for employees in the Ministry of East African Community (MINEAC)

Kigali, on 27/02/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n° 42/03 du 27/02/2015 portant mission et fonctions, structure organisationnelle, salaires et autres avantages accordés au personnel du Ministère de la Communauté des Pays de l'Afrique de l'est (MINEAC)

Kigali, le 27/02/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République:

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

UMUGEREKA WA III W' ITEKA RYA
MINISITIRI W'INTEBE N⁰ 42/03 RYO KU
WA 27/02/2015 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI
MINISITERI ISHINZWE UMURYANGO
W'IBIHUGU BY'AFURIKA
Y'IBURASIRAZUBA (MINEAC)

ANNEX III TO PRIME MINISTER'S
ORDER N⁰ 42/03 OF 27/02/2015
DETERMINING MISSION AND
FUNCTIONS, ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES IN THE
MINISTRY OF EAST AFRICAN
COMMUNITY (MINEAC)

ANNEXE III A L'ARRETE DU PREMIER
MINISTRE N⁰ 42/03 DU 27/02/2015 PORTANT
MISSION ET FONCTIONS, STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DE LA
COMMUNAUTE DES PAYS DE L'AFRIQUE
DE L'EST (MINEAC)

MINEAC SALARY STRUCTURE

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Permanent Secretary	441	F	2869	1,613,167
Advisor to the Minister	330	2.III	1890	892,962
EAC Affairs Coordination Division Manager	330	2.III	1890	892,962
Director of Planning, Education and Communication Unit	330	3.II	1369	646,807
Director of Finance and Administration Unit	330	3.II	1369	646,807
Director of Economic Affairs Unit	330	3.II	1369	646,807
Director of Social, Governance Affairs Unit	330	3.II	1369	646,807
HR Management Development Specialist	330	3.II	1369	646,807
Legal Advisor	330	3.II	1369	646,807
Information, Education & Communication Specialist	330	3.II	1369	646,807
Financial and Macro-economic Affairs Officer	300	4.II	1141	485,333
Trade in Goods Officer	300	4.II	1141	485,333
Trade in Services Officer	300	4.II	1141	485,333
Agriculture, Livestock & Food Security Officer	300	4.II	1141	485,333
Infrastructure Engineer	300	4.II	1141	485,333
Public Relations & Communication Officer	300	4.II	1141	485,333
Meteorology & Environmental Management Officer	300	4.II	1141	485,333
Tourism & Wildlife Management Officer	300	4.II	1141	485,333
Industrial Development & Investment Promotion Officer	300	4.II	1141	485,333
Health & Community Development Officer	300	4.II	1141	485,333
Education, Sports & Culture Officer	300	4.II	1141	485,333
Labour and Employment Officer	300	4.II	1141	485,333
Political, Defense, Peace & Security Officer	300	4.II	1141	485,333
Legal & Judicial Affairs	300	4.II	1141	485,333
Planning Officer	300	4.II	1141	485,333
M & E Officer	300	4.II	1141	485,333
Statistician	300	4.II	1141	485,333
Database & Application Administrator	300	4.II	1141	485,333
Network & System Administrator	300	4.II	1141	485,333
Human Resources Officer	300	4.II	1141	485,333
Accountant	300	5.II	951	404,515
Procurement Officer	300	5.II	951	404,515
Internal Auditor	300	5.II	951	404,515
Logistics Officer	300	5.II	951	404,515
Administrative Assistant to the Minister	300	5.II	951	404,515
Administrative Assistant to the PS	300	5.II	951	404,515
Administrative Liaison Officer	300	5.II	951	404,515
Documentation and Archives Officer	300	6.II	793	337,308
Head of Central Secretariat	300	7.II	660	280,736
Secretary in Central Secretariat	300	8.II	508	216,081
Secretary to DAF Unit	300	8.II	508	216,081

Bibonywe kugira ngo bishyirwe ku mugereka w' Iteka rya Minisitiri w'Intebe n° 42/03 ryo ku wa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisiteri ishinze Umuryango w'Ibihugu by'Afurika y'Iburasirazuba (MINEAC)

Kigali, ku wa 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango
cya Repubulika :**

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

Seen to be annexed to Prime Minister's Order n° 42/03 of 27/02/2015 determining mission and functions, organizational structure, salaries and fringe benefits for employees in the Ministry of East African Community (MINEAC)

Kigali, on 27/02/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n° 42/03 du 27/02/2015 portant mission et fonctions, structure organisationnelle, salaires et autres avantages accordés au personnel du Ministère de la Communauté des Pays de l'Afrique de l'est (MINEAC)

Kigali, le 27/02/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République:

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

ITEKA RYA MINISITIRI W'INTEBE N°43/03 RYO KU WA 27/02/2015 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'IMARI N'IGENAMIGAMBI (MINECOFIN)

PRIME MINISTER'S ORDER N°43/03 OF 27/02/2015 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE MINISTRY OF FINANCE AND ECONOMIC PLANNING (MINECOFIN)

ARRETE DU PREMIER MINISTRE N°43/03 DU 27/02/2015 PORTANT MISSION, FONCTIONS, STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DES FINANCES ET DE LA PLANIFICATION ECONOMIQUE (MINECOFIN)

ISHAKIRO

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ITEKA RYA MINISITIRI W'INTEBE N°43/03 RYO KU WA 27/02/2015 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'IMARI N'IGENAMIGAMBI(MINECOFIN)

PRIME MINISTER'S ORDER N°43/03 OF 27/02/2015 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE MINISTRY OF FINANCE AND ECONOMIC PLANNING (MINECOFIN)

ARRETE DU PREMIER MINISTRE N°43/03 DU 27/02/2015 PORTANT MISSION, FONCTIONS, STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DES FINANCES ET DE LA PLANIFICATION ECONOMIQUE(MINECOFIN)

Minisitiri w'Intebe;

The Prime Minister;

Le Premier Ministre;

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo ku wa 04 Kamena 2003 nk'uko ryavuguruwe kugeza ubu, cyane cyane mu ngingo zaryo, iya 118, iya 119, iya 121 n'ya 201;

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 118, 119, 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 118, 119, 121 et 201;

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

Pursuant to Law n° 86/2013 of 11/09/2013 establishing the general statutes for Public Service, especially in article 52;

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

Asubiye ku Iteka rya Minisitiri w'Intebe n° 140/03 ryo ku wa 19/10/2011 rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimo bya Minisiteri y'Imari n'Igenamigambi;

Having reviewed Prime Minister's Order n° 140/03 of 19/10/2011 determining the mission, functions, organizational structure and summary of job positions of the Ministry of Finance and Economic Planning;

Revu l'Arrêté du Premier Ministre n° 140/03 de la 19/10/2011 portant mission, fonctions, structure organisationnelle et synthèse des emplois du Ministère des Finances et de la Planification Economique;

Asubiye ku Iteka rya Minisitiri w'Intebe n° 53/03 ryo ku wa 14/07/2012 rishyiraho imishahara n'ibindi bigenerwa abakozi bo mu butegetsi bwite bwa Leta, nk'uko ryahinduwe kandi ryujwe kugeza ubu;

Having reviewed the Prime Minister's Order n° 53/03 of 14/07/2012 establishing salaries and fringe benefits for public servants of the Central Government as modified and complemented to date;

Revu l'Arrêté du Premier Ministre n° 53/03 du 14/07/2012 fixant les salaires et autres avantages accordés au personnel de l'Administration Centrale tel que modifié et complété à ce jour;

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;

ATEGETSE:

HEREBY ORDERS:

ARRETE:

Ingingo ya mbere: Icyo iri teka rigamije

Iri teka rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Imari n'Igenamigambi(MINECOFIN).

Ingingo ya 2: Inshingano

Minisiteri y'Imari n'Igenamigambi ifite inshingano rusange yo kuzamura iterambere rirambye, ubukungu n'uburyo bwo kubaho neza ku Banyarwanda no gutuma Igihugu kigera ku bipimo byo hejuru mu gucunga neza no gukorera mu mucyo ku bijyanye n'imari y'Igihugu.

By'umwihariko, Minisiteri y'Imari n'Igenamigambi ishinze ibi bikurikira:

1° gushyiraho, kumenyekanisha no guhuza ishyirwa mu bikorwa rya politiki, ingamba na gahunda by'ubukungu binyuze mu:

- a. gushyiraho no kuvugurura politiki, ingamba na gahunda by'ubukungu buhamye bituma ubukungu bw'Igihugu butajegajega kandi budata agaciro, kugenzura ko ingengo y'imari ya Leta idahaba no kugenzura ko imyenda ya Leta itanga urwinyagamburiro;
- b. guteza imbere ingamba na gahunda z'igihe kiringaniye n'ikirekire zijyanye n'iterambere ry'ubukungu no kugabanya ubukene;
- c. gushyiraho no kuvugurura politiki n'ingamba birebana n'imari hagamijwe kugira urwego

Article One: Purpose of this Order

This Order determines mission and functions, organizational structure, salaries and fringe benefits for employees in the Ministry of Finance and Economic Planning (MINECOFIN).

Article 2: Mission and functions

The mission of the Ministry of Finance and Economic Planning shall be raising sustainable growth, economic opportunities and living standards of all Rwandans and achieving the highest standards of accountability and transparency in public finance management.

The Ministry of Finance and Economic Planning shall, in particular, be responsible for:

1° developing, disseminating and coordinating the implementation of economic policies, strategies and programs through:

- a. designing and reforming sound macroeconomic policies and strategies to maintain a stable macroeconomic environment with low inflation, moderate budget deficits and sustainable public debt;
- b. developing medium and long term economic development and poverty reduction plans and programs;
- c. developing and reforming financial policies and strategies to create a vibrant and

Article premier: Objet du présent arrêté

Le présent arrêté porte mission et fonctions, structure organisationnelle, salaires et autres avantages accordés au personnel du Ministère des Finance et de la Planification Economique (MINECOFIN).

Article 2: Mission et fonctions

Le Ministère des Finances et de la Planification Economique a pour mission générale de promouvoir le développement durable et les opportunités économiques et de réaliser les niveaux les plus élevés de responsabilité et de transparence en ce qui concerne la gestion des finances publiques.

Le Ministère des Finances et de la Planification Economique est particulièrement chargé de:

1° développer, diffuser et coordonner la mise en œuvre des politiques, des stratégies et des programmes économiques à travers :

- a. la conception et la réforme des politiques et stratégies macro-économiques, dans le but de maintenir un environnement macro-économique stable avec une inflation de bas niveau, les déficits budgétaires modérés et la dette publique soutenable;
- b. le développement des plans et des programmes de développement économique et de réduction de la pauvreté à moyen et long terme;
- c. le développement et la réforme des politiques et des stratégies financières pour

rw'imari ruhamye kandi rukora uko bikwiye;	dynamic financial sector;	créer un secteur financier vibrant et dynamique ;
d. guteza imbere politiki, ingamba na gahunda z'ishoramari rya Leta bituma umusaruro w'ubukungu n'ubwisanzure bw'ishoramari bitera imbere;	d. developing public investment policies, strategies and programs to improve the productivity of the economy and investment climate;	d. le développement des politiques, des stratégies et des programmes d'investissement public pour améliorer la productivité de l'économie et le climat d'investissement;
e. kugenzura ibikenewe byaturuka ku mafaranga yo hanze kugira ngo byunganire ishyirwa mu bikorwa rya gahunda z'ubukungu;	e. assessing the needs for complementary external financing in order to implement the economic development plans;	e. l'évaluation des besoins complémentaires de financement extérieur afin de mettre en application les plans économiques;
2° gushyiraho amategeko agenga urwego rw'imari n'ubukungu n'Inzego zirushamikiyeho binyuze mu:	2° developing legal framework for finance and economic sector and related sub-sectors through:	2° développer un cadre juridique pour le secteur économique et financier et ses sous-secteurs à travers :
a. gutegura amategeko n'amabwiriza areba urwego rw'imari n'ubukungu no gukurikirana ishyirwa mu bikorwa ryayo;	a. drafting and monitoring the implementation of economic and finance related laws and regulations;	a. la mise en place et le suivi du cadre juridique régissant le secteur économique et financier;
b. gukemura ibibazo bijyanye n'ubujurire mu kuriha imisoro;	b. managing appeals relating to tax payments;	b. la gestion des recours en matière de paiement d'impôts;
3° kongera ubushobozi bw'urwego rw'imari n'ubukungu n'ubw'abakozi barwo binyuze mu:	3° developing institutional and human resources capacities through:	3° développer les capacités de ressources institutionnelles et humaines à travers :
a. kongerera ubushobozi no guhuza za gahunda z'igenamigambi ry'Igihugu binyujijwe mu nzego za Guverinoma;	a. strengthening and coordinating the national economic planning processes across Government institutions;	a. le renforcement et la coordination des systèmes nationaux de planification économique à travers les institutions gouvernementales ;
b. kongera ubushobozi mu bijyanye no kwegereza Inzego z'Ibanze ububasha mu bijyanye no gutegura no gucunga ingengo y'imari mu rwego rwo kurushaho kunoza itangwa rya serivisi nziza;	b. strengthening the process of capacity decentralization in preparation and management of budget to improve the delivery of public services;	b. le renforcement du processus de la décentralisation des capacités en matière de la préparation et la gestion du budget dans le cadre de l'amélioration du service public ;
c. kongerera ubushobozi inzego za Leta mu	c. strengthening the capacity of public	c. le renforcement des capacités des organes

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bijyanye no gutegura no gucunga ingengo y'imari;	institutions in budget preparation and management;	publics en ce qui concerne la préparation et la gestion du budget;
d. guhuza ibyerekeye kongerera ubushobozi urwego rw'Igihugu rw'Ibarurishamibare;	d. coordinating the strengthening of the national statistical services;	d. la coordination de renforcement des capacités du service national des statistiques ;
4° gukurikirana no kugenzura ishyirwa mu bikorwa rya politiki, gahunda n'ingamba z'ubukungu;	4° monitoring and evaluating the implementation of economic policies, strategies and programs;	4° superviser et évaluer l'exécution des politiques, des stratégies et des programmes économiques ;
5° kugenzura inzego ziyishamikiyeho binyuze mu:	5° overseeing the institutions under its supervision through:	5° superviser les institutions sous sa supervision à travers :
a. gutanga inama cyangwa icyerekezo kuri politiki na gahunda zihariye zigomba gushyirwa mu bikorwa n'inzego ziyishamikiyeho;	a. orientation on specific policies and programs to be implemented by the institutions under its supervision;	a. l'orientation sur des politiques et des programmes spécifiques à mettre en application par les institutions sous sa supervision;
b. kugenzura imikorere n'imicungire y'inzego n'ibigo biyishamikiyeho hagamijwe gutanga umusaruro mwiza ku bikorwa bitandukanye by'ubukungu.	b. supervision of functioning and management of public institutions and services under its supervision in ensuring cost effectiveness of cross-cutting economic issues.	b. supervision du fonctionnement et la gestion des institutions et des services sous sa supervision en assurant la rentabilité de différentes activités économiques.
6° gushaka no gucunga umutungo uturuka imbere mu Gihugu cyangwa hanze binyuze mu:	6° mobilising and managing external and internal resources through:	6° mobiliser et gérer les ressources externes et internes pour le pays à travers :
a. kugaragaza, gushaka no gucunga inkunga harimo n'impano no kugenzura ko zikoreshwa uko bikwiye;	a. identifying, mobilizing and managing financial supports, including grants, and ensure their efficient utilization;	a. l'identification, mobilisation et contrôle des appuis financiers y compris les dons et assurer leur utilisation efficace;
b. gushyiraho ingamba na gahunda byo kongera no guteza imbere ubushobozi buturuka mu Gihugu harimo no gushyiraho uburyo buhamye bwo gusoresha;	b. developing strategies and plans to raise internal resources of finance, including an equitable and efficient taxation system;	b. le développement des stratégies et les plans d'augmentation des ressources financières internes, y compris un système efficace d'impôts et taxes;
c. gucunga imyenda ya Leta y'imbere mu Gihugu n'iyi hanze, inguzanyo n'imigabane ya Leta;	c. managing the internal and external public debt, loans and Government shares;	c. la gestion et le contrôle de la dette publique interne et externe, le crédit et les actions du Gouvernement;

7° gushyiraho uburyo bunoze bwo gucunga imari ya Leta mu mucyo, aho buri wese abazwa ibyo akora binyuze mu:

- a. gushyiraho uburyo bwo gukora igenamigambi rishingiye ku bintu bifatika;
- b. gukora igenamigambi rishingiye ku mihigo;
- c. gucunga Ikigega cy’Imari ya Leta;
- d. kugenzura ishyirwa mu bikorwa ry’itangwa ry’amasoko ya Leta;
- e. gushyiraho uburyo bw’icungamari mu Gihugu hose;
- f. kugira inama abagenzuzi b’imari, gukurikirana uko igenzura ry’umutungo wa Leta rikorwa no guha ingufu uburyo bw’igenzura ry’umutungo wa Leta mu Gihugu hose.

8° kugenzura no guhuriza hamwe ibikorwa byo gutegura ingengo y’imari binyuze mu:

- a. gutegura “Medium-Term Expenditure Framework” (MTEF) n’ingengo y’imari ya buri mwaka hitabwa ku bikorwa byihutirwa by’Igihugu;
- b. korohereza abakoresha ingengo y’imari ya Leta kugira ngo kwishyura binyuze ku ma konti ya Leta byorohe;
- c. gukurikirana no gutanga raporo ku ishyirwa mu bikorwa ry’ingengo y’imari ya Leta;

7° establishing a strong public finance management system to ensure transparency and accountability in the use of public funds through:

- a. promoting evidence-based planning;
- b. strengthening performance-based planning;
- c. managing the Public Treasury;
- d. overseeing the implementation of public procurement system;
- e. developing a national accounting system;
- f. providing advice to the public auditors and over sighting the public audit and strengthening the public audit in the country.

8° supervising and coordinating the budget preparation through:

- a. preparation of Medium-Term Expenditure Framework (MTEF) and annual budget with allocation of resources guided by national priorities and plans;
- b. enabling the national budget executors in order to facilitate the transactions on the Government’s accounts;
- c. monitoring and report on the national budget execution;

7° établir un système fort de la gestion des finances publiques pour assurer la transparence et la responsabilité dans l'utilisation des fonds publics à travers :

- a. la promotion de la planification basée sur l’évidence ;
- b. la planification basée sur la performance ;
- c. la gestion du Trésor Public ;
- d. la surveillance de l'exécution d'un système de passation des marchés publics ;
- e. la mise en place d’un système national de la comptabilité ;
- f. fournir des conseils aux auditeurs, supervision de l’audit public et le renforcement du système d’audit public dans le pays.

8° contrôler et coordonner le processus de préparation du budget national à travers :

- a. la préparation du “*Medium-Term Expenditure Framework*” (MTEF) et du budget annuel tout en répartissant les ressources en fonction des priorités et des plans nationaux;
- b. assouplissement de l’exécution du budget national dans le but de faciliter des transactions sur les comptes du Gouvernement;
- c. assurer le suivi et établir le rapport sur l’exécution du budget national;

d. guhuza ibikorwa byo kuvugurura ingengo y'imari ya Leta.

d. Coordination of national budget review.

d. la coordination des activités de la révision du budget national.

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

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

Article 3: Organizational structure and job profiles

The organizational structure and job profiles for the Ministry of Finance and Economic Planning are respectively in annex I and II of this Order.

Article 3: Structure organisationnelle et profils d'emplois

La structure organisationnelle et les profils d'emplois du Ministère des Finance et de la Planification Economique sont respectivement en annexes I et II du présent arrêté.

Ingingo 4: Igenwa ry'Umushahara

Imishahara y'abakozi ba Minisiteri y'Imari n'Igenamigambi igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara mu butegetsi bwa Leta.

Article 4: Determination of the Salary

Salaries for employees of the Ministry of Finance and Economic Planning shall be determined basing on the job classification and in accordance with general principles on salary calculation in Public Service.

Article 4: Détermination du Salaire

Les salaires accordés au personnel du Ministère des Finance et de la Planification Economique sont déterminés suivant la classification des emplois et conformément aux principes généraux de fixation des salaires dans la fonction publique.

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

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

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

Ingingo 5: Ibigize umushahara mbumbe

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

Article 5: Composition of the gross salary

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

Article 5: Composition du salaire brut

Le salaire brut mensuel pour chaque agent comprend principalement :

1 ° umushahara fatizo;

1 ° basic salary;

1 ° le salaire de base;

2 ° indamunite y'icumbi;

2 ° housing allowance;

2 ° l'indemnité de logement ;

3 ° indamunite y'urugendo;

3 ° transport allowance;

3 ° l'indemnité de transport ;

4 ° inkunga ya Leta mu bwiteganyirize bw'umukozi;

4 ° state contribution for social security;

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

5 ° inkunga ya Leta yo kuvuza umukozi.

5 ° State contribution for medical care.

5 ° la contribution de l'Etat aux soins

médicaux.

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

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

L'indemnité de transport dont question à l'alinéa premier du présent article n'est pas allouée aux agents aux postes de niveau "F", "G/1.IV" et "H/2" pour lesquels le transport est facilité conformément aux instructions du Ministre ayant le transport dans ses attributions, ainsi qu'à ceux aux postes de niveau "3" qui bénéficient d'une indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Ingingo ya 6: Ibindi bigenerwa Umunyamabanga Uhoraho

Umunyamabanga Uhoraho muri Minisitiri y'Imari n'Igenamigambi agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

- 1 ° amafaranga yo kwishyura telefoni yo mu biro angana n'ibihumbi ijana y'u Rwanda (100,000 Frw) buri kwezi, n'aya telefoni igendanwa angana n'ibihumbi ijana (100,000 Frw) buri kwezi;
- 2 ° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200, 000 frw) buri kwezi anyura kuri konti y'urwego bireba;
- 3 ° Leta imworohereza ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

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

Article 6: Fringe benefits for Permanent Secretary

The Permanent Secretary in the Ministry of Finance and Economic Planning shall be entitled to the following fringe benefits:

- 1 ° one hundred thousand Rwandan francs (100,000 Rwf) per month for office land line and one hundred thousand Rwandan francs (100,000 Rwf) per month for mobile phone;
- 2 ° office guest's entertainment allowance of two hundred thousand Rwandan francs (200,000 Rwf) per month and transferred to the institution's account;
- 3 ° the Government shall facilitate his/her transport in accordance with the Instructions of the Minister responsible for transport.

Article 7: Fringe benefits for Head of Department on "1.IV" job classification level

Article 6: Avantages alloués au Secrétaire Permanent

Le Secrétaire Permanent au sein du Ministère des Finances et de la Planification Economique bénéficie des avantages suivants :

- 1 ° les frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) et de téléphone portable équivalant à cent mille francs rwandais (100.000 Frw) par mois;
- 2 ° les frais de représentation au service équivalant à deux cent mille francs rwandais (200.000 Frw) chaque mois et domiciliés au compte de l'institution concernée;
- 3 ° l'Etat lui facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Article 7: Avantages alloués au Chef de Département au poste de niveau "1.IV"

Abayobozi Bakuru bari ku rwego rwa “1.IV” bagenerwa ibindi bibafasha gutunganya imirimo bikurikira:

- 1 ° amafaranga y’itumanaho rya telefoni yo mu biro angana n’ibihumbi ijana y’u Rwanda (100.000 Frw) n’irya telefone igendanwa angana n’ibihumbi ijana y’u Rwanda (100.000 Frw) buri kwezi;
- 2 ° Leta imworohereza ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n’ibintu mu nshingano ze.

Ingingo ya 8: Ibindi bigenerwa Abayobozi Bakuru n’Umujyanama wa Minisitiri n’uw’Umunyamabanga wa Leta bari ku rwego rwa “2.III”

Abayobozi Bakuru n’Umujyanama wa Minisitiri n’uw’Umunyamabanga wa Leta bagenerwa buri wese ibindi bibafasha gutunganya imirimo mu buryo bukurikira:

- 1 ° buri Muyobozi Mukuru agenerwa amafaranga y’itumanaho rya telefoni yo mu biro angana n’ibihumbi mirongo irindwi y’u Rwanda (70.000 Frw) n’irya telefone igendanwa angana n’ibihumbi mirongo irindwi y’u Rwanda (70.000 Frw) buri kwezi;
- 2 ° Umujyanama wa Minisitiri n’uw’Umunyamabanga wa Leta bagenerwa buri wese amafaranga y’itumanaho rya telefoni igendanwa angana n’ibihumbi mirongo irindwi y’u Rwanda (70.000 Frw) buri kwezi;
- 3 ° Leta yorohereza buri wese ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu

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

- 1 ° One hundred thousand Rwandan francs (100,000 Rwf) each month for office land line and one hundred thousand Rwandan francs (100,000 Rwf) per month for mobile phone;
- 2 ° the Government shall facilitate his/her transport in accordance with the Instructions of the Minister in charge of transport.

Article 8: Fringe benefits for Director Generals and Advisor to the Minister or to State Minister on “2.III” job level

Director Generals and Advisor to the Minister or to State Minister shall each be entitled to fringe benefits as follows:

- 1 ° Director Generals shall each be entitled to seventy thousand Rwandan francs (70,000 Rwf) per month for office land line and seventy thousand Rwandan francs (70,000 Rwf) per month for mobile phone;
- 2 ° the Advisor to the Minister or to State Minister shall each be entitled to seventy thousand Rwandan francs (70,000 Rwf) per month for mobile phone;
- 3 ° the Government shall facilitate transport for each in accordance with the Instructions of

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

- 1 ° les frais de communication par téléphone de bureau équivalent à cent mille francs rwandais (100.000 Frw) et de téléphone portable équivalent à cent mille francs rwandais (100.000 Frw) par mois;
- 2 ° l’Etat lui facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Article 8: Avantages alloués aux Directeurs Généraux et au Conseiller du Ministre et celui du Secrétaire d’Etat aux postes de niveau “2.III”

Les Directeurs Généraux et le conseiller du Ministre et celui du Secrétaire d’Etat bénéficient chacun des avantages comme suit:

- 1 ° les Directeurs Généraux bénéficient chacun les frais de communication par téléphone de bureau équivalent à soixante-dix mille francs Rwandais (70.000 Frw) et de téléphone portable équivalent à soixante-dix francs rwandais (70.000 Frw) par mois;
- 2 ° le Conseiller du Ministre et celui du Secrétaire d’Etat bénéficie des frais de communication par téléphone portable équivalent à soixante-dix mille francs rwandais (70.000 Frw) par mois;
- 3 ° l’Etat facilite chacun le transport conformément aux instructions du Ministre

n'ibintu mu nshingano ze.

the Minister responsible for transport.

ayant le transport dans ses attributions.

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

Abayobozi b'Amashami n'Abakozi bari ku rwego rwa "3" bagenerwa buri wese ibindi bibafasha gutunganya imirimu bikurikira:

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

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

Ingingo ya 10: Indamunite z'urugendo rw'imodoka

Iyo Abayobozi Bakuru bari ku rwego rwa F, G/1.IV na H/2 bagiye mu butumwa imbere mu Gihugu bakoresheje imodoka zabo, Leta ibabagenera indamunite y'urugendo hakurikijwe ibiteganywa n'amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

Ingingo ya 11: Abashinzwe kubahiriza iri teka

Minisitiri w'Imari n'Igenamigambi, Minisitiri

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

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

- 1 ° a mobile phone communication allowance of thirty thousand Rwandan francs (Rwf 30,000) per month;
- 2 ° a special transport allowance in accordance with instructions of the Minister in charge of Public Service.

Directors of Units on level "3.II" with a pool of employees under their responsibilities in accordance with the approved organizational structure shall also each be entitled to an office telephone of one hundred thousand Rwandan francs (Rwf 100,000) per month.

Article 10: Mileage allowances

When Senior Officials on levels F, G/1.IV and H/2 go on official mission inside the country by using their vehicles, the State pay them mileage allowances in accordance with Instructions of the Minister in charge of transport.

Article 11: Authorities responsible for the implementation of this Order

The Minister of Finance and Economic Planning, the

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

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

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

Les Directeurs d'Unités aux postes de niveau "3.II" ayant des agents placés sous leur responsabilité suivant la structure organisationnelle approuvée bénéficient aussi chacun des frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) par mois.

Article 10: Indemnités kilométriques

Lorsque les hauts cadres aux postes de niveaux F, G/1.IV et H/2 vont en missions officielles à l'intérieur du pays en utilisant leurs véhicules, l'Etat leur octroie des indemnités kilométriques conformément aux Instructions du Ministre ayant le transport dans ses attributions.

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

Le Ministre des Finances et de la Planification

Official Gazette No. Special of 28/02/2015

w'Abakozi ba Leta n'Umurimo na Minisitiri w'Ibikorwa Remezo basabwe kubahiriza iri teka.

Minister of Public Service and Labour and the Minister of Infrastructure are entrusted with the implementation of this Order.

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

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

Article 12: Repealing provision

Article 12: Disposition abrogatoire

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

All prior provisions contrary to this Order are hereby repealed.

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

Ingingo ya 13: Igihe iteka ritangira gukurikizwa

Article 13: Commencement

Article 13: Entrée en vigueur

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

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

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

Kigali, ku wa 27/02/2015

Kigali, on 27/02/2015

Kigali, le 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

Seen and sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République :

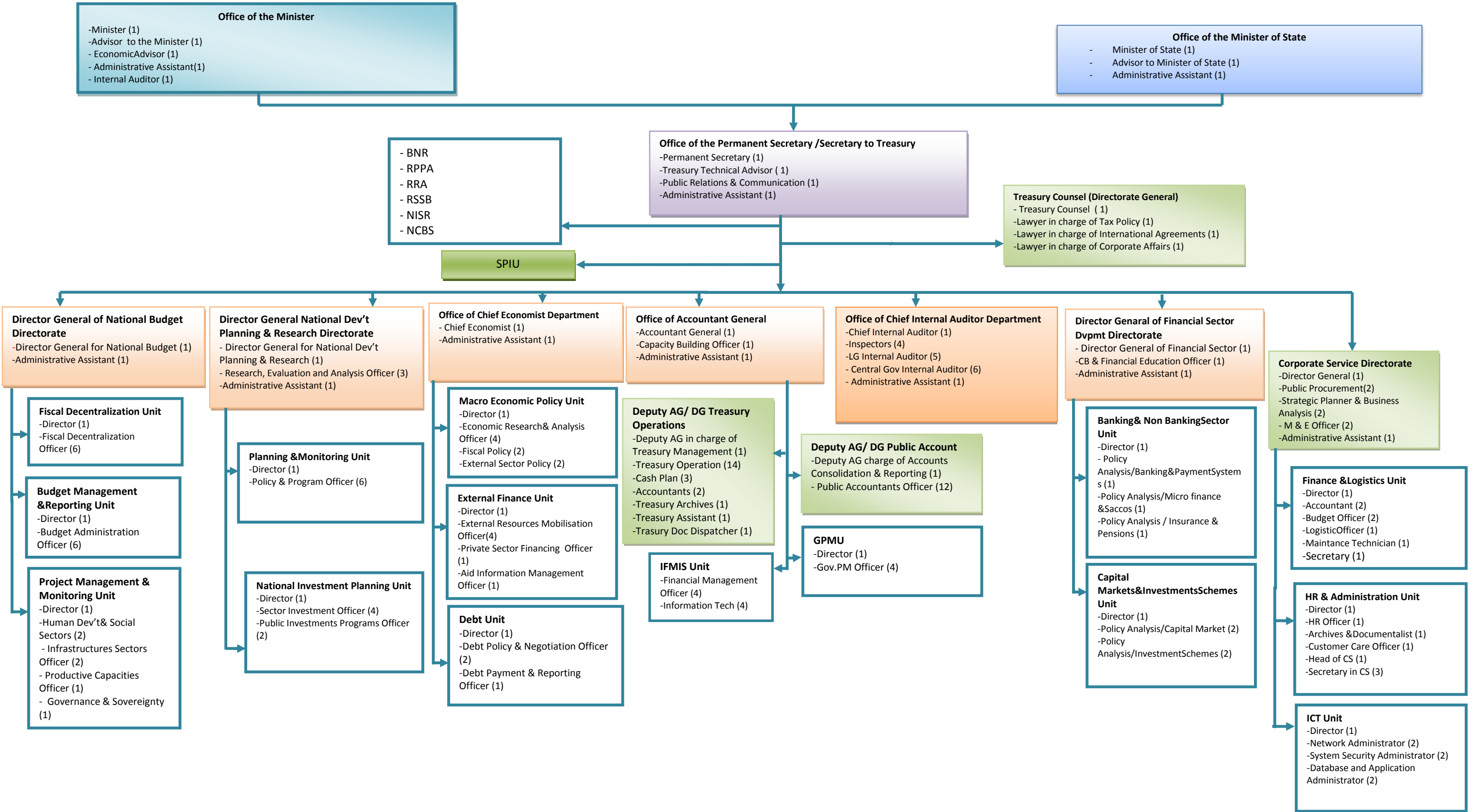
(sé)
BUSINGYE Johnston
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

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

UMUGEREKA WA I W' ITEKA RYA MINISITIRI W'INTEBE N° 43/03 RYO KU WA 27/2/2015 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'IMARI N'IGENAMIGAMBI(MINECOFIN)	ANNEX I TO THE PRIME MINISTER'S ORDER N° 43/03 OF 27/2/2015 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE MINISTRY OF FINANCE AND ECONOMIC PLANNING (MINECOFIN)	ANNEXE I DE L'ARRETE DU PREMIER MINISTRE N° 43/03 DU 27/2/2015 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DES FINANCES ET DE LA PLANIFICATION ECONOMIQUE (MINECOFIN)

MINECOFIN - ORGANIZATIONAL CHART



Official Gazette No. Special of 28/02/2015

Bibonywe kugira ngo bishyirwe ku mugereka w' Iteka rya Minisitiri w'Intebe n° 27/2/2015 ryo ku wa 43/03 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisitiri y'Imari n'Igenamigambi (MINECOFIN)

Kigali, ku wa 27/2/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika :

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

Seen to be annexed to the Prime Minister's Order n° 43/03 of 27/2/2015 determining mission and functions, organizational structure, salaries and fringe benefits for employees in the Ministry of Finance and Economic Planning (MINECOFIN)

Kigali, on 27/2/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

Vu pour être annexés à l'Arrêté du Premier Ministre n°43/03 du 27/2/2015 portant mission et fonctions, structure organisationnelle, salaires et autres avantages accordés au personnel du Ministère des Finances et de la Planification Economique (MINECOFIN)

Kigali, le 27/2/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République:

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

UMUGEREKA WA II W'ITEKA RYA
MINISITIRI W'INTEBE N° 43/03 RYO
KU WA27/2/2015 RIGENA
INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI BIGENERWA
ABAKOZI MURI MINISITERI Y'IMARI
N'IGENAMIGAMBI (MINECOFIN)

ANNEX II TO THE PRIME MINISTER'S
ORDER N° 43/03 OF 27/2/2015
DETERMINING MISSION AND FUNCTIONS,
ORGANISATIONAL STRUCTURE,
SALARIES AND FRINGE BENEFITS FOR
EMPLOYEES IN THE MINISTRY OF
FINANCE AND ECONOMIC PLANNING
(MINECOFIN)

ANNEXE II DE L'ARRETE DU PREMIER
MINISTRE N° 43/03 DU 27/2/2015 PORTANT
MISSION ET FONCTIONS, STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DES FINANCES
ET DE LA PLANIFICATION ECONOMIQUE
(MINECOFIN)

Official Gazette No. Special of 28/02/2015

MINECOFIN - JOB PROFILES

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
Office of the Minister	Minister	Minister	Political appointee	1
	Economic Advisor	Economic Advisor	A0 in Economics, Finance, Management, Development Planning, Development Studies with 5 year working experience, and 2 years in senior positions or Master or Equivalent Economics, Finance, Management, Development Studies with 3 year working experience Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Rwandan legal system - Good knowledge of government policy-making and legislative processes; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Advisor	Advisor to the Minister	A0 in Economics, Finance, Management, Development Planning, Development Studies, Business Administration with 3 year of working experience or Master or Equivalent Economics, Finance, Management, Development Planning, Development Studies, Business Administration with 1 year of working experience Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Rwandan legal system - Good knowledge of government policy-making and legislative processes; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

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Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Administrative Assistant	Administrative Assistant to the Minister	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law <u>Key Technical Skills & Knowledge required:</u> - 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
	Internal Audit	Internal Auditor	A0 in Finance, Accounting or Management with specialization in Finance/Accounting <u>Key Technical Skills & Knowledge required:</u> - Detailed knowledge of financial and Audit Standards, HR & Financial regulations, Procedures and Financial software; - Planning Skill; - High Analytical skills; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
S/TOTAL				5

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Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
Office of the Minister of State	Minister of State	Minister of State	Political appointee	1
	Advisor	Advisor to the Minister	A0 in Economics, Finance, Management, Development Planning, Development Studies, Business Administration with 3 year of working experience or Master or Equivalent Economics, Finance, Management, Development Planning, Development Studies, Business Administration with 1 year of working experience Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Rwandan legal system - Good knowledge of government policy-making and legislative processes; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; -Coordination, planning and organisational skills; - Interpersonal skills; -Collaboration and team working skills; -Effective communication skills; -Administrative skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Administrative Assistant	Administrative Assistant to the Minister	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Word Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage	1
				3
Office of the Permanent Secretary	Permanent Secretary and Secretary to the Treasury	Permanent Secretary and Secretary to the Treasury	Political appointee	1

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Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Treasury Technical Advisor	Treasury Technical Advisor	A0 in Law, Business Administration, Finance, Economics, Management with 3 years of working experience or Master's Degree in Commerce Law, Finance & Financial Law, Banking and Financial Law, International Finance and Banking Law, Tax Law, Business Administration, Finance, Economics, Management with 3 years of working experience Key Technical Skills & Knowledge required: - Knowledge of Rwanda Financial Law, - Knowledge of Management of cash flows, Banking, Money market transactions and capital market transactions; - Knowledge of International Agreements; - Knowledge on Corporate Affairs; - Excellent leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1
	Administrative Assistant	Administrative Assistant to the PS	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage	1

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Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Public Relations & Communication	Public Relations & Communication Officer	A0 in Communication, International Relations, Journalism, Marketing, Linguistics and Literature. Key technical skills and knowledge required: - 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 - Teamworking skills - Effective public relations and public speaking skills - Interviewing skills - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage	1
S/TOTAL				4
Treasury Council Directorate General	Director General	Treasury Council	A0 in Law with 5 years of working experience or Master's Degree in Commerce Law, Finance & Financial Law, Banking and Financial Law, International Finance and Banking Law, Tax Law with 3 years of working experience Key Technical Skills & Knowledge required: - Knowledge of Rwanda Financial Law, - Knowledge of Management of cash flows, Banking, Money market transactions and capital market transactions; - Knowledge of International Agreements; - Knowledge on Corporate Affairs; - Knowledge on Tax Policy; - Excellent leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1

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Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Lawyer in charge of Tax Policy	Lawyer in charge of Tax Policy	A0 in Law Key Technical Skills & Knowledge required: - Knowledge of Rwanda Financial Law, - Knowledge of Management of cash flows, Banking, Money market transactions and capital market transactions; - Knowledge of International Agreements; - Knowledge on Corporate Affairs; - Knowledge on Tax Policy; - Organizational Skills; - Interpersonal Skills - Communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1
	Lawyer in charge of International Agreements	Lawyer in charge of International Agreements	A0 in Law Key Technical Skills & Knowledge required: - Knowledge of Rwanda Financial Law, - Knowledge of Management of cash flows, Banking, Money market transactions and capital market transactions; - Knowledge of International Agreements; - Knowledge on Corporate Affairs; - Knowledge on Tax Policy; - Organizational Skills; - Interpersonal Skills - Communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1

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Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Lawyer in charge of Corporate Affairs	Lawyer in charge of Corporate Affairs	A0 in Law Key Technical Skills & Knowledge required: - Knowledge of Rwanda Financial Law, - Knowledge of Management of cash flows, Banking, Money market transactions and capital market transactions; - Knowledge of International Agreements; - Knowledge on Corporate Affairs; - Knowledge on Tax Policy; - Organizational Skills; - Interpersonal Skills - Communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1
S/TOTAL				4
National Budget Directorate General	Director General	Director General for National Budget	Master's Degree in Economics, Finance, Public Finance, Accounting, Planning Development and Budgeting with 5 years of working experience OR A0 in Economics, Finance, Public Finance, Accounting with 7 years of working experience Key Technical Skills & Knowledge required: - Knowledge in Budget Analysis, Fiscal Decentralisation, Project Management and data analysis, reporting, budgeting - Excellent leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1

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Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Administrative Assistant	Administrative Assistant to the Director General	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
S/TOTAL				2
Fiscal Decentralization Unit	Director of Unit	Director of Fiscal Decentralization Unit	A0 in Economics, Finance, Public Finance, Management with 3 years of working experience or Master or Equivalent in Economics, Finance, Public Finance, Management with 1 year of working experience Key Technical Skills & Knowledge required: - Knowledge in Budget Analysis, Fiscal Decentralisation, Project Management and data analysis, reporting, budgeting - leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1

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Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Fiscal Decentralization Officer	Fiscal Decentralization Officer Team Leader	A0 in Economics, Finance, Public Finance, Management with 2 years of working experience Key Technical Skills & Knowledge required: - Knowledge in Budget Analysis, Fiscal Decentralisation, Project Management nd data analysis, reporting, budgeting - leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decesion making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Proble solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1
	Fiscal Decentralization Officer	Fiscal Decentralization Officer	A0 in Economics, Finance, Public Finance, Management Key Technical Skills & Knowledge required: - Knowledge in Budget Analysis, Fiscal Decentralisation, Project Management nd data analysis, reporting, budgeting - leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decesion making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Proble solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	5
				7

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Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
Budget Management & Reporting Unit	Director	Director of Budget Mgt & Reporting Unit	A0 in Economics, Finance, Public Finance, Management, Business Administration with 3 years of working experience or Master or Equivalent in Economics, Finance, Public Finance, Management, Business Administration with 1 year of working experience Key Technical Skills & Knowledge required: - Budget planning, project management and control techniques; - Knowledge of Budget administration principles; - Demonstrated analytical skills that allow for interpretation of budgetary, financial, and related management information; - leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decesion making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Proble solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1
	Budget Administration Officer	Budget Administration Officer Team Leader	A0 in Economics, Finance, Public Finance, Management with 2 years of working experience Key Technical Skills & Knowledge required: - Budget planning, project management and control techniques; - Knowledge of Budget administration principles; - Demonstrated analytical skills that allow for interpretation of budgetary, financial, and related management information; - leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decesion making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Proble solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1

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Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Budget Administration Officer	Budget Administration Officer	A0 in Economics, Finance, Public Finance, Management with 2 years of working experience Key Technical Skills & Knowledge required: - Budget planning, project management and control techniques; - Knowledge of Budget administration principles; - Demonstrated analytical skills that allow for interpretation of budgetary, financial, and related management information; - leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decesion making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Proble solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	5
S/TOTAL				7
Project Mgt & Monitoring Unit	Director of Unit	Director of Project Mgt & Monitoring Unit	A0 in Economics, Public Finance, Management, Project Mngement, Development Studies with 3 years of working experience or Master's Degree in Economics, Public Finance, Management, Project Management, Development Studies, Business Administration, Accounting with 1 year of working experience Key Technical Skills & Knowledge required: - Knowledge in Project Management, Planning, Monitoing & Evaluation tools - Excellent leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decesion making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Proble solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1

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Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Human Dev't & Social Sectors Officer	Human Dev't & Social Sectors Officer	A0 in Economics, Public Finance, Management, Project Management, Development Studies, Business Administration, Accounting Key Technical Skills & Knowledge required: - Knowledge in Human Resource Development - Excellent leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decesion making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Proble solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	2
	Infrastructures Sectors Officer	Infrastructures Sectors Officer	A0 in Civil Engineering, Economics, Public Finance, Management, Project Management, Development Studies, Business Administration, Accounting Key Technical Skills & Knowledge required: - Knowledge in Infrastructures - Excellent leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decesion making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Proble solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	2

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Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Productive Capacities Officer	Productive Capacities Officer	A0 in Economics, Public Finance, Management, Project Management, Development Studies, Business Administration, Accounting Key Technical Skills & Knowledge required: - Knowledge in decent work, - Excellent leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decesion making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Proble solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1
	Governance & Sovereignty Officer	Governance & Sovereignty Officer	A0 in Economics, Public Finance, Management, Project Management, Development Studies, Business Administration, Accounting Key Technical Skills & Knowledge required: - Knowledge in Monitary & Capital Markets; - Knowledge in Investment Management; - Excellent leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decesion making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Proble solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1
S/TOTAL				7

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Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
National Development Planning & Research Directorate General	Director General	Director General for National Development Planning & Research	A0 in Economics, Development Studies, Management, Development Planning, Monitoring and Evaluation, Project Planning, Project Management, Policy Formulation, Business Administration with 7 years of working experience Master or Equivalent in Economics, Development Studies, Management, Development Planning, Monitoring and Evaluation, Project Planning, Project Management, Policy Formulation, Business Administration with 5 years of working experience Key Technical Skills & Knowledge required: - Knowledge in planning, Monitoring and Evaluation, project planning, project proposal writing, project management, policy formulation, research and data analysis, reporting, budgeting - Excellent leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1
	Research, Evaluation and Analysis Officer	Research, Evaluation and Analysis Officer	A0 in Economics, Management, Development Studies, Project Management , Business Administration Key Technical Skills & Knowledge required: - Knowledge in planning, Monitoring and Evaluation, project planning, project proposal writing, project management, policy formulation, research and data analysis, reporting, budgeting - leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	3

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Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Administrative Assistant	Administrative Assistant to the Director General	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage	1
S/TOTAL				5
Planning & Monitoring Unit	Director of Unit	Director of Planning & Monitoring Unit	A0 in Economics, Management, Development Studies, Project Management, Business Administration, Finance with 3 years of working experience; Or 'Master' or Equivalent in Economics, Management, Development Studies, Project Management, Project Planning, Business Administration, Finance with 1 year of working experience Key Technical Skills & Knowledge required: - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's Public service and labour Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Leadership Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

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Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Policy & Program Officer	Policy & Program Officer Team Leadre	A0 in Economics, Management, Development Studies, Project Management, Development Planning, Monitoring and Evaluation, Project Planning, Project Management, Policy Formulation, Business Administration with 2 years of working experience Key Technical Skills & Knowledge required: - Knowledge in planning, Monitoring and Evaluation, project planning, project proposal writing, project management, policy formulation, research and data analysis, reporting, budgeting - leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Complex Proble solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1

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Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Policy & Program Officer	Policy & Program Officer	A0 in Economics, Management, Development Studies, Project Management, Development Planning, Monitoring and Evaluation, Project Planning, Project Management, Policy Formulation, Business Administration Key Technical Skills & Knowledge required: - Knowledge in planning, Monitoring and Evaluation, project planning, project proposal writing, project management, policy formulation, research and data analysis, reporting, budgeting - leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	5
S/TOTAL				7
National Investment Planning Unit	Director of Unit	Director of National Investment Planning Unit	A0 in Economics, Development Studies, Development Planning, Monitoring and Evaluation, Project Planning, Project Management, Policy Formulation, Business Administration, Finance with 3 years of working experience or Master or Equivalent in Economics, Development Studies, Development Planning, Monitoring and Evaluation, Project Planning, Project Management, Policy Formulation, Business Administration, Finance with 1 year of working experience Key Technical Skills & Knowledge required: - Knowledge in planning, Monitoring and Evaluation, project planning, project proposal writing, project management, policy formulation, research and data analysis, reporting, budgeting - Excellent leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1

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Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Sector Investment	Sector Investment Officer	A0 in Economics, Development Studies, Development Planning, Monitoring and Evaluation, Project Planning, Project Management, Policy Formulation, Business Administration, Finance Key Technical Skills & Knowledge required: - Knowledge in planning, Monitoring and Evaluation, project planning, project proposal writing, project management, policy formulation, research and data analysis, reporting, budgeting - leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	4
	Public Investment Program	Public Investment Program	A0 in Economics, Development Studies, Development Planning, Monitoring and Evaluation, Project Planning, Project Management, Policy Formulation, Business Administration, Finance Key Technical Skills & Knowledge required: - Knowledge in planning, Monitoring and Evaluation, project planning, project proposal writing, project management, policy formulation, research and data analysis, reporting, budgeting - leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	2
S/TOTAL				7

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Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
Office of the Chief Economist Department	Head of Department	Chief Economist	PhD in Economics; Master or Equivalent Economics, Economic Policy, Development Economics , macro economics, International Trade, International Economics, international Finance, Monetary Economics, Growth Economics, Fiscal Policy with 5 years of working experience or A0 in Economics, Development Economics with 7 years of working experience, and 2 years in senior positions Key Technical Skills & Knowledge required: - Knowledge in public finance, monetary economics, international economics, poverty issues, political economy; - Knowledge on Research and data analysis, reporting, budgeting; - Knowledge in econometrics; - Demonstrate strong analytical , quantitative, and computer skills. - Excellent leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1
	Administrative Assistant	Administrative Assistant to the Head of Department	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage	1
S/TOTAL				2

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Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
Macro Economic Policy Unit	Director of Unit	Director of Macroeconomic Policy Unit	A0 in Economics, Development Economics; with 3 years of working experience or Master or Equivalent in Economics, Economic Policy, Development Economics , macro economics, International Trade, International Economics, international Finance, Monetary Economics, Growth Economics, Fiscal Policy with 1 year of working experience Key Technical Skills & Knowledge required: - Knowledge in public finance, monetary economics, international economics, poverty issues, political economy; - Knowledge on Research and data analysis, reporting, budgeting; - Knowledge in econometrics; - Demonstrate strong analytical , quantitative, and computer skills. - Excellent leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decesion making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Proble solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1
	Economic Research & Analysis Officer	Economic Research & Analysis Officer	A0 in Economics, Development Economics, Fiscal Policy, Economics, Economic Policy, Development Economics , macro economics, International Trade, International Economics, international Finance, Monetary Economics, Growth Economics ; Key Technical Skills & Knowledge required: - Knowledge in public finance, monetary economics, international economics, poverty issues, political economy; - Knowledge on Research and data analysis, reporting, budgeting; - Knowledge in econometrics; - High analytical , quantitative, and computer skills. - leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Complex Proble solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	4

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	Fiscal Policy	Fiscal Policy	A0 in Economics, Development Economics Fiscal Policy, Economics, Economic Policy, Development Economics , macro economics, International Trade, International Economics, international Finance, Monetary Economics, Growth Economics Key Technical Skills & Knowledge required: - Knowledge in public finance, monetary economics, international economics, poverty issues, political economy; - Knowledge on Research and data analysis, reporting, budgeting; - Knowledge in econometrics; - High analytical , quantitative, and computer skills. - leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	2
	External Sector Policy	External Sector Policy	A0 in Economics, Development Economics, Fiscal Policy, Economics, Economic Policy, Development Economics , macro economics, International Trade, International Economics, international Finance, Monetary Economics, Growth Economics or A0 in Economics, Development Economics; Key Technical Skills & Knowledge required: - Knowledge in public finance, monetary economics, international economics, poverty issues, political economy; - Knowledge on Research and data analysis, reporting, budgeting; - Knowledge in econometrics; - High analytical , quantitative, and computer skills. - leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	2
S/TOTAL				9

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MINECOFIN - JOB PROFILES

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
External Finance Unit	Director of Unit	Director of External Finance Unit	A0 in Economics, Finance, Business Administration, Economics Policy, Development Studies, International Relation, International Finance, Sociology, Social Studies, Political Sciences, Administrative Sciences, Public Administration; with 3 years of working experience or Master or Equivalent in Economics, Finance, Business Administration, Economics Policy, Development Studies, International Relation, International Finance, Sociology, Social Studies, Political Sciences, Administrative Sciences, Administration Sciences with 1 year of working experience Key Technical Skills & Knowledge required: - Knowledge in public finance, monetary economics, international economics, poverty issues, political economy; - Knowledge on Research and data analysis, reporting, budgeting; - Knowledge in econometrics; - Demonstrate strong analytical , quantitative, and computer skills. - Excellent leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1
	External Resources Mobilization Officer	External Resources Mobilization Officer	A0 in Economics, Finance, Business Administration, Economics Policy, Development Studies, International Relation, International Finance, Sociology, Social Studies, Political Sciences, Administrative Sciences, Public Administration Key Technical Skills & Knowledge required: - Knowledge in public finance, monetary economics, international economics, poverty issues, political economy; - Knowledge on Research and data analysis, reporting, budgeting; - Knowledge in econometrics; - High analytical , quantitative, and computer skills. - leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	4

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Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Private Sector Financing Officer	Private Sector Financing Officer	A0 in Economics, Development Economics, Finances, Public Financial Key Technical Skills & Knowledge required: - Demonstrates basic knowledge of financial and / or private sector development issues and initiatives; - Knowledge in public finance, monetary economics, international economics, poverty issues, political economy; - Knowledge on Research and data analysis, reporting, budgeting; - Knowledge in econometrics; - High analytical , quantitative, and computer skills. - leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Demonstrates strong analytical skills - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1

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Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Aid Information Management Officer	Aid Information Management Officer	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET),LAMP/WAMP Framework or MCITP; Web design certifications such as i-Net+ or certified Internet Webmaster are an added advantage Key Technical Skills & Knowledge required: - Demonstrates basic knowledge of financial and / or private sector development issues and initiatives; - Knowledge in public finance, monetary economics, international economics, poverty issues, political economy; - Knowledge on Research and data analysis, reporting, budgeting; - Knowledge in econometrics; - High analytical , quantitative, and computer skills. - leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; -Demonstrates strong analytical skills - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1
S/TOTAL				7

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Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
Debt Unit	Director of Unit	Director of Debt Unit	A0 in Finance, Economics, Management, Accountant, Public Finance with 3 years of working experience or Master's Degree in Finance, Economics, Management, accounting, Public Finance with 1 year of working experience Key Technical Skills & Knowledge required: - Knowledge on Basic accounting principles; - Knowledge in Financial counseling and receivables management practices and techniques; -Analytical skills to analyze the client's financial situation, and identify the root cause of the delinquency/issue; -Communication skills; -Conflict management to resolve any conflict; -Negotiation skills to obtain commitment; -Organizational skills; -Knowledge in public finance, monetary economics, international economics, poverty issues, political economy; - Knowledge on Research and data analysis, reporting, budgeting; - Knowledge in econometrics; - High analytical , quantitative, and computer skills. - Leadership skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; -Demonstrates strong analytical skills - Effective communication Skills; - Time Management Skills; - Computer Skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1

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Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Debt Policy & Negotiation Officer	Debt Policy & Negotiation Officer	A0 in Finance, Economics, Management, Accountant, Public Finance Key Technical Skills & Knowledge required: - Knowledge on Basic accounting principles; - Knowledge in Financial counseling and receivables management practices and techniques; -Analytical skills to analyze the client's financial situation, and identify the root cause of the delinquency/issue; -Communication skills; -Conflict management to resolve any conflict; -Negotiation skills to obtain commitment; -Organizational skills; -Knowledge in public finance, monetary economics, international economics, poverty issues, political economy; - Knowledge on Research and data analysis, reporting, budgeting; - Knowledge in econometrics; - High analytical , quantitative, and computer skills. - leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; -Demonstrates strong analytical skills - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	2

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MINECOFIN - JOB PROFILES

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Debt Payment & Reporting officer	Debt Payment & Reporting officer	A0 in Finance, Economics, Management, Accountant, Public Finance Key Technical Skills & Knowledge required: - Knowledge on Basic accounting principles; - Knowledge in Financial counseling and receivables management practices and techniques; -Analytical skills to analyze the client's financial situation, and identify the root cause of the delinquency/issue; -Communication skills; -Conflict management to resolve any conflict; -Negotiation skills to obtain commitment; -Organizational skills; -Knowledge in public finance, monetary economics, international economics, poverty issues, political economy; - Knowledge on Research and data analysis, reporting, budgeting; - Knowledge in econometrics; - High analytical , quantitative, and computer skills. - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; -Demonstrates strong analytical skills - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1
S/TOTAL				4

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MINECOFIN - JOB PROFILES

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
Accountant General Department	Head of Department	Head of Accountant General Department	A0 in Accounting, Finance, Management specializing in Finance/Accounting with 7 years of working experience, and 2 years in senior position or Master's Degree in Accounting, Finance, Management specializing in Finance/Accounting with 5 years working experience Key Technical Skills & Knowledge required: - Knowledge of accounting principles and practices; - Knowledge of finance principles; - Knowledge of financial reporting; - Proficiency in relevant accounting software; - Strong Analytical Skills; - Excellent Leadership Skills; - Technical accounting skills; - Planning & Monitoring Skills; - Organizational Skills; - Communication skills - Problem analysis and problem-solving skills - Team work - Confidentiality	1
	Capacity Building Officer	Capacity Building Officer	A0 in Accounting, Finance, Management specializing in Finance/Accounting or Accounting Professionnal Qualification recognised by IFAC (ACCA , CPA etc) Key Technical Skills & Knowledge required: - Knowledge of accounting principles and practices; - Knowledge of finance principles; - Knowledge of financial reporting; - Proficiency in relevant accounting software; - Analytical Skills; - Technical accounting skills; - Planning & Monitoring Skills; - Organizational Skills; - Communication skills - Problem analysis and problem-solving skills - Initiative Skills	1

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Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Administrative Assistant	Administrative Assistant to the Head of Department	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage	1
S/TOTAL				3
Treasury Management Directorate General	Director General	Deputy Accountant General in charge of Treasury Management	A0 in Accounting, Finance, Management specializing in Finance/Accounting with 5 years of working experience, and 2 years in senior position or Master's Degree in Accounting, Finance, Management specializing in Finance/Accounting with 3 years working experience Key Technical Skills & Knowledge required: - Knowledge of accounting principles and practices; - Knowledge of finance principles; - Knowledge of financial reporting; - Proficiency in relevant accounting software; - Strong Analytical Skills; - Excellent Leadership Skills; - Technical accounting skills; - Planning & Monitoring Skills; - Organizational Skills; - Communication skills - Problem analysis and problem-solving skills - Team work - Confidentiality	1

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Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Treasury Operations Officer	Treasury Operations Officer Team Leader	A0 in Accounting, Finance, Management specializing in Finance/Accounting or Accounting Professionnal Qualification recognised by IFAC (ACCA , CPA etc) Key Technical Skills & Knowledge required: - Knowledge of accounting principles and practices; - Knowledge of finance principles; - Knowledge of financial reporting; - Proficiency in relevant accounting software; - Analytical Skills; - Technical accounting skills; - Planning & Monitoring Skills; - Organizational Skills; - Communication skills - Problem analysis and problem-solving skills - Initiative Skills	2
	Treasury Operations Officer	Treasury Operations Officer	A0 in Accounting, Finance, Management specializing in Finance/Accounting or Accounting Professionnal Qualification recognised by IFAC (ACCA , CPA etc) Key Technical Skills & Knowledge required: - Knowledge of accounting principles and practices; - Knowledge of finance principles; - Knowledge of financial reporting; - Proficiency in relevant accounting software; - Analytical Skills; - Technical accounting skills; - Planning & Monitoring Skills; - Organizational Skills; - Communication skills - Problem analysis and problem-solving skills - Initiative Skills	12

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Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Cash Plan Management	Cash Plan Management Officer	A0 in Accounting, Finance, Management specializing in Finance/Accounting or Accounting Professionnal Qualification recognised by IFAC (ACCA , CPA etc) Key Technical Skills & Knowledge required: - Knowledge of accounting principles and practices; - Knowledge of finance principles; - Knowledge of financial reporting; - Proficiency in relevant accounting software; - Analytical Skills; - Technical accounting skills; - Planning & Monitoring Skills; - Organizational Skills; - Communication skills - Problem analysis and problem-solving skills - Initiative Skills	3
	Accountants in charge of Single Treasury A/c Reconciliation	Accountants in charge of Single Treasury A/c Reconciliation	A0 in Accounting, Finance, Management specializing in Finance/Accounting or Accounting Professionnal Qualification recognised by IFAC (ACCA , CPA etc) Key Technical Skills & Knowledge required: - Knowledge of accounting principles and practices; - Knowledge of finance principles; - Knowledge of financial reporting; - Proficiency in relevant accounting software; - Analytical Skills; - Technical accounting skills; - Planning & Monitoring Skills; - Organizational Skills; - Communication skills - Problem analysis and problem-solving skills - Initiative Skills	2

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Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Treasury Archives	Treasury Archives	A0 in Library & information Science or A1 in Library & information system, Office Management with 3 year working experience Key Technical Skills & Knowledge required: -proficiency in information technology; -Computer literacy; - Bookping Skills; -Knowledge of integrated document management -Knowledge of archive management software -Knowledge of the documentation management system(DMS) would be an advantage. - Organizational Skills; - Interpersonal Skills; - Planning Skills; - Communication Skills; - Report writting & Presentation skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Treasury Assistant	Treasury Assistant	A1 in Accounting, Finance, Management specializing in Finance/Accounting Key Technical Skills & Knowledge required: - Knowledge of accounting principles and practices; - Knowledge of finance principles; - Knowledge of financial reporting; - Proficiency in relevant accounting software; - Analitical Skills; - Technical accounting skills; - Planning & Monitoring Skills; - Organizational Skills; - Communication skills - Problem analysis and problem-solving skills - Initiative Skills	1
	Treasury Doc Dispatcher	Treasury Doc Dispatcher	A2 in any field Key Technical Skills & Knowledge required: - Analitical Skills; - Good Organizational Skills; - Excellent Communication skills; - Problem analysis and problem-solving skills; - Initiative Skills	1

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Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
S/TOTAL				23
Public Accountant Directorate General	Director General	Deputy Accountant General in charge of Accounts Consolidation and Reporting	A0 in Accounting, Finance, Management specializing in Finance/Accounting with 5 years of working experience or Master's Degree in Accounting, Finance, Management specializing in Finance/Accounting with 3 years working experience Key Technical Skills & Knowledge required: - Knowledge of accounting principles and practices; - Knowledge of finance principles; - Knowledge of financial reporting; - Proficiency in relevant accounting software; - Strong Analytical Skills; - Excellent Leadership Skills; - Technical accounting skills; - Planning & Monitoring Skills; - Organizational Skills; - Communication skills - Problem analysis and problem-solving skills - Team work - Confidentiality	1
	Public Accountants	Public Accountant Team Leader	A0 in Accounting, Finance, Management specializing in Finance/Accounting or Accounting Professional Qualification recognised by IFAC (ACCA , CPA etc) with 2 years of working experience Key Technical Skills & Knowledge required: - Knowledge of accounting principles and practices; - Knowledge of finance principles; - Knowledge of financial reporting; - Proficiency in relevant accounting software; - Analytical Skills; - Technical accounting skills; - Planning & Monitoring Skills; - Organizational Skills; - Communication skills - Problem analysis and problem-solving skills - Initiative Skills	3

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Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Public Accountants	Public Accountant	A0 in Accounting, Finance, Management specializing in Finance/Accounting or Accounting Professionnal Qualification recognised by IFAC (ACCA , CPA etc) Key Technical Skills & Knowledge required: - Knowledge of accounting principles and practices; - Knowledge of finance principles; - Knowledge of financial reporting; - Proficiency in relevant accounting software; - Analytical Skills; - Technical accounting skills; - Planning & Monitoring Skills; - Organizational Skills; - Communication skills - Problem analysis and problem-solving skills - Initiative Skills	9
S/TOTAL				13
Government Portfolio Management Unit	Director of Unit	Director of Government Portfolio Management Unit	A0 in Accounting, Finance, Management specializing in Finance/Accounting with 3 years of working experience or Master's Degree in Accounting, Finance, Management specializing in Finance/Accounting with 1 year working experience Key Technical Skills & Knowledge required: - Knowledge of accounting principles and practices; - Knowledge of finance principles; - Knowledge of financial reporting; - Proficiency in relevant accounting software; - Strong Analytical Skills; - Excellent Leadership Skills; - Technical accounting skills; - Planning & Monitoring Skills; - Organizational Skills; - Communication skills - Problem analysis and problem-solving skills - Team work - Confidentiality	1

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Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Government Portfolio Management	Government Portfolio Management Officer	A0 in Accounting, Finance, Management specializing in Finance/Accounting or Accounting Professionnal Qualification recognised by IFAC (ACCA , CPA etc) Key Technical Skills & Knowledge required: - Knowledge of accounting principles and practices; - Knowledge of finance principles; - Knowledge of financial reporting; - Proficiency in relevant accounting software; - Analytical Skills; - Technical accounting skills; - Planning & Monitoring Skills; - Organizational Skills; - Communication skills - Problem analysis and problem-solving skills - Initiative Skills	4
S/TOTAL				5
	Financial Management Officer	Financial Management Officer	A0 in Accounting, Finance, Management specializing in Finance/Accounting or Accounting Professionnal Qualification recognised by IFAC (ACCA , CPA etc) Key Technical Skills & Knowledge required: - Knowledge of accounting principles and practices; - Knowledge of finance principles; - Knowledge of financial reporting; - Proficiency in relevant accounting software; - Analytical Skills; - Technical accounting skills; - Planning & Monitoring Skills; - Organizational Skills; - Communication skills - Problem analysis and problem-solving skills - Initiative Skills	4

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Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Information Technology	Information Technology	A0 in Information Systems, Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage Key Technical Skills & Knowledge required: - Knowledge of Rwanda 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 - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	4
S/TOTAL				8
Office of Chief Internal Auditor Department	Head of Department	Head of Chief Internal Auditor Department	A0 in Accounting, Finance, Management specializing in Finance/Accounting with 7 years of working experience, and 2 years in senior position or Master's Degree in Accounting, Finance, Management specializing in Finance/Accounting with 3 years working experience Key Technical Skills & Knowledge required: - Detailed knowledge of financial and Audit Standards, HR & Financial Regulations, Procedures ; - Financial software; - Planning Skill; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - Strong Analytical Skills; - Excellent Leadership Skills; - High Organizational Skills; - Communication skills - Problem analysis and problem-solving skills - Team work - Confidentiality	1

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Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Inspection	Inspector	A0 in Accounting, Finance or Management with specialization in Finance/Accounting Key Technical Skills & Knowledge required: - Detailed knowledge of financial and Audit Standards, HR & Financial Regulations, Procedures ; - Financial software; - Planning Skill; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - Strong Analytical Skills; - Excellent Leadership Skills; - High Organizational Skills; - Communication skills - Problem analysis and problem-solving skills - Team work - Confidentiality	4
	Local Government Internal Auditor	Local Government Internal Auditor	A0 in Accounting, Finance or Management with specialization in Finance/Accounting with 2years of working experience Key Technical Skills & Knowledge required: - Detailed knowledge of financial and Audit Standards, HR & Financial Regulations, Procedures ; - Financial software; - Planning Skill; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - Strong Analytical Skills; - Excellent Leadership Skills; - High Organizational Skills; - Communication skills - Problem analysis and problem-solving skills - Team work - Confidentiality	1

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Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Local Government Internal Auditor	Local Government Internal Auditor	A0 in Accounting, Finance or Management with specialization in Finance/Accounting Key Technical Skills & Knowledge required: - Detailed knowledge of financial and Audit Standards, HR & Financial Regulations, Procedures ; - Financial software; - Planning Skill; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - Strong Analytical Skills; - Excellent Leadership Skills; - High Organizational Skills; - Communication skills - Problem analysis and problem-solving skills - Team work - Confidentiality	4
	Central Government Internal Auditor	Central Government Internal Auditor	A0 in Accounting, Finance or Management with specialization in Finance/Accounting with 2 years of working experience Key Technical Skills & Knowledge required: - Detailed knowledge of financial and Audit Standards, HR & Financial Regulations, Procedures ; - Financial software; - Planning Skill; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - Strong Analytical Skills; - Excellent Leadership Skills; - High Organizational Skills; - Communication skills - Problem analysis and problem-solving skills - Team work - Confidentiality	1

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Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Central Government Internal Auditor	Central Government Internal Auditor	A0 in Accounting, Finance or Management with specialization in Finance/Accounting Key Technical Skills & Knowledge required: - Detailed knowledge of financial and Audit Standards, HR & Financial Regulations, Procedures ; - Financial software; - Planning Skill; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - Strong Analytical Skills; - Excellent Leadership Skills; - High Organizational Skills; - Communication skills - Problem analysis and problem-solving skills - Team work - Confidentiality	5
	Administrative Assistant	Administrative Assistant to the Head of Department	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Word Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage	1
S/TOTAL				17

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Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
Finance Sector Development Directorate General	Director General	Director General of Finance Sector Development	A0 in Economics, Finance, Public Finance, Management, Accounting, Business studies, Commerce with 7 years of working experience or Master's Degree in Economics, Finance, Public Finance, Management, Accounting, Business studies, Commerce with 3 years of working experience and 2 years in senior management Key Technical Skills & Knowledge required: - Knowledge in Financial Analysis,; - Knowledge in Financial Reporting; - Excellent leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decesion making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Proble solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1
	Capacity Building & Financial Education Officer	Capacity Building & Financial Education Officer	A0 in Economics, Finance, Public Finance, Management Key Technical Skills & Knowledge required: - Knowledge in Budget Analysis, Fiscal Decentralisation, Project Management nd data analysis, reporting, budgeting - leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decesion making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Proble solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1

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Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Administrative Assistant	Administrative Assistant to the Head of Department	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage	1
S/TOTAL				3
Banking & Non Banking Sector Unit	Director of Unit	Director of Banking & Non Banking Sector Unit	A0 in Economics, Finance, Public Finance, Management, Accounting, Business studies, Commerce with 3 years of working experience or Master's Degree in Economics, Finance, Public Finance, Management, Accounting, Business studies, Commerce with 1 year of working experience Key Technical Skills & Knowledge required: - Knowledge on Investment Banking Analysis; - Knowledge in Budget Analysis, Fiscal Decentralisation, Project Management, data analysis, reporting, budgeting - leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1

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	Policy Analysis / Banking & Payment Systems Officer	Policy Analysis / Banking & Payment Systems Officer	A0 in Economics, Finance, Public Finance, Management, Accounting, Business studies, Commerce Key Technical Skills & Knowledge required: - Knowledge on Investment Banking Analysis; - Knowledge in Budget Analysis, Fiscal Decentralisation, Project Management, data analysis, reporting, budgeting - leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decesion making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Proble solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1
	Policy Analysis / Micro Finance & Saccos Officer	Policy Analysis / Micro Finance & Saccos Officer	A0 in Economics, Finance, Public Finance, Management, Accounting, Business studies, Commerce Key Technical Skills & Knowledge required: - Knowledge on Microfinance, - Knowledge in Budget Analysis, Fiscal Decentralisation, Project Management, data analysis, reporting, budgeting - leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decesion making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Proble solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1

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Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Policy Analysis / Insurance & Social Security	Policy Analysis / Insurance & Social Security	A0 in Economics, Finance, Public Finance, Management, Accounting, Business studies, Commerce Key Technical Skills & Knowledge required: - Knowledge on Microfinance, - Knowledge in Budget Analysis, Fiscal Decentralisation, Project Management, data analysis, reporting, budgeting - leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decesion making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Proble solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1
S/TOTAL				4
Capital Market & Investments Schemes Unit	Diector of Unit	Director of Capital Market & Investments Schemes Unit	A0 in Economics, Finance, Public Finance, Management, Accounting, Business studies, Commerce with 3 years of working experience or Master's Degree in Economics, Finance, Public Finance, Management, Accounting, Business studies, Commerce with 1 year of working experience Key Technical Skills & Knowledge required: - Knowledge on Investment Banking Analysis; - Knowledge in Budget Analysis, Fiscal Decentralisation, Project Management, data analysis, reporting, budgeting - leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decesion making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Proble solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1

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Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Policy Analysis / Capital Market Officer	Policy Analysis / Capital Market Officer	A0 in Economics, Finance, Public Finance, Management, Accounting, Business studies, Commerce Key Technical Skills & Knowledge required: - Knowledge on Capital Market - Knowledge in Budget Analysis, Fiscal Decentralisation, Project Management, data analysis, reporting, budgeting - leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decesion making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Proble solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	2
	Policy Analysis / Investment Schemes Officer	Policy Analysis / Investment Schemes Officer	A0 in Economics, Finance, Public Finance, Management, Accounting, Business studies, Commerce Key Technical Skills & Knowledge required: - Knowledge on Inverstment Schemes - Knowledge in Budget Analysis, Fiscal Decentralisation, Project Management, data analysis, reporting, budgeting - leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decesion making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Proble solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	2
S/TOTAL				5

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Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
Corporate Services Directorate General	Corporate Services General Directorate	Director General of Corporate Services	A0 in Economics, Management, Business Administration, Public Administration, Administrative Sciences, Strategic Management, Public Finance, Accounting, Human Resource Management, Development Studies with 5 years of working experience or Master's Degree in Economics, Management, Business Administration, Public Administration, Strategic Management, Public Finance, Accounting, Human Resource Management, Development Studies with 3 years of working experience Key Technical Skills & Knowledge required: - Knowledge of Human Resources Policy and procedures; - Knowledge of Accounting principles and practices and financial data reporting. - Knowledge of Rwanda Public Servant & Labour laws and Financial Law; - Knowledge of Electronic equipment and computer hardware and software; - Leadership skills; - Coordination, Planning & Organizational Skills; - Interpersonal Skills; - Effective Communication Skills; - Judgment and Decision Making Skills; - Complex Problem Solving; - Negotiation Skills; - Time Management Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Procurement Officer	Procurement Officer	A0 in Procurement, Management, Accounting, Law, Public Finance, Economics Key Technical Skills & Knowledge required: - High Analytical Skills; - Negotiation Skills; - Knowledge of basic business and purchasing practices; - Excellent Communication Skills; - Knowledge of state contracting laws, regulations and procedures; - Knowledge of grades, qualities, supply and price trends of commodities; - Time Management Skills; - Decision making Skills; - Computer Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	2

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MINECOFIN - JOB PROFILES

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Strategic Planner & Business Analysis	Strategic Planner & Business Analysis	A0 in Economics, Management, Development Studies, Project Management, Strategic Management, Public Administration, Administrative Sciences, Business Administration Key Technical Skills & Knowledge required: - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Strategic planning; - Knowledge of organizational structure, workflow & Operation procedures; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	2
	Monitoring & Evaluation Officer	Monitoring & Evaluation Officer	A0 in Economics, Management, Development Studies, Project Management, Strategic Management, Business Administration Key Technical Skills & Knowledge required: - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Knowledge of Rwanda's justice sector policies and strategies; - Knowledge to conduct monitoring exercises; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Complex Problem Solving; - Time management Skills; - Team working Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2
	Administrative Assistant	Administrative Assistant to Corporate Services	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Science, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage	1

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MINECOFIN - JOB PROFILES

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
S/TOTAL				8
ICT Unit	Director of Unit	Director of ICT Unit	Master's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 1 year of working experience in ICT or A0 in Computer Science, Software Engineering, Computer Engineering, Information Management System, Information and Communication Technology, Electronics and Telecommunication Engineering with 3 years of working experience and Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage. Key Technical Skills & Knowledge required: - Knowledge of Rwanda's ICT Policies and Strategies as well as National ICT Policy; - Deep Understanding of information technology and telecommunications; - Capacity to research and analyze technology problems, issues, and program requirements. - Knowledge of computer hardware/software technologies. - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills a - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Official Gazette No. Special of 28/02/2015

MINECOFIN - JOB PROFILES

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Network administration	Network administrator	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage Key Technical Skills & Knowledge required: - Knowledge of Rwanda's ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems - Proficient in Microsoft Office products - Proficient in basic networking protocols and standards - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	2

Official Gazette No. Special of 28/02/2015

MINECOFIN - JOB PROFILES

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	System Security Administration	System Security Administrator	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET),LAMP/WAMP Framework or MCITP are an added advantage Key Technical Skills & Knowledge required: - Knowledge of Rwanda's ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems - Proficient in Microsoft Office products - Proficient in basic networking protocols and standards - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	2
	Application and Database Administration	Application and Database Administrator	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering, Information System or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering, Information System with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET),LAMP/WAMP Framework or MCITP are an added advantage Key Technical Skills & Knowledge required: - Knowledge of Rwanda's ICT Policies and Strategies; - Proficiency in web application security and database security; - Knowledge of all database vendor versions; - Proficiency in designing, writing, editing, and debugging programs and databases; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills a - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	2

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MINECOFIN - JOB PROFILES

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
S/TOTAL				7
Finance & Logistics Unit	Director of Unit	Director of Finance & Logistics Unit	Accounting Professional Qualification recognised by IFAC (ACCA, CPA) with 1 year of working experience or A0 in Finance, Accounting, Management specialized in Finance/Accounting with 3 years of working experience Key Technical Skills & Knowledge required: - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting; - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Knowledge of Rwanda Public Financial Law; - Leadership and management skills; - Planning and organisational, Budgeting skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Problem solving; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Accountant	Accountant	Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting Key Technical Skills & Knowledge required: - 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

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MINECOFIN - JOB PROFILES

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Budget Officer	Budget Officer	A0 in Finance, Accounting, Management, Economics Key Technical Skills & Knowledge required: - Knowledge of cost analysis techniques; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Judgment & Decision Making Skills; - Deep understanding of financial accounts; - High Analytical Skills - Interpersonal skills; - Time management Skills - Complex Problem solving; -Flexibility Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2
	Logistic Officer	Logistics Officer	A0 in Store Management, Management, Finance, Economics, Accounting, Public Administration, Administrative Sciences Key Technical Skills & Knowledge required: - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Maintenance Technician	Maintenance Technician	A1 in Electricity, Construction, Electronic, Electromechanical or A2 in Electricity, Construction, Electronic, Electromechanical with 2 years of working experience Key Technical Skills & Knowledge required: - Safety Awareness Skills; - Fundamentals Knowledge of Electricity; - Fundamentals Knowledge of Electrical Systems and Equipment - Good Time Management Skills; - Organizational Skills	1

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MINECOFIN - JOB PROFILES

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Secretary	Secretary to the Finance Unit	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
S/TOTAL				8
Human Resource and Administration Unit	Director of Unit	Director of Human Resource & Administration Unit	A0 in Human Resources Management, Management with Specialization in Human Resource, Public Administration, Administrative Sciences with 3 years of working experience or Master's Degree in Human Resources Management, Management with Specialization in Human Resource, Public Administration, Administrative Sciences with 1 year of working experience Key Technical Skills & Knowledge required: - Knowledge of human resources concepts, practices, policies, and procedures; - Knowledge of organizational structure, workflow, and operating procedures; - Knowledge in Monitoring & System Evaluation; - Leadership and management skills; - Planning and organisational skills; - High Analytical Skills; - Communication skills; - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Problem Solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Official Gazette No. Special of 28/02/2015

MINECOFIN - JOB PROFILES

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Human Resources Officer	Human Resources Officer	A0 in Human Resource Management, Management, Public Administration, Administrative Sciences Key Technical Skills & Knowledge required: - Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources; - Knowledge in the Development of Human Resources Policies and procedures - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Documentation & Archives	Documentation & Archives Officer	A0 in Library & information Science or A1 in Library & information Science, Office Management, Biblioteconomy Key Technical Skills & Knowledge required: -proficiency in information technology; -Computer literacy; - Bokkeeping Skills; -Knowledge of integrated document management -Knowledge of archive management software -Knowledge of the documentation management system(DMS) would be an advantage. - Organizational Skills; - Interpersonal Skills; - Planning Skills; - Communication Skills; - Report witting & Presentation skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

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MINECOFIN - JOB PROFILES

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Customer Care	Customer Care Officer	A0 in Communication, Public Relations, International Relations, Journalism, Marketing, Linguistics and Literature. Key technical skills and knowledge required: - Excellent interpersonal skills; - Knowledge in Customer care satisfaction; - Knowledge in Hospitality management; - Public speaking skills; - Time management skills; - Organizational skills; - Excellent communication skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. knowledge of all is an advantage.	1
	Head of Central Secretariat	Head of Central Secretariat	A1 in Secretariat Studies, Office Management, Library and Information Science or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law, Library and Information Science with 2 years of working experience Key Technical Skills & Knowledge required: - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

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MINECOFIN - JOB PROFILES

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Job
	Secretary	Secretary in Central Secretariat	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	3
S/TOTAL				8
Grand Taotal				192

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Bibonywe kugira ngo bishyirwe ku mugereka w' Iteka rya Minisitiri w'Intebe n° 27/2/2015 ryo ku wa 43/03 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisitiri y'Imari n'Igenamigambi (MINECOFIN)

Kigali, ku wa 27/2/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika :

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

Seen to be annexed to the Prime Minister's Order n° 43/03 of 27/2/2015 determining mission and functions, organizational structure, salaries and fringe benefits for employees in the Ministry of Finance and Economic Planning (MINECOFIN)

Kigali, on 27/2/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

Vu pour être annexés à l'Arrêté du Premier Ministre n°43/03 du 27/2/2015 portant mission et fonctions, structure organisationnelle, salaires et autres avantages accordés au personnel du Ministère des Finances et de la Planification Economique (MINECOFIN)

Kigali, le 27/2/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République:

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

UMUGEREKA WA III W' ITEKA RYA
MINISITIRI W'INTEBE N° 43/03 RYO
KU WA27/2/2015 RIGENA
INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI BIGENERWA
ABAKOZI MURI MINISITERI Y'IMARI
N'IGENAMIGAMBI (MINECOFIN)

ANNEX III TO THE PRIME MINISTER'S
ORDER N° 43/03 OF 27/2/2015
DETERMINING MISSION AND FUNCTIONS,
ORGANISATIONAL STRUCTURE,
SALARIES AND FRINGE BENEFITS FOR
EMPLOYEES IN THE MINISTRY OF
FINANCE AND ECONOMIC PLANNING
(MINECOFIN)

ANNEXE III DE L'ARRETE DU PREMIER
MINISTRE N° 43/03 DU 27/2/2015 PORTANT
MISSION ET FONCTIONS, STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DES FINANCES
ET DE LA PLANIFICATION ECONOMIQUE
(MINECOFIN)

MINECOFIN SALARY STRUCTURE

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Permanent Secretary / Secretary to Treasury Council	441	F	2869	1,613,167
Economic Advisor	330	1.IV	2608	1,097,316
Accountant General	330	1.IV	2608	1,097,316
Director General for National Budget	330	1.IV	2608	1,097,316
Director General for National Development Planning & Research	330	1.IV	2608	1,097,316
Director General of Finance Sector Development	330	1.IV	2608	1,097,316
Chief Economist	330	1.IV	2608	1,097,316
Chief Internal Auditor	330	1.IV	2608	1,097,316
Advisor to the Minister	330	2.III	1890	892,962
Advisor to the Minister of State	330	2.III	1890	892,962
Director General of Corporate Services	330	2.III	1890	892,962
Deputy Accountant General in charge of Treasury Management	330	2.III	1890	892,962
Deputy Accountant General in charge of Accounts Consideration & Reporting	330	2.III	1890	892,962
Director General in Charge of Treasury Counsel	330	2.III	1890	892,962
Director of Macro Economic Policy Unit	330	3.II	1369	646,807
Director of National Investment Planning Unit	330	3.II	1369	646,807
Director of Planning & Monitoring Unit	330	3.II	1369	646,807
Director of Project Mgt & Monitoring Unit	330	3.II	1369	646,807
Director of Budget Mgt & Reporting Unit	330	3.II	1369	646,807
Director of Banking & Non Banking Sector Unit	330	3.II	1369	646,807
Director of Capital Market & Investments Schemes Unit	330	3.II	1369	646,807
Director of Debt Unit	330	3.II	1369	646,807
Director of External Finance Unit	330	3.II	1369	646,807
Director of Finance & Logistics Unit	330	3.II	1369	646,807
Director of Fiscal Decentralisation Unit	330	3.II	1369	646,807
Director of Government Portfolio Management Unit	330	3.II	1369	646,807
Director of HR and Administration Unit	330	3.II	1369	646,807
Director of ICT Unit	330	3.II	1369	646,807
Treasury Technical Advisor	330	3.II	1369	646,807
Budget Administration Officer Team Leader	300	4.III	1313	558,494
Central Government Internal Auditor Team Leader	300	4.III	1313	558,494
Local Government Internal Auditor Team Leader	300	4.III	1313	558,494
Public Accountant Officer Team Leader	300	4.III	1313	558,494

Official Gazette No. Special of 28/02/2015

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Treasury Operation Officer Team Leader	300	4.III	1313	558,494
Fiscal Decentralization Officer Team Leader	300	4.III	1313	558,494
Inspector Team Leader	300	4.III	1313	558,494
Policy & Program Officer Team Leader	300	4.III	1313	558,494
Accountant Officer	300	4.II	1141	485,333
Aid Information Management Officer	300	4.II	1141	485,333
Budget Administration Officer	300	4.II	1141	485,333
Capacity Building & Financial Education Officer	300	4.II	1141	485,333
Capacity Building Officer	300	4.II	1141	485,333
Cash Plan Officer	300	4.II	1141	485,333
Central Government Internal Auditor	300	4.II	1141	485,333
Inspectors	300	4.II	1141	485,333
Database and Application Administrator	300	4.II	1141	485,333
Debt Payment & Reporting Officer	300	4.II	1141	485,333
Debt Policy & Negotiation Officer	300	4.II	1141	485,333
Economic Research & Analysis Officer	300	4.II	1141	485,333
Extenal Resources Mobilisation Officer	300	4.II	1141	485,333
External Sector Policy Officer	300	4.II	1141	485,333
Financial Management Officer	300	4.II	1141	485,333
Fiscal Decentralization Officer	300	4.II	1141	485,333
Fiscal Policy Officer	300	4.II	1141	485,333
Gov. Portfolio Management Officer	300	4.II	1141	485,333
Governance & Sovereignty Officer	300	4.II	1141	485,333
Human Dev't & Social Sectors Officer	300	4.II	1141	485,333
Human Resources Officer	300	4.II	1141	485,333
Information Technology Officer	300	4.II	1141	485,333
Infrastructures Sector Officer	300	4.II	1141	485,333
Lawyer in charge of Corporate Affairs Officer	300	4.II	1141	485,333
Lawyer in charge of International Agreements Officer	300	4.II	1141	485,333
Lawyer in charge of Tax Policy Officer	300	4.II	1141	485,333
Local Government Internal Auditor	300	4.II	1141	485,333
Monitoring & Evaluation Officer	300	4.II	1141	485,333
Network Administrator	300	4.II	1141	485,333
Policy & Program Officer	300	4.II	1141	485,333
Policy Analysis/ Banking & Payment Systems Officer	300	4.II	1141	485,333
Policy Analysis/ Capital Market Officer	300	4.II	1141	485,333
Policy Analysis/ Insurance & Pensions Officer	300	4.II	1141	485,333
Policy Analysis/ Investment Schemes Officer	300	4.II	1141	485,333

Official Gazette No. Special of 28/02/2015

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Policy Analysis/ Micro Finance & Saccos Officer	300	4.II	1141	485,333
Policy Evaluation & Research Officer Team Leader	300	4.II	1141	485,333
Research, Evaluation & Analysis Officer	300	4.II	1141	485,333
Private Sector Financing Officer	300	4.II	1141	485,333
Productive Capacities Officer	300	4.II	1141	485,333
Public Accountant Officer	300	4.II	1141	485,333
Public Investments Program Officer	300	4.II	1141	485,333
Public Relations and Communication Officer	300	4.II	1141	485,333
Sector Investment Officer	300	4.II	1141	485,333
Strategic Planner & Business Analysis Officer	300	4.II	1141	485,333
System Security Administrator	300	4.II	1141	485,333
Treasury Operation Officer	300	4.II	1141	485,333
Accountant	300	5.II	951	404,515
Administrative Assistant to the Minister	300	5.II	951	404,515
Administrative Assistant to the Minister of State	300	5.II	951	404,515
Administrative Assistant to the PS	300	5.II	951	404,515
Budget Officer	300	5.II	951	404,515
Internal Auditor	300	5.II	951	404,515
Logistics Officer	300	5.II	951	404,515
Procurement Officer	300	5.II	951	404,515
Treasury Assistant	300	5.II	951	404,515
Customer Care Officer	300	6.II	793	337,308
Documentalist & Archives Officer	300	6.II	793	337,308
Treasury Archives Officer	300	6.II	793	337,308
Administrative Assistant to the Head of Department	300	7.II	660	280,736
Administrative Assistant to the Director General National Budget	300	7.II	660	280,736
Administrative Assistant to the Director General of National Development Planning & Research	300	7.II	660	280,736
Administrative Assistant to the DG Corporate Services	300	7.II	660	280,736
Head of Central Secretariat	300	7.II	660	280,736
Maintenance Technician	300	7.II	660	280,736
Treasury Doc Dispatcher	300	8.II	508	216,081
Secretary in Central Secretariat	300	8.II	508	216,081
Secretary to the Finance & Logistics Unit	300	8.II	508	216,081

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Bibonywe kugira ngo bishyirwe ku mugereka w' Iteka rya Minisitiri w'Intebe n° 27/2/2015 ryo ku wa 43/03 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisitiri y'Imari n'Igenamigambi (MINECOFIN)

Kigali, ku wa 27/2/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika :

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

Seen to be annexed to the Prime Minister's Order n° 43/03 of 27/2/2015 determining mission and functions, organizational structure, salaries and fringe benefits for employees in the Ministry of Finance and Economic Planning (MINECOFIN)

Kigali, on 27/2/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

Vu pour être annexés à l'Arrêté du Premier Ministre n°43/03 du 27/2/2015 portant mission et fonctions, structure organisationnelle, salaires et autres avantages accordés au personnel du Ministère des Finances et de la Planification Economique (MINECOFIN)

Kigali, le 27/2/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République:

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

ITEKA RYA MINISITIRI W'INTEBE N°44/03 RYO KU WA 27/2/2015 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'UBUCURUZI N'INGANDA (MINICOM)

PRIME MINISTER'S ORDER N° N°44/03 OF 27/2/2015 DETERMINING THE MISSION, FUNCTIONS, ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE MINISTRY OF TRADE AND INDUSTRY (MINICOM)

ARRETE DU PREMIER MINISTRE N° N°44/03 DU 27/2/2015 PORTANT MISSION, FONCTIONS, STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DU COMMERCE ET DE L'INDUSTRIE (MINICOM)

ISHAKIRO

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

Ingingo ya 8: Ibindi bigenerwa Abayobozi b'Amashami, Umujyanama mu by'amategeko na *Specialists* bari ku rwego rw'imirimo rwa "3.II"

Article 8: Fringe benefits for Directors of Units, Legal Advisor and Specialists on "3.II" job level

Article 8: Autres avantages alloués aux Directeurs d'Unités, Conseiller Juridique et Spécialistes aux postes de niveau "3.II"

Ingingo ya 9: Indamunite z'urugendo rw'imodoka

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Article 12: Entrée en vigueur

**ITEKA RYA MINISITIRI W'INTEBE N° N°44/03
RYO KU WA 27/2/2015 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI BIGENERWA**

**PRIME MINISTER'S ORDER N° N°44/03 OF
27/2/2015 DETERMINING THE MISSION,
FUNCTIONS, ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE**

**ARRETE DU PREMIER MINISTRE N°
N°44/03 DU 27/2/2015 PORTANT MISSION,
FONCTIONS, STRUCTURE
ORGANISATIONNELLE, SALAIRES ET**

ABAKOZI MURI MINISITERI Y'UBUCURUZI N'INGANDA (MINICOM)

Minisitiri w'Intebe;

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo ku wa 04 Kamena 2003 nk'uko ryavugururwe kugeza ubu, cyane cyane mu ngingo zaryo, iya 118, iya 119, iya 121 n'iya 201;

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

Asubiye ku Iteka rya Minisitiri w'Intebe n° 93/03 ryo ku wa 25/08/2011 rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimo bya Minisiteri y'Ubucuruzi n'Inganda;

Asubiye ku Iteka rya Minisitiri w'Intebe n° 53/03 ryo ku wa 14/07/2012 rishyiraho imishahara n'ibindi bigenerwa abakozi bo mu butegetsi bwite bwa Leta, nk'uko ryahinduwe kandi ryujijwe kugeza ubu;

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

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

ATEGETSE:

Ingingo ya mbere: Icyo iri teka rigamije

Iri teka rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Ubucuruzi n'Inganda (MINICOM).

BENEFITS FOR EMPLOYEES OF THE MINISTRY OF TRADE AND INDUSTRY (MINICOM)

The Prime Minister;

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date especially in Articles 118, 119, 121 and 201;

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

Having reviewed to Prime Minister's Order n° 93/03 of 25/08/2011 determining the mission, functions, organizational structure and summary of job positions of the Ministry of Trade and Industry;

Having reviewed the Prime Minister's Order n° 53/03 of 14/07/2012 establishing salaries and fringe benefits for public servants of the Central Government as modified and complemented to date;

On proposal by the Minister of Public Service and Labour;

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

HEREBY ORDERS:

Article One: Purpose of this Order

This Order determines the mission, functions, organizational structure, salaries and fringe benefits for employees of the Ministry of Trade and Industry (MINICOM).

AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DU COMMERCE ET DE L'INDUSTRIE (MINICOM)

Le Premier Ministre;

Vu la Constitution de la République du Rwanda du 04 juin 2003 telle que révisée à ce jour, spécialement en ses articles 118, 119, 121 et 201;

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

Revu l'Arrêté du Premier Ministre n° 93/03 du 25/08/2011 portant mission, fonctions, structure organisationnelle et synthèse des emplois du Ministère du Commerce et de l'Industrie;

Revu l'Arrêté du Premier Ministre n° 53/03 du 14/07/2012 fixant les salaires et autres avantages accordés au personnel de l'Administration Centrale tel que modifié et complété à ce jour;

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

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

ARRETE:

Article premier: Objet du présent arrêté

Le présent arrêté porte mission, fonctions, structure organisationnelle, salaires et autres avantages accordés au personnel du Ministère du Commerce et de l'Industrie (MINICOM).

Ingingo 2: Inshingano

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

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

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

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

2° gushyiraho amategeko agenga ubucuruzi n'inganda n'ibifitanye isano na byo ibinyujije mu:

- a. gushyiraho no kumenyekanisha amategeko yorohereza iterambere ry'ubucuruzi, inganda, amakoperative, ubukerarugendo ndetse n'ubucuruzi bwa peterori;
- b. gushyiraho no kumenyesha ibipimo by'ireme n'amategeko y'ubucuruzi no gushyiraho ingamba zo kuyubahiriza;

Article 2: Mission and functions

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

Specifically, the Ministry of Trade and Industry shall be responsible for:

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

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

2° regulating the trade and industry sector and all other attached sectors through:

- a. establishment and dissemination of legislative frameworks that favour promotion of trade industry, cooperatives, tourism as well as the petroleum sector;
- b. establishment and dissemination of quality standards and norms on trade and elaboration of mechanisms to ensure their compliance;

Article 2 : Mission et fonctions

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

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

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

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

2° réglementer le secteur du commerce et de l'industrie et les secteurs connexe à travers :

- a. l'élaboration et la diffusion d'un arsenal juridique favorable à la promotion du commerce, de l'industrie, des coopératives, du tourisme ainsi que du secteur pétrolier;
- b. la mise en place et la dissémination des normes standards dans le domaine du commerce et l'élaboration des mécanismes

de leur mise en œuvre ;

c. gushyiraho no gushyira mu bikorwa politiki yo guhangana ku isoko na politiki y'umutungo bwite ushingiyeye ku bwenge hagamijwe kugera ku ihangana rishingiye ku mategeko ndetse no kutabangamira uburenganzira bw'umuguzi;	c. elaboration and implementation of competitive policies and intellectual property policy to foster fair and healthy competition as well as ensuring the respect of consumer rights;	c. l'élaboration et l'exécution de la politique de la compétition et de la propriété intellectuelle pour stimuler la concurrence loyale tout en protégeant les droits du consommateur ;
3° kuzamura inzego z'ubucuruzi n'inganda ndetse n'abakozi bazo ibinyujije mu:	3° developing institutional and human resources capacities in the industrial and commercial sector through:	3° renforcer les capacités institutionnelles et du personnel dans le secteur du commerce et de l'industrie à travers :
a. guteza imbere uburyo bwo kwihangira imirimo binyuze cyane cyane mu bigo bito n'ibiciriritse; b. kuzamura ubushobozi bw'ibigo kugira ngo byongere umusaruro no guhangana ku isoko; c. gushyiraho uburyo bworohereza abashoramari mu gutangira no gukora ubucuruzi;	a. promoting entrepreneurship development with special focus on small and medium enterprises; b. building capacity of enterprises in order to increase their efficiency and competitiveness; c. building a sound business environment which eases starting and doing business;	a. la promotion de l'esprit de création des emplois en mettant l'accent sur les petites et moyennes entreprises ; b. le renforcement de la capacité des entreprises en vue d'accroître leur efficacité et leur compétitivité ; c. l'établissement d'un environnement susceptible de faciliter les affaires ;
4° gukurikirana no kugenzura ishyingira mu bikorwa rya politiki, ingamba na gahunda z'ubucuruzi n'inganda;	4° monitoring and evaluating the implementation of sector and sub-sector policies, strategies and programs;	4° assurer le suivi et l'évaluation de la mise en œuvre des politiques, des stratégies et des programmes relatifs au commerce et à l'industrie ;
5° kugenzura inzego ziyishamikiyeho n'izo ireberera ibinyujije mu:	5° overseeing the institutions under its supervision through:	5° surveiller les institutions sous sa tutelle à travers:
a. kugenzura imikorere n'imirungire y'inzego n'ibigo bya Leta ireberera kugira ngo bigaragaze umusaruro n' imikorere myiza mu bucuruzi kandi byubahirize ibidukikije;	a. supervision of the functioning and management of public institutions and agencies under its supervision for the purpose of ensuring cost effectiveness, safety, management of cross-cutting issues in trade and industry development and safeguarding of environment;	a. la supervision du fonctionnement et de la gestion des institutions publiques et des organes sous sa tutelle afin d'assurer leur rentabilité et le développement du commerce et de l'industrie tout en protégeant l'environnement;

b. guha ibigo ireberera umurongo ngenderwaho kuri gahunda bigomba gushyira mu bikorwa;	b. orientation on specific programs to be implemented by the institutions under its supervision;	b. l'orientation des institutions sous sa tutelle sur les programmes à exécuter;
6° gushaka no gukusanya ibyangombwa bikenewe mu gushyira mu bikorwa gahunda zayo ibinyujije mu:	6° mobilizing the necessary resources for implementing programs through:	6° mobiliser les ressources nécessaires pour exécuter ses programmes à travers :
a. gushaka no gukusanya ibikenewe no gukurikirana ko bikoreshwa neza.	a. identification and mobilization of resources and their efficient management.	a. l'identification et la mobilisation des ressources et leur utilisation rationnelle.
b. guteza imbere ubufatanye n'izindi nzego ndetse no gushishikariza abikorera gushora imari mu rwego rw'ubucuruzi n'inganda.	b. promotion of partnerships with other institutions and private investment in the sector.	b. la promotion du partenariat avec d'autres institutions et des investissements privés dans le secteur.
7° kuyobora imishyikirano y'ubucuruzi mu rwego rw'Ibihugu no mu rwego rw'imiryango mpuzamahanga igamije guteza imbere inyungu z'u Rwanda.	7° conducting bilateral and multilateral trade negotiations aimed at promoting Rwanda's interests.	7° organiser des négociations commerciales bilatérales et multilatérales en vue de promouvoir les intérêts du Rwanda.

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

Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo bya Minisiteri y'Ubucuruzi n'Inganda biri ku migereka ya I na II y'iri teka.

Ingingo 4: Igenwa ry'umushahara

Imishahara y'abakozi muri Minisiteri y'Ubucuruzi n'Inganda igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara mu butegetsi bwa Leta.

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

Article 3: Organizational structure and job profiles

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

Article 4: Determination of the salary

Salaries for employees of the Ministry of Trade and Industry shall be determined basing on job classification and in accordance with general principles on salary calculation in Public Service.

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

Article 3: Structure organisationnelle et profils d'emplois

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

Article 4: Détermination du salaire

Les salaires accordés au personnel du Ministère du Commerce et de l'Industrie sont déterminés suivant la classification des emplois et conformément aux principes généraux de fixation des salaires dans la fonction publique.

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

Ingingo 5: Ibigize umushahara mbumbe

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

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

Indamunite y’urugendo ivugwa mu gika cya mbere cy’iyi ngingo ntigenerwa abakozi bari ku nzego z’imirimo za “F” na “H/2” boroherewe ingengo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze ndetse n’abakozi bari ku rwego rwa “3” bagenerwa indamunite yihariye y’urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

Ingingo ya 6: Ibindi bigenerwa Umunyamabanga Uhoraho

Umunyamabanga Uhoraho agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

- 1 ° amafaranga y’itumanaho rya telefoni, fax byo mu biro angana n’ibihumbi ijana y’u Rwanda (100,000 Frw) n’irya telefone igendanwa angana n’ibihumbi ijana y’u Rwanda (100,000

Article 5: Composition of gross salary

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

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

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

Article 6: Fringe benefits for the Permanent Secretary

The Permanent Secretary shall be entitled to the following fringe benefits:

- 1 ° an office telephone communication allowance of one hundred thousand Rwandan francs (100,000 Rwf) and a mobile phone communication allowance of one hundred

Article 5: Composition du salaire brut

Le salaire brut mensuel pour chaque agent comprend principalement:

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

L’indemnité de transport dont question à l’alinéa premier du présent article n’est pas allouée aux agents aux postes de niveau “F” et “H/2” pour lesquels le transport est facilité conformément aux instructions du Ministre ayant le transport dans ses attributions, ainsi qu’à ceux aux poste de niveau “3” qui bénéficient d’une indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Article 6: Avantages alloués au Secrétaire Permanent

Le Secrétaire Permanent bénéficie des avantages suivants:

- 1 ° les frais de communication par téléphone et fax de bureau équivalant à cent mille francs Rwandais (100.000 Frw) et de téléphone portable équivalant à cent mille

Frw) buri kwezi;

thousand Rwandan francs (100,000 Rwf) per month;

francs rwandais (100.000 Frw) par mois;

2 ° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200.000 Frw) buri kwezi anyura kuri konti y'urwego bireba;

2 ° office entertainment allowance of two hundred thousand Rwandan francs (200,000 Rwf) per month payable at the concerned institution's bank account;

2 ° les frais de représentation au service équivalant à deux cent mille francs rwandais (200.000 Frw) chaque mois payable au compte de l'institution concernée;

3 ° Leta imworohereza mu bijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

3 ° the Government shall facilitate his/her transport in accordance with the Instructions of the Minister in charge of transport.

3 ° l'Etat lui facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

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

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

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

Abayobozi Bakuru n'Umujyanama wa Minisitiri bagenerwa buri wese ibindi bibafasha gutunganya imirimo mu buryo bukurikira:

Director Generals and Advisor to the Minister shall each be entitled to fringe benefits as follows:

Les Directeurs Généraux et le Conseiller du Ministre bénéficient chacun des avantages comme suit:

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

1 ° Director Generals shall each be entitled to seventy thousand Rwandan francs (70,000 Rwf) per month for office land line and seventy thousand Rwandan francs (70,000 Rwf) per month for mobile phone;

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

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

2 ° the Advisor to the Minister shall be entitled to seventy thousand Rwandan francs (70,000 Rwf) per month for mobile phone;

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

3 ° Leta yorohereza Abayobozi Bakuru n'Umujyanama wa Minisitiri ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

3 ° the Government shall facilitate the transport for Director Generals and Advisor to the Minister in accordance with the Instructions of the Minister responsible for transport.

3 ° l'Etat facilite aux Directeurs Généraux et au Conseiller du Ministre le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 8: Ibindi bigenerwa Abayobozi

Article 8: Fringe benefits for Directors of Units,

Article 8: Avantages alloués aux Directeurs

b'Amashami, Umujyanama mu by'amategoko na Specialists bari ku rwego rw'imirimo rwa "3.II"

Abayobozi b'Amashami, Umujyanama mu by'amategoko na Specialists bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

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

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

Ingingo ya 9: Indamunite z'urugendo rw'imodoka

Iyo abayobozi bakuru bari ku rwego rwa F na H/2 bagiye mu butumwa imbere mu Gihugu bakoresheje imodoka zabo, Leta ibabagenera indamunite y'urugendo hakurikijwe ibiteganywa n'amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

Ingingo ya 10: Abashinzwe kubahiriza iri teka

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri w'Ubucuruzi n'Inganda, Minisitiri w'Ibikorwa Remezo na Minisitiri w'Imari n'Igenamigambi basabwe kubahiriza iri teka.

Legal Advisor and Specialists on "3.II" job level

Directors of Units, Legal Advisor and Specialists shall each be entitled to the following fringe benefits:

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

Directors of Units on level "3.II" with a pool of employees under their responsibilities in accordance with the approved organizational structure shall also each be entitled to an office telephone of one hundred thousand Rwandan francs (Rwf 100,000) per month.

Article 9: Mileage allowances

When senior officials on levels F and H/2 go on official mission inside the country by using their vehicles, the State pay them mileage allowances specified in the relevant Ministerial Instructions issued by the Minister in charge of transport.

Article 10: Authorities responsible for the implementation of this Order

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

d'Unités, Conseiller Juridique et les Spécialistes aux postes de niveau "3.II"

Les Directeurs d'Unités, le Conseiller Juridique et les spécialistes bénéficient chacun des avantages comme suit:

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

Les Directeurs d'Unités aux postes de niveau "3.II" ayant des agents placés sous leur responsabilité suivant la structure organisationnelle approuvée, bénéficient en plus chacun des frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) par mois.

Article 9: Indemnités kilométriques

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

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

Le Ministre de la Fonction Publique et du Travail, le Ministre du Commerce et de l'Industrie, le Ministre des Infrastructures et le Ministre des Finances et de la Planification Economique sont

implementation of this Order.

chargés de l'exécution du présent arrêté.

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

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

Article 11: Repealing provision

All prior provisions contrary to this Order are hereby repealed.

Article 11: Disposition abrogatoire

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

Ingingo ya 12: Igihe iteka ritangira gukurikizwa

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

Article 12: Commencement

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

Article 12: Entrée en vigueur

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

Kigali, ku wa 27/2/2015

Kigali, on 27/2/2015

Kigali, le 27/2/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

Seen and sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République:

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

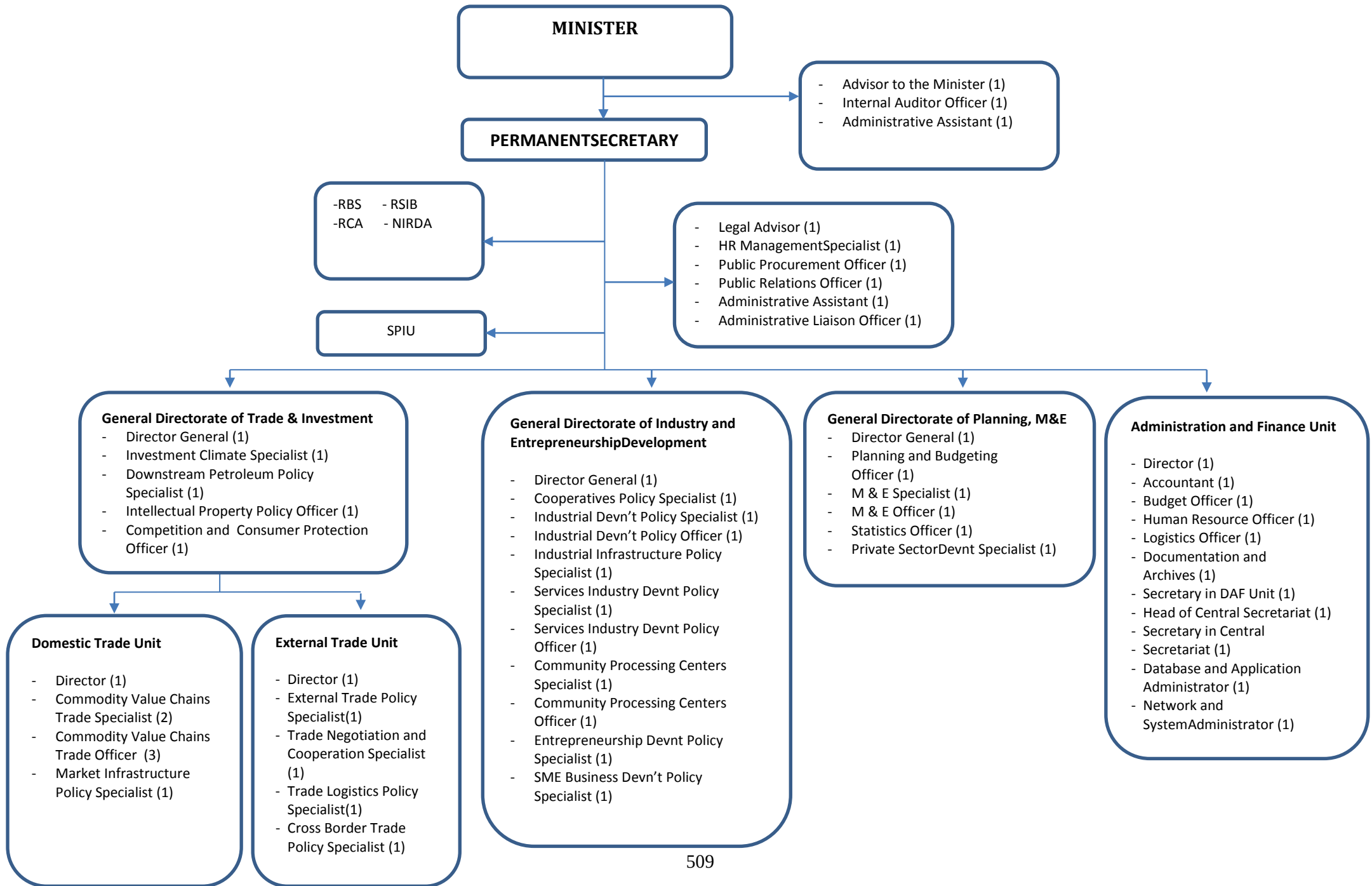
(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

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

**UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N°N°44/03 RYO KU
WA 27/2/2015 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI
MINISITERI Y'UBUCURUZI N'INGANDA
(MINECOM)**

**ANNEX I TO PRIME MINISTER'S ORDER
N°N°44/03 OF 27/2/2015 DETERMINING
THE MISSION, FUNCTIONS,
ORGANISATIONAL STRUCTURE,
SALARIES AND FRINGE BENEFITS FOR
EMPLOYEES OF THE MINISTRY OF
TRADE AND INDUSTRY (MINECOM)**

**ANNEXE I D'ARRETE DU PREMIER
MINISTRE N°N°44/03 DU 27/2/2015
PORTANT MISSION, FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AUTRES AVANTAGES
ACCORDES AU PERSONNEL DU
MINISTERE DU COMMERCE ET DE
L'INDUSTRIE (MINECOM)**



Bibonywe kugira ngo bishyirwe ku mugereka w' Iteka rya Minisitiri w'Intebe n°N°44/03 ryo ku wa 27/2/2015 rigena Inshingano, Imbonerahamwe y'Imyanya y'Imirimo, Imishahara n'ibindi bigenerwa Abakozi muri Minisiteri y'Ubucuruzi n'Inganda (MINECOM)

Kigali, ku wa 27/2/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika :

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

Seen to be annexed to Prime Minister's order n°N°44/03 of 27/2/2015 determining the Mission, Functions, Organizational Structure, Salaries and Fringe benefits for Employees of the Ministry of Trade and Industry (MINECOM)

Kigali, on 27/2/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and Sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

Vu pour être annexés à l'Arrêté du Premier Ministre n°N°44/03 du 27/2/2015 portant mission, Fonctions, Structure Organisationnelle, Salaires et autres avantages accordés au personnel du Ministère de Commerce et de l'Industrie (MINECOM)

Kigali, le 27/2/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République :

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

UMUGEREKA WA II W'ITEKA RYA
MINISITIRI W'INTEBE N°N°44/03 RYO KU
WA 27/2/2015 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI MINISITERI
Y'UBUCURUZI N'INGANDA (MINECOM)

ANNEX II TO PRIME MINISTER'S
ORDER N°N°44/03 OF 27/2/2015
DETERMINING THE MISSION,
FUNCTIONS, ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF THE
MINISTRY OF TRADE AND INDUSTRY
(MINECOM)

ANNEXE II D'ARRETE DU PREMIER
MINISTRE N°N°44/03 DU 27/2/2015
PORTANT MISSION, FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AUTRES AVANTAGES
ACCORDES AU PERSONNEL DU
MINISTERE DU COMMERCE ET DE
L'INDUSTRIE(MINECOM)

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MINICOM JOB PROFILES

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
Office of the Minister	Minister	Minister	Political appointee	1
Office of the Minister	Minister	Advisor to the Minister	A0 in Business Administration, Economics, Development Economics, Development Studies, Management, Business Law with 5 years of working experience; Or Master or Equivalent in Business Administration, Economics, Development Economics, Development Studies, Management, Business Law with 3 years of working experience Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Rwandan Industry and Trade sector - Good knowledge of government policy-making and industrial processes; - Knowledge of the trade sector policies and issues; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; -Coordination, planning and organisational skills; - Interpersonal skills; -Collaboration and team working skills; -Effective communication skills; -Administrative skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Internal Audit	Internal Auditor	A0 in Finance, Accounting or Management with specialization in Finance/Accounting Key Technical Skills & Knowledge required: - Detailed knowledge of financial and Audit Standards, HR & Financial regulations, Procedures and Financial software; - Planning Skill; - High Analytical skills; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Administrative Assistant	Administrative Assistant	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage	1
S/Total				4
Office of the Permanent Secretary	Permanent Secretary	Permanent Secretary	Political Appointee	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Administrative Assistant	Administrative Assistant	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law <u>Key Technical Skills & Knowledge required:</u> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Word 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
	Human Resources Management Specialist	Human Resources Management Specialist	A0 in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Human Resource Management with 3 years of working experience or Master's Degree in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Specialization in Human Resource Management <u>Key Technical Skills & Knowledge required:</u> - Deep knowledge of Rwandan public service and labor law; - Knowledge in Conflict Management; - knowledge of the regulations applying to payroll procedures; - Knowledge of human resources concepts, practices, policies, and procedures; - Problem Solving Skills; - Computer Skills; - Judgment & Decision Making Skills; - Time management Skills; - Interview Skills; - High analytical Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Legal Advisor	Legal Advisor	A0 in Law with 3 years of working experience or Master's Degree in Law with 1 year of working experience <u>Key Technical skills and Knowledge required :</u> - High analytical and problem solving skills; - Legal research and analysis in complex areas of law; - Knowledge of Substantive Law and Legal Procedures; - Decision making skills; - Experience in contract drafting and negotiation; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French.	1
	Administrative Liasion	Administrative Liasion officer	A1 in Secretarial Studies,Office Management or A0 in Public Administration, Management, Sociology, Social Work, Law <u>Key Technical Skills & Knowledge required:</u> - 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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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Public relations and communication	Public relations and communication officer	A0 in Communication, International Relations, Journalism, Marketing, Linguistics and Literature. Key technical skills and knowledge required: - 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 - Teamworking skills - Effective public relations and public speaking skills - Interviewing skills - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage	1
	Procurement	Procurement Officer	A0 in Procurement, Management, Accounting, Law, Public Finance, Economics Key Technical Skills & Knowledge required: - 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
S/Total				7

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
General Directorate of Trade and Investment	Director General	Director General	A0 in Business Administration, Economics, Development Economics, Development Studies, Management with 5 years of working experience or 2 years in senior position or Master or Equivalent in Business Administration, Economics, Development Economics, Development Studies, Management with 3 years of working experience Key Technical Skills & Knowledge required: -Extensive knowledge and understanding of the Rwandan Trade and investment system; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; -Knowledge and experience in investment. -Analytical, problem-solving and critical thinking skills. -Strong Leadership Skills -Technical understanding of system being analyzed and how it affects the various business units. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Able to work well with both internal and external clients. -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. -Interpersonal Skills - negotiation skills; - Time Management Skills; - Decesion making Skills; - Judgment & Decision making skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1
	Investment Climate Specialist	Investment Climate Specialist	A0 in Economics, Business Administration, Business Law, Management with 3 years of working experience; or Master or Equivalent in Economics, Business Administration, Business Law, Management with 1 year of working experience Key Technical Skills & Knowledge required: -Knowledge and experience in investment. -Analytical, problem-solving and critical thinking skills. -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Able to work well with both internal and external clients. -Good presentation skills, and ability to communicate with various audiences, including end users, managers -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. -Strong attention to detail organizational skills. -Quick learner who is easily able to learn new products, systems, applications and technologies.	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Downstream Petroleum Policy Specialist	Downstream Petroleum Policy Specialist	A0 in Chemistry, Economics, Management, Geology, Engineering, Business Administration, with 3 years of working experience; Or Master or Equivalent in Chemistry, Economics, Management, Geology, Engineering, Business Administration Key Technical Skills & Knowledge required: - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decesion making Skills; - Judgment & Decision making skills; - Complex Proble solving Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1
	Intellectual Property Policy Officer	Intellectual Property Policy Officer	A0 in Law, Business Administration, Arts, and Commerce Key Technical Skills & Knowledge required: -Knowledge and experience particularly in Investment Development. - Knowledge in Intellectual Property law and regulations; -Analytical, problem-solving and critical thinking skills. -Technical understanding of system being analyzed and how it affects the various business units. -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Able to work well with both internal and external clients. -Good presentation skills, and ability to communicate with various audiences, including end users and managers -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. -Strong attention to details and organizational skills. -Quick learner who is easily able to learn new products, systems, applications and technologies	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Competition and Consumer Protection Officer	Competition and Consumer Protection Officer	A0 in Law, Business Law, Trade, Economics <u>Key Technical skills and Knowledge required :</u> - Extensive knowledge and understanding of the Rwandan Trade and Competition Law - High analytical and problem solving skills; - Legal research and analysis in complex areas of Trade - Knowledge of Industrial and Company Law; - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French.	1
S/Total				5
Domestic Trade Unit	Director of Unit	Director of Domestic Trade Unit	A0 in Trade, Economics, Business Administration, Management with 3 years of working experience; or Master or Equivalent in Trade, Economics, Business Administration, Management with 1 year working experience; <u>Key Technical Skills & Knowledge required:</u> - Extensive knowledge and understanding of the Rwandan Trade system; - Creative, proactive, customer focussed, solutions led and outcome driven; - High Analytical & Complex Problem Solving Skills; - Interpersonal Skills; - Effective communication skills; - Able to work well with both internal and external clients. - Good presentation skills, and ability to communicate with various audiences, including end users and managers. - Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. - Strong attention to detail organizational skills. - Quick learner who is easily able to learn new products, systems, applications and technologies- Time Management Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Comodity Value Chains Trade Specialist	Comodity Value Chains Trade Specialist	A0 in Trade, Economics, Business Administration, Management with 3 years of working experience; Or Master or Equivalent in Trade, Economics, Business Administration, Management Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Rwandan Trade system; - Creative, proactive, customer focussed, solutions led and outcome driven; - High Analytical & Complex Problem Solving Skills; - Interpersonal Skills; - Effective communication skills; - Able to work well with both internal and external clients. -Good presentation skills, and ability to communicate with various audiences, including end users and managers. -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. -Strong attention to detail organizational skills. -Quick learner who is easily able to learn new products, systems, applications and technologies- Time Management Skills; - Computer Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	2
	Commodity value chains trade	Commodity value chains trade officer	A0 in Trade, Economics, Business Administration, Management, Economics, Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Rwandan Trade system; - Creative, proactive, customer focussed, solutions led and outcome driven; - High Analytical & Complex Problem Solving Skills; - Interpersonal Skills; - Effective communication skills; - Able to work well with both internal and external clients. -Good presentation skills, and ability to communicate with various audiences, including end users and managers. -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. -Strong attention to detail organizational skills. -Quick learner who is easily able to learn new products, systems, applications and technologies- Time Management Skills; - Computer Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	3

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Market Infrastructure Policy Specialist	Market Infrastructure Policy Specialist	A0 in Economics, Business Administration, Technology ,Civil Engineering, Environmental Engineering and Sanitation, Urban planning, Building Construction with 3 years of working experience ; Or Master or Equivalent in Economics, Business Administration, Technology ,Civil Engineering, Environmental Engineering and Sanitation, Urban planning, Building Construction Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Rwandan Trade system; - Creative, proactive, customer focussed, solutions led and outcome driven; - High Analytical & Complex Problem Solving Skills; - Interpersonal Skills; - Effective communication skills; - Able to work well with both internal and external clients. -Good presentation skills, and ability to communicate with various audiences, including end users and managers. -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. -Strong attention to detail organizational skills. -Quick learner who is easily able to learn new products, systems, applications and technologies- Time Management Skills; - Computer Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1
S/Total				7

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
External Trade Unit	Director of Unit	Director of External Trade Unit	A0 in Trade, Economics, Business Administration, Management with 3 years of working experience; Or Master or Equivalent in Trade, Economics, Business Administration, Management with 1 year working experience Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Rwandan Trade system; - Creative, proactive, customer focussed, solutions led and outcome driven; - High Analytical & Complex Problem Solving Skills; - Interpersonal Skills; - Effective communication skills; - Able to work well with both internal and external clients. -Good presentation skills, and ability to communicate with various audiences, including end users and managers. -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. -Strong attention to detail organizational skills. -Quick learner who is easily able to learn new products, systems, applications and technologies- Time Management Skills; - Computer Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1
	External Trade Policy Specialist	External Trade Policy Specialist	A0 in Trade, Economics, Business Administration, Management with 3 years of working experience; Or Master or Equivalent in Trade, Economics, Business Administration, Management Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Rwandan Trade system; - Creative, proactive, customer focussed, solutions led and outcome driven; - High Analytical & Complex Problem Solving Skills; - Interpersonal Skills; - Effective communication skills; - Able to work well with both internal and external clients. -Good presentation skills, and ability to communicate with various audiences, including end users and managers. -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. -Strong attention to detail organizational skills. -Quick learner who is easily able to learn new products, systems, applications and technologies- Time Management Skills; - Computer Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Trade Negotiation and Cooperation Specialist	Trade Negotiation and Cooperation Specialist	A0 inTrade, Economics, Business Administration, Management with 3 years of working experience; Or Master or Equivalent inTrade, Economics, Business Administration, Management <u>Key Technical Skills & Knowledge required:</u> -Analytical, problem-solving and critical thinking skills. -Technical understanding of system being analyzed and how it affects the various business units. -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Able to work well with both internal and external clients. -Good presentation skills, and ability to communicate with various audiences, including end users and managers. -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. -Strong attention to detail organizational skills. -Quick learner who is easily able to learn new products, systems, applications and technologies	1
	Trade Logistics Policy Specialist	Trade Logistics Policy Specialist	A0 in Trade, Economics, Business Administration, Management and Commerce with 3 years of working experience; Or Master' Degree in Trade, Economics, Business Administration, Management <u>Key Technical Skills & Knowledge required:</u> -Analytical, problem-solving and critical thinking skills. -Technical understanding of system being analyzed and how it affects the various business units. -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Able to work well with both internal and external clients. -Good presentation skills, and ability to communicate with various audiences, including end users and managers. -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. -Strong attention to detail organizational skills. -Quick learner who is easily able to learn new products, systems, applications and technologies	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Cross Border Trade Policy Specialist	Cross Border Trade Policy Specialist	A0 in Trade, Economics, Business Administration, Management with 3 years of working experience; Or Master or Equivalent in Trade, Economics, Business Administration, Management Key Technical Skills & Knowledge required: -Analytical, problem-solving and critical thinking skills. -Technical understanding of system being analyzed and how it affects the various business units. -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Able to work well with both internal and external clients. -Good presentation skills, and ability to communicate with various audiences, including end users and managers. -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. -Strong attention to detail organizational skills. -Quick learner who is easily able to learn new products, systems, applications and technologies	1
S/Total				5
General Directorate of Industry and Entrepreneurship Development	Director General	Director General	A0 in Entrepreneurship, Commerce, Economics, Agribusiness, Industrial Chemistry, Food Sciences, Management, Development Studies with 5 years of experience or 2 years in senior position; Or Master or Equivalent in Entrepreneurship, Commerce, Economics, Agribusiness, Industrial Chemistry, Food Sciences, Management, Development Studies with 3 years of working experience Key Technical Skills & Knowledge required: - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's trade and industry Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Leadership Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Cooperatives Policy Specialist	Cooperatives Policy Specialist	A0 in Economics, Agribusiness , Entrepreneurship, Trade, Business administration, Commercial sciences, Agribusiness with 3 years of working experience; Or Master or Equivalent in Economics, Agribusiness , Entrepreneurship, Trade, Business administration, Commercial sciences, Agribusiness Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Rwandan Cooperative Sector; - Knowledge in Project planning and Management; - Deep understanding of laws and regulations applied to Cooperatives; - Leadership skills; - Creative, proactive, customer focused, solutions led and outcome driven; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - High analytical & Complex Problem solving Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Industrial Development Policy Specialist	Industrial Development Policy Specialist	A0 in Economics, Commerce, Agribusiness , Chemistry, Industrial Chemistry,Technology,with 3 years of working experience; Or Master or Equivalent in Economics, Commerce, Agribusiness , Chemistry, Industrial Chemistry,Technology, Industrial Development Key Technical Skills & Knowledge required: -Analytical, problem-solving and critical thinking skills. -Technical understanding of system being analyzed and how it affects the various business units. -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Able to work well with both internal and external clients. -Good presentation skills, and ability to communicate with various audiences, including end users and managers. -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. -Strong attention to detail organizational skills. -Quick learner who is easily able to learn new products, systems, applications and technologies	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Industrial Infrastructure Policy Specialist	Industrial Infrastructure Policy Specialist	A0 in Civil Engineering, Environmental Engineering and Sanitation with 3 years of working experience in Urban planning, Building Construction; Or Master or Equivalent in Civil Engineering, Environmental Engineering and Sanitation <u>Key Technical Skills & Knowledge required:</u> -Analytical, problem-solving and critical thinking skills. -Technical understanding of system being analyzed and how it affects the various business units. -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Able to work well with both internal and external clients. -Good presentation skills, and ability to communicate with various audiences, including end users, managers, and members of the IT team. -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. -Strong attention to detail organizational skills. -Quick learner who is easily able to learn new products, systems, applications and technologies	1
	Services Industry Development Policy Specialist	Services Industry Development Policy Specialist	A0 in Economics, Agribusiness , Chemistry, Development studies, Project management with 3 years of working experience; Or Master or Equivalent in Commerce, Economics, Agribusiness, Industrial Chemistry <u>Key Technical Skills & Knowledge required:</u> -Extensive knowledge and understanding of the Rwandan Industrial Development and Trade Sector; -Analytical, problem-solving and critical thinking skills. -Technical understanding of system being analyzed and how it affects the various business units. -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. - Leadership skills; - Creative, proactive, customer focused, solutions led and outcome driven; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - High analytical & Complex Problem solving Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Services Industry Development Policy Officer	Services Industry Development Policy Officer	A0 in Economics, Agribusiness , Chemistry, Development studies and Project management Key Technical Skills & Knowledge required: -knowledge and understanding of the Rwandan Industrial Development and Trade Sector; -Analytical, problem-solving and critical thinking skills. -Technical understanding of system being analyzed and how it affects the various business units. -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. - Creative, proactive, customer focused, solutions led and outcome driven; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment skills - High analytical & Complex Problem solving Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Community Processing Centers Specialist	Community Processing Centers Specialist	A0 in Animal Production, Crop Production, Agribusiness, Agriculture, Tourism, Development Studies, Economics, Commerce, Business Administration with specialization in Marketing with 3 years of working experience; Or Master or Equivalent in Animal Production, Crop Production, Agribusiness, Agriculture, Tourism, Development Studies, Economics, Commerce, Business Administration with specialization in Marketing Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Rwandan Industrial Development and Trade Sector; - Creative, proactive, customer focused, solutions led and outcome driven; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Decesion making Skills; - Computer Skills; - Judgment & Decision making skills; - High analytical & Complex Problem solving Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Community Processing Centers Officer	Community Processing Centers Officer	A0 Animal Production, Crop Production, Agribusiness, Agriculture, Development Studies, Economics, Commerce, Business Administration with specialization in Marketing Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Rwandan Industrial Development and Trade Sector; - Leadership skills; - Creative, proactive, customer focused, solutions led and outcome driven; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - High analytical & Complex Problem solving Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Entrepreneurship Development Policy Specialist	Entrepreneurship Development Policy Specialist	A0 in Entrepreneurship, Economics, Agribusiness, Management, Development Studies with 3 years of working experience; Or Master or Equivalent in Entrepreneurship, Economics, Agribusiness, Management, Development Studies Key Technical Skills & Knowledge required : -Analytical, problem-solving and critical thinking skills. -Technical understanding of system being analyzed and how it affects the various business units. -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Able to work well with both internal and external clients. -Good presentation skills, and ability to communicate with various audiences, including end users, managers. -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. -Strong attention to detail organizational skills. -Quick learner who is easily able to learn new products, systems, applications and technologies	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	SME Business Development Policy Specialist	SME Business Development Policy Specialist	A0 in Commerce, Economics, Agribusiness, Industrial Chemistry, Entrepreneurship with 3 years of working experience; Or Master or Equivalent in Commerce, Economics, Agribusiness, Entrepreneurship, Industrial Chemistry <u>Key Technical Skills & Knowledge required :</u> -Analytical, problem-solving and critical thinking skills. -Technical understanding of system being analyzed and how it affects the various business units. -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Able to work well with both internal and external clients. -Good presentation skills, and ability to communicate with various audiences, including end users, managers. -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. -Strong attention to detail organizational skills. -Quick learner who is easily able to learn new products, systems, applications and technologies	1
	Industrial Development Policy Officer	Industrial Development Policy Officer	A0 in Economics, Commerce, Agribusiness , Chemistry, Industrial Chemistry,Technology <u>Key Technical Skills & Knowledge required:</u> -Analytical, problem-solving and critical thinking skills. -Technical understanding of system being analyzed and how it affects the various business units. -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Able to work well with both internal and external clients. -Good presentation skills, and ability to communicate with various audiences, including end users and managers. -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. -Strong attention to detail organizational skills. -Quick learner who is easily able to learn new products, systems, applications and technologies	1
S/Total				11

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
General Directorate of Planning, M&E	Director General	Director General	A0 in Economics, Management, Development Studies, Project Management, Business Administration with 5 year working experience; Or 2 years in senior position or Master or Equivalent in Economics, Management, Development Studies, Project Management, Business Administration with 3 years of working experience Key Technical Skills & Knowledge required: - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's trade and industry Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Leadership Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Planning and Budgeting Officer	Planning and Budgeting Officer	A0 in Economics, Management, Development Studies, Project Management, Business Administration Key Technical Skills & Knowledge required: - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's trade and industry Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Monitoring and Evaluation Specialist	Monitoring and Evaluation Specialist	A0 in Economics, Management, Development Studies, Project Management, Business Administration with 3 years of working experience; Or Master's Degree or Equivalent in Economics, Management, Development Studies, Project Management, Business Administration Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Rwandan Trade and Industry system; - Excellent leadership skills; - Coordination, Planning & Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - High Analytical & Complex Problem solving Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1
	Monitoring and Evaluation Officer	Monitoring and Evaluation Officer	A0 in Economics, Management, Development Studies, Project Management, Business Administration Key Technical Skills & Knowledge required: - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's Trade and Industry Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Statistics Officer	Statistics Officer	A0 in Statistics, Applied Mathematics, Economics Key Technical Skills & Knowledge required: - Deep understanding of Research Methodologies and Statistics Concepts; - Knowledge of Rwanda's Trade and Industrial Policies and Strategies; - Knowledge of various statistical software packages; - Knowledge to Prepares and publishes statistical and technical reports and research papers; - Knowledge of the theory, systems and application of statistical research methodology - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Private Sector Development Specialist	Private Sector Development Specialist	A0 in Economics, Business Administration, Business Law, Management with 3 years of working experience; Or Master or Equivalent in Economics, Business Administration, Business Law, Management with 1 year of working experience Key Technical Skills & Knowledge required: -Knowledge and experience particularly in Investment Development. -Analytical, problem-solving and critical thinking skills. -Technical understanding of system being analyzed and how it affects the various business units. -Good at handling and meeting deadlines. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Able to work well with both internal and external clients. -Good presentation skills, and ability to communicate with various audiences, including end users and managers -Self-starter with leadership skills in order to take charge of or facilitate requirement-gathering sessions. -Strong attention to details and organizational skills. -Quick learner who is easily able to learn new products, systems, applications and technologies	1
S/Total				6

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
Administration and Finance Unit	Director of Unit	Director of Administration and Finance Unit	Accounting Professional Qualification recognised by IFAC (ACCA, CPA); Or A0 Public Finance, Finance, Accounting or Management with specialization in Finance/Accounting with 3 years of working experience Key Technical Skills & Knowledge required: - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting. - Knowledge of Rwanda Public Financial Law; - Leadership and management skills; - Planning and organisational, Budgeting skills; - Communication skills; - Strong IT skills, particularly in Financia software (SMART IFMIS); - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Problem solving; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Accountant	Accountant	Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting Key Technical Skills & Knowledge required: - 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 Financia 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	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Budget management	Budget Officer	A0 in Finance, Accounting, Management, Economics Key Technical Skills & Knowledge required: - Knowledge of cost analysis techniques; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financia software (SMART IFMIS); - Judgment & Decision Making Skills; - Deep understanding of financial accounts; - High Analytical Skills - Interpersonal skills; - Time management Skills - Complex Problem solving; -Flexibility Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Human Resources	Human Resources Officer	A0 in Human Resource Management, Management, Public Administration, Administrative Sciences Key Technical Skills & Knowledge required: - Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources; - Knowledge in the Development of Human Resources Policies and procedures - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Logistics	Logistics Officer	A0 in Store Management, Management, Finance, Economics, Accounting, Public Administration, Administrative Sciences, <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Documentation and Archives	Documentation and Archives Officer	A0 in Library & information Science or A1 in Library & information Science, Office Management, Bibliothéconomie <u>Key Technical Skills & Knowledge required:</u> - proficiency in information technology; - Computer literacy; - Bookkeeping Skills; - Knowledge of integrated document management - Knowledge of archive management software - Knowledge of the documentation management system(DMS) would be an advantage. - Organizational Skills; - Interpersonal Skills; - Planning Skills; - Communication Skills; - Report writing & Presentation skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Secretary in DAF Unit	Secretary	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Database and Application Administrator	Database and Application Administrator	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage Key Technical Skills & Knowledge required: - Knowledge of Rwanda's ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems - Proficient in Microsoft Office products - Proficient in basic networking protocols and standards - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Network and System Administrator	Network and System Administrator	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage Key Technical Skills & Knowledge required: - Knowledge of Rwanda's ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems - Proficient in Microsoft Office products - Proficient in basic networking protocols and standards - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Central Secretariat	Head of Central Secretariat	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law with 2 years of working experience Key Technical Skills & Knowledge required: - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Secretary	Secretary	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
S/Total				11
Grand / Total				56

Bibonywe kugira ngo bishyirwe ku mugereka w' Iteka rya Minisitiri w'Intebe n°N°44/03 ryo ku wa 27/2/2015 rigena Inshingano, Imbonerahamwe y'Imyanya y'Imirimo, Imishahara n'ibindi bigenerwa Abakozi muri Minisiteri y'Ubucuruzi n'Inganda (MINECOM)

Kigali, ku wa 27/2/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika :

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

Seen to be annexed to Prime Minister's order n°N°44/03 of 27/2/2015 determining the Mission, Functions, Organizational Structure, Salaries and Fringe benefits for Employees of the Ministry of Trade and Industry (MINECOM)

Kigali, on 27/2/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and Sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

Vu pour être annexés à l'Arrêté du Premier Ministre n°N°44/03 du 27/2/2015 portant mission, Fonctions, Structure Organisationnelle, Salaires et autres avantages accordés au personnel du Ministère de Commerce et de l'Industrie (MINECOM)

Kigali, le 27/2/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République :

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

UMUGEREKA WA III W'ITEKA RYA
MINISITIRI W'INTEBE N°N°44/03 RYO
KU WA 27/2/2015 RIGENA
INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI BIGENERWA
ABAKOZI MURI MINISITERI
Y'UBUCURUZI N'INGANDA
(MINECOM)

ANNEX III TO PRIME MINISTER'S
ORDER N°N°44/03 OF
27/2/2015 DETERMINING THE MISSION,
FUNCTIONS, ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES OF THE
MINISTRY OF TRADE AND INDUSTRY
(MINECOM)

ANNEXE III D'ARRETE DU PREMIER
MINISTRE N°N°44/03 DU 27/2/2015
PORTANT MISSION, FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AUTRES AVANTAGES
ACCORDES AU PERSONNEL DU
MINISTERE DU COMMERCE ET DE
L'INDUSTRIE (MINECOM)

MINICOM SALARY STRUCTURE

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Permanent Secretary	441	F	2869	1,613,167
Director General of Trade & Investment	330	2.III	1890	892,962
Director General of Industry & Entrepreneurship Development	330	2.III	1890	892,962
Director General of Planning, Monitoring & Evaluation	330	2.III	1890	892,962
Advisor to the Minister	330	2.III	1890	892,962
Director of Administration & Finance Unit	330	3.II	1369	646,807
Director of External Trade Unit	330	3.II	1369	670,524
Director of Domestic Trade Unit	330	3.II	1369	670,524
Legal Advisor	330	3.II	1369	646,807
HRM Specialist	330	3.II	1369	646,807
Commodity Value Chains Trade Specialist	330	3.II	1369	646,807
Market Infrastructure Policy Specialist	330	3.II	1369	646,807
External Trade Policy Specialist	330	3.II	1369	646,807
Trade Negotiation and Cooperation Specialist	330	3.II	1369	646,807
Trade Logistics Policy Specialist	330	3.II	1369	646,807
Cross Border Trade Policy Specialist	330	3.II	1369	646,807
Industrial Development Policy Specialist	330	3.II	1369	646,807
Industrial Infrastructure Policy Specialist	330	3.II	1369	646,807
Services Industry Policy Development Policy Specialist	330	3.II	1369	646,807
Community Processing Centers Specialist	330	3.II	1369	646,807
Entrepreneurship Development Policy Specialist	330	3.II	1369	646,807
SMEs Business Development Policy Specialist	330	3.II	1369	646,807
Investment Climate Specialist	330	3.II	1369	646,807

Downstream Petroleum Policy Specialist	330	3.II	1369	646,807
Cooperatives Policy Specialist	330	3.II	1369	646,807
Monitoring & Evaluation Specialist	330	3.II	1369	646,807
Private Sector Development Specialist	330	3.II	1369	646,807
Commodity Value Chains Trade Officer	300	4.II	1141	485,333
Services Industry Policy Development Policy Officer	300	4.II	1141	485,333
Community Processing Centers Officer	300	4.II	1141	485,333
Public Relations Officer Officer	300	4.II	1141	485,333
Industrial Development Policy Officer	300	4.II	1141	485,333
Planning & Budgeting Officer	300	4.II	1141	485,333
Monitoring & Evaluation Officer	300	4.II	1141	485,333
Intellectual Property Policy Officer	300	4.II	1141	485,333
Competition & Consumer Protection Officer	300	4.II	1141	485,333
Statistics Officer	300	4.II	1141	485,333
Human Resource Officer	300	4.II	1141	485,333
Database & Application Administrator	300	4.II	1141	485,333
Network and System Administrator	300	4.II	1141	485,333
Internal Auditor Officer	300	5.II	951	404,515
Public Procurement Officer	300	5.II	951	404,515
Accountant	300	5.II	951	404,515
Budget Officer	300	5.II	951	404,515
Administrative Assistant to Minister	300	5.II	951	404,515
Administrative Assistant to Permanent Secretary	300	5.II	951	404,515
Administrative Liaison Officer	300	5.II	951	404,515
Logistics	300	5.II	951	404,515
Documentation & Archives	300	6.II	793	337,308
Head of Central Secretariat	300	7.II	660	280,736
Secretary in DAF Unit	300	8.II	508	216,081
Secretary in Central Secretariat	300	8.II	508	216,081

Bibonywe kugira ngo bishyirwe ku mugereka w' Iteka rya Minisitiri w'Intebe n°N°44/03 ryo ku wa 27/2/2015 rigena Inshingano, Imbonerahamwe y'Imyanya y'Imirimo, Imishahara n'ibindi bigenerwa Abakozi muri Minisiteri y'Ubucuruzi n'Inganda (MINECOM)

Kigali, ku wa 27/2/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika :

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

Seen to be annexed to Prime Minister's order n°N°44/03 of 27/2/2015 determining the Mission, Functions, Organizational Structure, Salaries and Fringe benefits for Employees of the Ministry of Trade and Industry (MINECOM)

Kigali, on 27/2/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and Sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

Vu pour être annexés à l'Arrêté du Premier Ministre n°N°44/03 du 27/2/2015 portant mission, Fonctions, Structure Organisationnelle, Salaires et autres avantages accordés au personnel du Ministère de Commerce et de l'Industrie (MINECOM)

Kigali, le 27/2/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République :

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

ITEKA RYA MINISITIRI W'INTEBE N° 45/03
RYO KU WA 27/2/2015 RIGENA INSHINGANO,
N'IMBONERAHAMWE Y'IMYANYA
N'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI MINISITERI
Y'IBIKORWA REMEZO (MININFRA)

PRIME MINISTER'S ORDER N° 45/03 OF
27/2/2015 STRUCTURE, SALARIES AND
FRINGE BENEFITS FOR DETERMINING
MISSION, FUNCTIONS AND
ORGANISATIONAL EMPLOYEES IN THE
MINISTRY OF INFRASTRUCTURE
(MININFRA)

ARRETE DU PREMIER MINISTRE N° 45/03
DU 27/2/2015 PORTANT MISSION,
FONCTIONS ET STRUCTURE
ORGANISATIONNELLE SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
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INFRASTRUCTURES (MININFRA)

ISHAKIRO

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Article 13: Entrée en vigueur

ITEKA RYA MINISITIRI W'INTEBE N° 45/03 RYO KU WA 27/2/2015 RIGENA INSHINGANO, N'IMBONERAHAMWE Y'IMYANYA N'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'IBIKORWA REMEZO (MININFRA)

PRIME MINISTER'S ORDER N° 45/03 OF 27/2/2015 DETERMINING MISSION, FUNCTIONS AND ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE MINISTRY OF INFRASTRUCTURE (MININFRA)

ARRETE DU PREMIER MINISTRE N° 45/03 DU 27/2/2015 PORTANT MISSION, FONCTIONS ET STRUCTURE ORGANISATIONNELLE SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DES INFRASTRUCTURES (MININFRA)

Minisitiri w'Intebe;

The Prime Minister;

Le Premier Ministre;

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo kuwa 04 Kamena 2003 nk'uko ryavugururwe kugeza ubu, cyane cyane mu ngingo zaryo, iya 118, iya 119, iya 121 n'ya 201;

Pursuant to the Constitution the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 118, 119, 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 118, 119, 121 et 201;

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

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

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

Asubiye ku Iteka rya Minisitiri w'Intebe n° 94/03 ryo ku wa 25/08/2011 rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimo bya Minisitiri y'Ibikorwa Remezo nk'uko ryahinduwe kandi ryujijwe kugeza ubu;

Having reviewed Prime Minister's Order n° 94/03 of 25/08/2011 determining the mission, functions, organizational structure and summary of job positions of the Ministry of Infrastructure as modified and complemented to date;

Revu l'Arrêté du Premier Ministre n° 94/03 du 25/08/2011 portant mission, fonctions, structure organisationnelle et synthèse des emplois du Ministère des Infrastructures telle modifiée et complétée à ce jour ;

Asubiye ku Iteka rya Minisitiri w'Intebe n° 53/03 ryo ku wa 14/07/2012 rishyiraho imishahara n'ibindi bigenerwa Abakozi bo mu Butegetsi Bwite bwa Leta, nk'uko ryahinduwe kandi ryujijwe kugeza ubu;

Having reviewed the Prime Minister's Order n° 53/03 of 14/07/2012 establishing salaries and fringe benefits for public servants of the Central Government as modified and complemented to date;

Revu l'Arrêté du Premier Ministre n° 53/03 du 14/07/2012 fixant les salaires et autres avantages accordés au personnel de l'Administration Centrale, tel que modifié et complété à ce jour;

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;

ATEGETSE:

HEREBY ORDERS:

ARRETE:

Ingingo ya mbere: Icyo iri teka rigamije

Iri teka rigena inshingano n'imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Ibikorwa Remezo (MININFRA).

Ingingo ya 2: Inshingano

Minisiteri y'Ibikorwa Remezo ifite inshingano rusange yo gutuma habaho amajyambere arambye y'ibikorwa remezo birimo gutwara abantu n'ibintu, ingufu, imiturire, imijyi, amazi n'isukura, no kugira uruhare mu iterambere mu by'ubukungu rigamije guteza imbere imibereho y'abatwaga.

By'umwihariko, Minisiteri y'Ibikorwa Remezo ifite inshingano zikurikira:

- 1 ° gushyiraho no kumenyekanisha politiki, ingamba na gahunda z'ibikorwa remezo ibinyujije mu:
 - a. gushyiraho politiki z'Igihugu no gukora ingamba n'ibishushanyo mbonera bijyanye no gutwara abantu n'ibintu, ingufu, imiturire mu mijyi, iterambere ry'imijyi, gukwirakwiza amazi n'isukura hagamijwe korohereza ibikorwa by'ubukungu no kugeza ku baturage ibikorwa remezo mu buryo bworoshye;
 - b. gutangiza gahunda zigamije guteza imbere, gusana no gushyiraho:
- i. inzira zifatika zo gutwaramo ibintu n'abantu ku rwego rw'Igihugu;
- ii. uburyo burambye bwo gutanga ingufu;

Article One: Purpose of this Order

This Order determines mission functions and organizational structure, salaries and fringe benefits of employees in the Ministry of Infrastructure (MININFRA).

Article 2: Mission and functions

The general mission of the Ministry of Infrastructure shall be to ensure sustainable development of infrastructure covering transport, energy, housing, urbanization as well as water supply and sanitation, and participate in economic growth initiatives with a view of enhancing the social welfare of the population.

Specifically, the Ministry of Infrastructure shall be responsible for:

- 1 ° formulating and disseminating policies, strategies and programs in the field of infrastructure through:
 - a. formulation of national policies and developing strategies and master plans relating to transport, energy, urban housing, urbanization, water supply and sanitation in order to ease economic activities and increase access to affordable infrastructure facilities;
 - b. initiation of programs to develop, rehabilitate and put in place:
- i. an efficient and integrated national transport infrastructure network;
- ii. a sustainable power generation;

Article premier: Objet du présent arrêté

Le présent arrêté porte mission, fonctions et structure organisationnelle ainsi que salaires et autres avantages accordés au personnel du Ministère des Infrastructures (MININFRA).

Article 2: Mission et fonctions

Le Ministère des Infrastructures a pour mission d'assurer le développement durable des infrastructures notamment le transport, l'énergie, l'habitat, l'urbanisation, l'approvisionnement en eau et l'assainissement, ainsi que de participer à la croissance économique en vue d'améliorer le bien-être de la population.

Plus particulièrement, le Ministère des Infrastructures est chargé de:

- 1 ° formuler et disséminer les politiques, des stratégies et des programmes en rapport avec l'infrastructure à travers:
 - a. la formulation des politiques et des stratégies nationales de développement et les schémas directeurs relatifs au transport, à l'énergie, à l'habitat en ville, à l'urbanisation, à l'approvisionnement en eau et à l'assainissement afin de faciliter les activités économiques et accroître l'accès aux infrastructures;
 - b. l'initiation des programmes pour développer, réhabiliter et mettre en place:
- i. un système de réseau national efficace d'infrastructures de transport;
- ii. une production d'énergie durable;

iii. imiturire idahenze mu mijyi n'iterambere rirambye ry'imijyi;	iii. an affordable urban housing and sustainable urban development;	iii. un système de logement abordable en milieu urbain et de développement urbain durable;
iv. uburyo bwiza bwo gukwirakwiza amazi n'isukura;	iv. water supply and sanitation;	iv. un système d'approvisionnement en eau et l'assainissement;
c. gukora politiki z'Igihugu n'ingamba bijyanye n'ibikorwa remezo hubahirizwa ibikorwa n'ibisabwa mu Muryango w'Ibihugu by'Afurika y'Iburasirazuba.	c. formulation of national policies and development strategies concerning infrastructure in line with guidelines of the East African Community;	c. la formulation des politiques et des stratégies nationales de développement en matière d'infrastructure en harmonie avec les lignes directrices de la Communauté des Pays de l'Afrique de l'Est ;
2 ° gutegura amategeko no gushyiraho amabwiriza ku bijyanye n'ibikorwa remezo ibinyujije mu:	2 ° draft laws and issue instructions in the infrastructure sector through:	2 ° préparer des lois et donner des instructions dans le secteur des infrastructures à travers:
a. gushyiraho no kumenyekanisha amabwiriza ku bijyanye n'ibikorwa remezo;	a. elaboration and dissemination of regulations;	a. l'élaboration et la diffusion des instructions ;
b. gushyiraho no gukurikirana ishyirwa mu bikorwa ry'ibipimo ngenderwaho bijyanye n'ibikorwa remezo.	b. development and implementation of applicable standards and norms.	b. le développement et la mise en application des règles et normes standards applicables.
3 ° kubaka ubushobozi bw'inzego n'abakozi bakora mu bikorwa remezo binyujijwe mu gushyira mu bikorwa gahunda zigamije kubaka ubushobozi bw'inzego n'abakozi, gutegura amabwiriza akenewe, kubaka ubumenyi mu bya tekini n'imicungire mu bijyanye n'imirimo y'abenjeniyeri, gutwara ibintu n'abantu, ingufu, imiturire no gutwara mu mijyi, ndetse no gukwirakwiza amazi n'isukura.	3 ° developing institutional and human resource capacities in the infrastructure sector through the implementation of programs in order to enhance institutional and human resource capacities, adoption of organization and legal frameworks, build technical and managerial capacity in engineering, transportation, energy development, habitat and urbanization, water supply and sanitation.	3 ° développer les capacités institutionnelles et humaines dans le secteur des infrastructures à travers la mise en œuvre des programmes en vue de le renforcement des capacités institutionnelles et humaines, l'adoption de cadres juridiques, le renforcement des compétences techniques et de gestion en ingénierie génie civil, dans le transport, le développement de l'énergie, l'habitat et l'urbanisation et l'approvisionnement en eau et l'assainissement.

4 ° gufasha iterambere rya gahunda z'ibikorwa remezo mu nzego zegerejwe abaturage ibinyujije mu:	4 ° supporting infrastructure development programs under the decentralized entities through:	4 ° soutenir les programmes de développement des infrastructures au sein des entités décentralisées à travers:
a. gufasha no gukurikirana ifatwa neza ry'imihanda y'Uturere, iterambere ry'imijyi na gahunda z'iterambere ry'ibikorwa remezo bijyanye hashingiwe kuri gahunda y'iterambere ry'Akarere;	a. support and monitoring of District road maintenance, urban development and related infrastructure development programs based on District Development Plans;	a. le soutien et suivi de l'entretien des routes des Districts, le développement urbain et les programmes de développement des infrastructures selon les plans de développement du District;
b. gukurikirana ikoreshwa ry'amafaranga yo hererejwe inzego z'ibanze mu rwego rwo kureba ko yakoreshejwe ibyo yagenewe;	b. monitoring the utilization of funds to ensure that earmarked transfers to local administrative entities are used specifically for their intended purpose;	b. le contrôle de l'utilisation des fonds afin de s'assurer que les transferts effectués sont spécifiquement utilisés par les instances de base pour les programmes prévus;
c. gukorana na za Komite zishinzwe ivugururwa ry'inzego za Leta zishinzwe ibikorwa remezo ku bijyanye n'imikorere y'inzego zegerejwe abaturage;	c. liaising with Public Sector Reform Steering Committees on infrastructures matters concerning the functioning of decentralized entities;	c. assurer la liaison avec les comités sectoriels de pilotage de la réforme sur les infrastructures pour les questions concernant le fonctionnement des entités décentralisées;
d. gufasha, gukurikirana no guteza imbere serivisi zo gutwara ibintu n'abantu mu Turere n'ibijyanye na byo hagamijwe gukorera mu mucyo;	d. support, monitoring and promotion of transport services and related facilities in the District to ensure transparency and accountability;	d. le soutien, le suivi et la promotion des services de transport et des installations connexes dans le District afin d'assurer la transparence;
5 ° gukurikirana no gusuzuma ishyirwa mu bikorwa rya za politiki, ingamba na gahunda zijyanye n'ibikorwa remezo ibinyujije mu:	5 ° monitoring and evaluating the implementation of policies, strategies and programs of infrastructure through:	5 ° faire le suivi et l'évaluation de la mise en œuvre des politiques, des stratégies et des programmes relatifs aux infrastructures à travers:
a. guhuriza hamwe no gukurikirana ishyirwa mu bikorwa rya politiki, ingamba, gahunda n'imishinga by'Igihugu bijyanye n'ibikorwa remezo;	a. coordination and supervision of activities which contribute to implementation of national infrastructure policies, strategies, programs and projects;	a. la coordination et la supervision des activités qui contribuent à la mise en œuvre des politiques, des stratégies, des programmes et des projets nationaux relatifs aux infrastructures;
b. gukurikirana ibipimo bigenderwaho mu	b. monitoring indicators and consolidating	b. la suivi des indicateurs et la consolidation

bijyanye n'ibikorwa remezo no guhuriza hamwe imibare ijyanye n'ibikorwa remezo ituruka mu nzego zegerejwe abaturation;	infrastructure data handled by decentralized entities;	des données sur les infrastructures gérées par des entités décentralisées;
c. gukora amasuzuma ahoraho ku ruhare politiki, ingamba, gahunda n'imishinga bijyanye n'ibikorwa remezo bigira ku iterambere ry'ibikorwa remezo mu Gihugu.	c. regular assessments on the impact of sub-sector policies, strategies, programs and projects in development of national infrastructure.	c. les évaluations régulières sur l'impact des politiques, des stratégies, programmes et projets sur le développement des infrastructures au niveau national.
6 ° kugenzura inzego ziyishamikiyeho ibinyujije mu:	6 ° overseeing the institutions under its supervision through:	6 ° superviser les institutions sous sa tutelle par:
a. gukurikirana imicungire y'inzego n'ibigo bya Leta ireberera hagamijwe gukoresha neza umutungo, kurengera ibidukikije, na gahunda z'ibikorwa remezo bihuriweho n'inzego nyinshi;	a. supervision of the management of public institutions and agencies under the Ministry with regards to cost effectiveness, environmental sustainability, safety and cross-cutting issues in infrastructure development;	a. la supervision de la gestion des institutions publiques et établissements sous tutelle en ce qui concerne la rentabilité, la durabilité et la sécurité environnementale, et les programmes intersectoriels dans le développement des infrastructures;
b. gutanga umurongo ngenderwaho kuri gahunda zihariye zigomba gushyirwa mu bikorwa n'ibigo n'inzego zirebererwa na Minisiteri;	b. orientation on specific programs to be realised by agencies and institutions under the Ministry;	b. l'orientation sur les programmes spécifiques qui doivent être réalisés par les établissements et les institutions sous tutelle ;
7 ° gukusanya ibikenewe mu bikorwa bijyanye n'ibikorwa remezo ibinyujije mu:	7 ° mobilizing resources for the infrastructure sector activities through:	7 ° mobiliser les ressources pour les activités du secteur des infrastructures à travers:
a. gukusanya inkunga z'ibikenewe no gukurikirana ibikorwa zikoreshwamo hagamijwe kwirinda gusesagura mu bikorwa by'iterambere ry'ibikorwa remezo;	a. mobilization of resources and supervision of actions to ensure their rational use in infrastructure development;	a. la mobilisation des ressources et la surveillance des mesures visant à garantir leur utilisation rationnelle dans le développement des infrastructures;
b. guteza imbere gahunda z'ubufatanyabikorwa n'ishoramari ry'abikorera mu iterambere ry'ibikorwa remezo.	b. promotion of partnership with private investment in infrastructure development.	b. la promotion du partenariat avec l'investissement privé dans le développement des infrastructures.

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

Article 3: Organizational structure and job profiles

Article 3: Structure organisationnelle et profils d'emplois

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

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

La structure organisationnelle et les profils d'emplois du Ministère des Infrastructures sont respectivement aux annexes I et II du présent arrêté.

Ingingo 4: Igenwa ry'Umushahara

Article 4: Determination of the salary

Article 4: Détermination du salaire

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

Salaries for employees of the Ministry of Infrastructure shall be determined basing on the job classification and in accordance with general principles on salary calculation in public service.

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

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

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

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

Ingingo 5: Ibigize umushahara mbumbe

Article 5: Composition of the gross salary

Article 5: Composition du salaire brut

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

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

Le salaire brut mensuel pour chaque agent comprend principalement:

1 ° umushahara fatizo;

1° basic salary;

1 ° le salaire de base;

2 ° indamunite y'icumbi;

2° housing allowance;

2 ° l'indemnité de logement ;

3 ° indamunite y'urugendo;

3° transport allowance;

3 ° l'indemnité de transport ;

4 ° inkunga ya Leta mu bwiteganyirize bw'umukozi;

4° State contribution for social security;

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

5 ° inkunga ya Leta yo kuvuza umukozi.

5° State contribution for medical care.

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

Indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo ntigenerwa Abayobozi bari ku nzego z'imirimo za "F", "G/1" na "2.III" boroherewe ingengo hakurikijwe amabwiriza ya Minisitiri ufite

The transport allowance specified in Paragraph One of this Article shall not be granted to officials positioned on levels "F", "G/1" and "2.III" whose transport is facilitated in accordance with Instructions

L'indemnité de transport visée à l'alinéa premier du présent article n'est pas allouée aux agents de l'Etat aux postes de niveau "F", "G/1" et "2.III" pour lesquels le transport est facilité selon les

gutwara abantu mu nshingano ze ndetse n'abakozi bari ku rwego rwa "3" bagenerwa indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

of the Minister in charge of transport. It shall not also be granted to officials positioned on level "3" who are entitled to special transport allowance in accordance with Instructions of the Minister in charge public service.

instructions du Ministre ayant le transport dans ses attributions, ainsi que ceux aux postes de niveau "3" qui bénéficient d'une indemnité spéciale de transport, conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Ingingo ya 6: Ibindi bigenerwa Umunyamabanga Uhoraho

Article 6: Fringe benefits for Permanent Secretary

Article 6: Avantages alloués au Secrétaire Permanent

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

The Permanent Secretary in the Ministry of Infrastructure shall be entitled to the following fringe benefits:

Le Secrétaire Permanent au sein du Ministère des Infrastructures bénéficie des avantages suivants:

1° amafaranga yo kwishyura telefoni yo mu biro angana n'ibihumbi ijana y'u Rwanda (100,000 Frw) buri kwezi, n'aya telefoni igendanwa angana n'ibihumbi ijana (100,000 Frw) buri kwezi;

1° one hundred thousand Rwandan francs (Rwf 100,000) per month for office land line and one hundred thousand Rwandan francs (Rwf 100,000) per month for mobile phone;

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

2° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200, 000 frw) buri kwezi anyura kuri konti y'urwego bireba;

2° office guest's entertainment allowance of two hundred thousand Rwandan francs (Rwf 200,000) per month and transferred to the institution's account;

2° les frais de représentation au service équivalent à deux cent mille francs rwandais (200.000 Frw) chaque mois et domiciliés au compte de l'institution concernée;

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

3° the Government shall facilitate his/her transport in accordance with the Instructions of the Minister in charge of transport.

3° l'Etat lui facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 7: Ibindi bigenerwa Head of Department uri ku rwego rwa "1.IV"

Article 7: Fringe benefits for Head of Department on "1.IV" Job level

Article 7: Avantages alloués au Chef de Département au poste de niveaux "1.IV"

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

Head of Department on "1.IV" job level shall be entitled to the following fringe benefits:

Le Chef de Département au poste de niveaux "1.IV" bénéficie des avantages comme suit :

1° amafaranga yo kwishyura telefoni yo mu biro angana n'ibihumbi ijana y'u Rwanda (100.000

1° one hundred thousand Rwandan francs (Rwf 100,000) per month for office landline and

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

Frw) buri kwezi n'aya telefoni igendanwa angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi;

2° Leta imworohereza kandi mu bijyanye n'uburyo bw'ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

fax and one hundred thousand Rwandan francs (Rwf 100,000) per month for mobile phone;

2° the Government shall facilitate his/her transport in accordance with the Instructions of the Minister in charge of transport.

par mois et des frais de téléphone portable équivalent à cent mille francs rwandais (100.000 Frw) par mois;

2° l'Etat lui facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

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

Abayobozi bakuru bari ku rwego rwa “2.III” kandi bafite itsinda ry'abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

1° amafaranga ya telefone yo mu biro angana n'amafaranga y'u Rwanda ibihumbi mirongo irindwi (70.000 Frw) buri kwezi; n'aya telefoni igendanwa angana n'amafaranga ibihumbi mirongo irindwi y'u Rwanda (70. 000 Frw) buri kwezi;

2° Leta iborohereza ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

Abandi bayobozi bakuru bari ku rwego rw'imirimo rwa “2.III” ariko badafite itsinda ry'abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe, bagenerwa buri wese kandi buri kwezi amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw). Boroherezwa kandi ingendo mu buryo buteganyijwe mu gika cya mbere cy'iyi ngingo.

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

Senior officials on “2.III” job classification level with a pool of public servants under their responsibilities in accordance with the approved organizational structure, shall each be entitled to the following fringe benefits:

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

2° the Government shall facilitate his/her transport in accordance with the Instructions of the Minister in charge of transport.

Other senior officials positioned on level “2.III” without a pool of employees under their responsibilities in accordance with the approved organizational structure, shall each be entitled to a mobile phone communication allowance of seventy thousand Rwandan francs (Rwf 70,000) per month. They shall also benefit transport facilitation as provided for under Paragraph One of this Article.

Article 8: Autres avantages alloués aux hauts cadres aux postes de niveau “2.III”

Les hauts cadres aux postes de niveau “2.III” et ayant des agents de l'Etat placés sous leurs responsabilités suivant la structure organisationnelle approuvée, bénéficient chacun des avantages suivants:

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

2° l'Etat leurs facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Les autres hauts cadres aux postes de niveau “2.III” qui n'ont pas d'agents placés sous leur responsabilité suivant la structure organisationnelle approuvée, bénéficient chacun des frais de communication par téléphone portable équivalent à soixante-dix mille francs rwandais (70.000 Frw) par mois; ils bénéficient en plus de la facilitation au transport conformément aux dispositions de l'alinéa premier du présent article.

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

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

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

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

Ingingo ya 10: Indamunite z'urugendo rw'imodoka

Iyo Abayobozi Bakuru bari ku rwego rwa F, G/1 na "2.III" bagiye mu butumwa imbere mu gihugu bakoresheje imodoka zabo, Leta ibagenera indamunite y'urugendo hakurikijwe ibiteganywa n'amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

Ingingo ya 11: Abashinzwe kubahiriza iri teka

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri

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

Directors of Units and officials on "3" job classification level shall each be entitled to fringe benefits as follows:

- 1° a mobile phone communication allowance of thirty thousand Rwandan francs (Rwf 30,000) per month;
- 2° a special transport allowance in accordance with instructions of the Minister in charge of public service.

Directors of Units on level "3" with a pool of employees under their responsibilities in accordance with the approved organizational structure shall also each be entitled to an office telephone of one hundred thousand Rwandan francs (Rwf 100,000) per month.

Article 10: Mileage allowances

When Senior Officials on levels F, G/1 and "2.III" go on official mission inside the Country by using their vehicles, the State shall pay them mileage allowances in accordance with Instructions of the Minister in charge of transport.

Article 11: Authorities responsible for the implementation of this Order

The Minister of Public Service and Labour, the

Article 9: Autres avantages alloués aux Directeurs d'Unités et cadres aux postes de niveau "3"

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

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

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

Article 10: Indemnités kilométriques

Lorsque les hauts cadres aux postes de niveaux F, G/1 et "2.III" vont en missions officielles à l'intérieur du pays en utilisant leurs véhicules, l'Etat leur octroie des indemnités kilométriques conformément aux instructions du Ministre ayant le transport dans ses attributions.

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

Le Ministre de la Fonction Publique et du Travail,

Official Gazette No. Special of 28/02/2015

w'Ibikorwa Remezo na Minisitiri w'Imari n'Igenamigambi basabwe kubahiriza iri teka.

Minister of Infrastructure and the Minister of Finance and Economic Planning are entrusted with the implementation of this Order.

le Ministre des Infrastructures et le Ministre des Finances et de la Planification Economique sont chargés de l'exécution du présent arrêté.

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

Article 12: Repealing provision

Article 13: Disposition abrogatoire

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

All other prior provisions contrary to this Order are hereby repealed.

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

Ingingoya13: Igihe iteka ritangira gukurikizwa

Article 13: Commencement

Article 13: Entrée en vigueur

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

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

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

Kigali, ku wa **27/2/2015**

Kigali, on **27/2/2015**

Kigali, le **27/2/2015**

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

Seen and sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République:

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

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

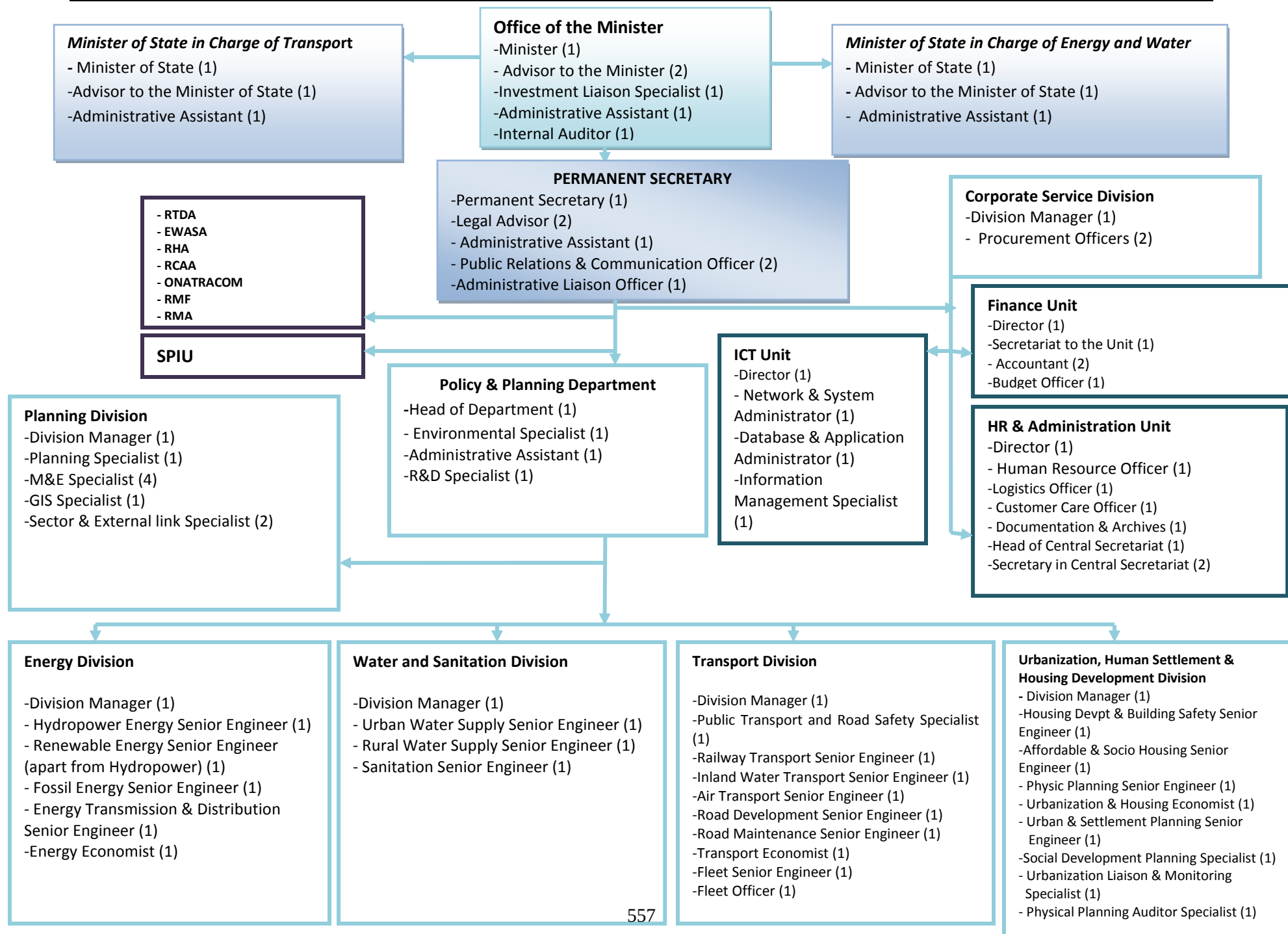
(sé)
BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N° 45/03 RYO KU WA
27/7/2015 RIGENA INSHINGANO,
N'IMBONERAHAMWE Y'IMYANYA
N'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI MINISITERI
Y'IBIKORWA REMEZO (MININFRA)

ANNEX I TO PRIME MINISTER'S ORDER N°
45/03 OF 27/7/2015 DETERMINING MISSION,
FUNCTIONS AND ORGANISATIONAL
STRUCTURE SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES IN THE
MINISTRY OF INFRASTRUCTURE
(MININFRA)

ANNEXE I DE L'ARRETE DU PREMIER
MINISTRE N° 45/03 DU 27/7/2015 PORTANT
MISSION, FONCTIONS ET STRUCTURE
ORGANISATIONNELLE SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DES
INFRASTRUCTURES (MININFRA)

ORGANIZATIONAL CHART FOR MINISTRY OF INFRASTRUCTURE



Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° **45/03** ryo ku wa **27/7/2015** rigena inshingano n'imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisitiri y'Ibikorwa Remezo (MININFRA),

Seen to be annexed to Prime Minister's Order n° **45/03** of **27/7/2015** determining mission functions and organizational structure, salaries and fringe benefits for employees in the Ministry of Infrastructure (MININFRA)

Vu pour être annexé à l'arrêté du Premier Ministre n° 45/03 du 27/7/2015 portant mission, fonctions et structure organisationnelle, salaires et autres avantages accordés au personnel du Ministère des infrastructures (MININFRA)

Kigali, ku wa **27/7/2015**

Kigali, on **27/7/2015**

Kigali, le **27/7/2015**

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Bibonywe kugira ngo bishyizweho Ikirango cya Repubulika:

Seen and Sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République:

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

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

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

UMUGEREKA WA II W'ITEKA RYA
MINISITIRI W'INTEBE N° 45/03 RYO KU WA
27/7/2015 RIGENA INSHINGANO,
N'IMBONERAHAMWE Y'IMYANYA
N'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI MINISITERI
Y'IBIKORWA REMEZO (MININFRA)

ANNEX II TO PRIME MINISTER'S ORDER N°
45/03 OF 27/7/2015 DETERMINING MISSION,
FUNCTIONS AND ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES IN THE
MINISTRY OF INFRASTRUCTURE
(MININFRA)

ANNEX II DE L'ARRETE DU PREMIER
MINISTRE N° 45/03 DU 27/7/2015 PORTANT
MISSION, FONCTIONS ET STRUCTURE
ORGANISATIONNELLE SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DES
INFRASTRUCTURES (MININFRA)

MININFRA - JOB PROFILES

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
Office of the Minister	Minister	Minister	Political Appointee	1
	Advisor	Advisor to the Minister	A0 in Architecture, Civil Engineering, Structural Engineering,Transport Engineering, Urban-Public Transport, Urban Planning and Design, Urban Development & Management, Urban & Regional Planning, Housing Engineering, Land Use Planning and management, with 5 years of working experience or Master's Degree or Equivalent in Architecture, Civil Engineering, Structural Engineering,Transport Engineering, Transport Economics, Urban-Public Transport, Urban Planning, Urban Development & Management, Urban & Regional Planning, Housing Engineering, Land Use Planning and management, Urban Design, Civil Engineering, Rural Development with 3 years of working experience. Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Rwandan legal system - Good knowledge of government policy-making and legislative processes; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; -Coordination, planning and organisational skills; - Interpersonal skills; -Collaboration and team working skills; -Effective communication skills; -Administrative skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Advisor	Advisor to the Minister	A0 in Public Administration, Administrative Sciences, Law, Management, Economics, Finance, Development Studies, Business Administration, Project Management, Political Sciences, Education Sciences with 5 years of working experience ; Or Master or Equivalent in Public Administration, Administrative Sciences, Law, Management, Economics, Finance, Development Studies, Business Administration, Project Management, Political Sciences, Education Sciences with 3 years of working experience Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Rwanda Public service and Labour; - Good knowledge of government policy-making and legislative processes; - Knowledge of the public service sector, employment policies and issues; - Analytical, problem-solving and critical thinking skills; - Strong Leadership Skills; - Technical understanding of system being analyzed and how it affects the various business units; - Good at handling and meeting deadlines; - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes; - Able to work well with both internal and external clients; - Good presentation skills, and ability to communicate with various audiences, including end users and managers; - Interpersonal skills; - Collaboration and team working skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Investment Liaison Specialist	Investment Liaison Specialist	A0 in Finance, Business Studies, Marketing, Management, Economics, Project Management, Economic Policy and Planning, Economic Policy and Management, Development Economics with 3 years of working experience or Masters degree in Finance, Business Studies, Marketing, Management, Economics, Project Management, Economic Policy and Planning, Economic Policy and Management, Development Economics. Technical skills and knowledge required - Knowledge of different financing options for infrastructure projects in the context of developing countries - Ability to develop coordination mechanisms and information sharing platforms - Strong written and verbal communication skills - Quantitative and analytic skills required - Working knowledge of Microsoft programs (Excel, Word, PowerPoint, Outlook) - Knowledge of project finance and different possible financing models	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Administrative Assistant	Administrative Assistant	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Word 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
	Internal Auditor	Internal Auditor	A0 in Finance, Accounting or Management with specialization in Finance/Accounting Key Technical Skills & Knowledge required: - Detailed knowledge of financial and Audit Standards, HR & Financial regulations, Procedures and Financial software; - Planning Skill; - High Analytical skills; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	S/Total			6
Office of the Minister of State in charge of Energy and Water	Minister of State	Minister of State in charge of Energy, Water and Sanitation	Political Appointee	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Advisor	Advisor to the Minister of State in charge of Energy and Water	A0 in Civil Engineering, Water Engineering, Sanitation Engineering, Environmental Chemistry, Water Management, Environmental engineering with 5 years of working experience or Master's degree in Civil Engineering, Water Engineering, Sanitation Engineering, Environmental Chemistry, Water Management, Environmental engineering with 3 years of working experience Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Rwandan legal system - Good knowledge of government policy-making and legislative processes; - Knowledge of the justice sector policies and issues; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; -Coordination, planning and organisational skills; - Interpersonal skills; -Collaboration and team working skills; -Effective communication skills; -Administrative skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Administrative Assistant	Administrative Assistant	A1 in Secretarial Studies,Office Management or A0 in Public Administration,Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage	1
	S/Total			3
Office of the Minister of State in charge of Transport	Minister of State	Minister of State in charge of Transports	Political Appointee	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Advisor	Advisor to the Minister of State in charge of Transports	A0 in Civil Engineering, Transport & Geoinformation Technology, Transportation Engineering, Transportation & Urban System, Railway Engineering with 5 years of working experience or Master's Degree in Civil Engineering, Transport & Geoinformation Technology, Transportation Engineering, Transportation & Urban System, Railway Engineering, Transport Economics with 3 years of working experience Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Rwandan legal system - Good knowledge of government policy-making and legislative processes; - Knowledge of the justice sector policies and issues; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Administrative Assistant	Administrative Assistant	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage	1
	S/Total			3
Office of the Permanent Secretary	Permanent Secretary	Permanent Secretary	Political Appointee	1

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Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Administrative Assistant	Administrative Assistant to PS	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage	1
	Legal Advisor	Legal Advisor	A0 in Law with 3 years of working experience or Master's Degree in Law with 1 year of working experience Key Technical skills and Knowledge required : - High analytical and problem solving skills; - Legal research and analysis in complex areas of law; - Knowledge of Substantive Law and Legal Procedures; - Decision making skills; - Experience in contract drafting and negotiation; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French.	2
	Public Relation & Communication	Public relations & Communication Officer	A0 in Communication, International Relations, Journalism, Marketing, Linguistics and Literature. Key technical skills and knowledge required: - 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 - Teamworking skills - Effective public relations and public speaking skills - Interviewing skills - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage	2

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Administrative Liaison Officer	Administrative Liaison Officer	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Word Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage	1
	S/Total			7
Policy & Planning Department	Head of Department	Head of Department	A0 in Economics, Project Management, Economic Policy and Planning, Economic Policy and Management, Development Economics, Public Policy, Management, Development Studies, Business Administration with 7 years of working experience or Master's degree in Economics, Project Management, Economic Policy and Planning, Economic Policy and Management, Development Economics, Public Policy, Management, Development Studies, Business Administration with 5 years of working experience with 2 years in a senior positions. Key Technical Skills & Knowledge required: - Knowledge in planning, Monitoring and Evaluation, project planning, project proposal writing, project management, policy formulation, research and data analysis, reporting, budgeting... - Excellent leadership skills; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decision making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1

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Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Environmental Specialist	Environmental Specialist	A0 in Environmental Sciences , Chemistry, Biology, Physics with 3 years of working experience or MSc in in Environmental Sciences , Chemistry, Biology, Physics Key Technical Skills & Knowledge required: - Strong written and verbal communication skills - Quantitative and analytic skills - Working knowledge of Microsoft programs (Excel, Word, PowerPoint) - Ability to manage priorities and be detail-orientated within a dynamic, fast-paced environment - Work in a team environment to determine and or review ideas to find solutions to problems. - Ability to work independently with little or no supervision while maintaining a high- level of efficiency and still upholding a team mentality	1
	R&D Specialist	R&D Specialist	A0 in Civil Engineering,Transportation Engineering, Transportation & Urban System, Urban Design, Environment Technologist with 3 years of working experience or Master's degree in Civil Engineering,Transportation Engineering, Transportation & Urban System, Urban Design, Environment Technologist Key Technical Skills & Knowledge required: - Excellent interpersonal skills to operate effectively at the most senior levels, being both flexible and calm under pressure. - Strong organizational skills - Good verbal and written communication skills. - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French;knowledge of all is an advantage	1
	Administrative Assistant	Administrative Assistant to Head of Department	A1 in Secretarial Studies,Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	S/Total			4

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
Planning Division	Division Manager	Planning Division Manager	A0 in Economics, Management, Development Studies, Project Management, Business Administration with 5 years of working experience or Master's degree in Economics, Project Management, Economic Policy and Planning, Economic Policy and Management, Development Economics, Public Policy, Management, Development Studies, Project Management, Business Administration with 3 years of working experience. Key Technical Skills & Knowledge required: - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Strategic planning; - Knowledge of organizational structure, workflow & operation procedures; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Planning	Planning Specialist	A0 in Economics, Management, Development Studies, Project Management, Business Administration with 3 years of working experience or Master's degree in Economics, Management, Development Studies, Project Management, Business Administration Key Technical Skills & Knowledge required: - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Strategic planning; - Knowledge of organizational structure, workflow & operation procedures; - Computer Skills; - Organizational Skills; - Communication Skills; - Analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Planning, Monitoring & Evaluation	Monitoring & Evaluation Specialist	A0 in Economics, Management, Development Studies, Project Management, Business Administration with 3 years of working experience or Masters in Economics, Management, Development Studies, Project Management, Business Administration Key Technical Skills & Knowledge required: - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Knowledge to conduct monitoring exercises; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Complex Problem Solving; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	4
	Sector & External link Specialist	Sector & External link Specialist	A0 in Architecture, Civil Engineering, Structural Engineering, Transport & Geoinformation Technology, Transportation Engineering, Transportation & Urban System, Urban Design, Urban Planning, Railway Engineering, Environmental Engineering and Sanitation, Hydrology with 3 years of working experience or Master's degree in Architecture, Civil Engineering, Structural Engineering, Transport & Geoinformation Technology, Transportation Engineering, Transportation & Urban System, Urban Design, Urban Planning, Railway Engineering, Environmental Engineering and Sanitation, Hydrology. Key Technical Skills & Knowledge required: - Proven computer skills in the application of professional software packages applied to the engineering design, housing, urban and development, construction sectors; - Fluent in English or French, knowledge of both is an added advantage - Must have experience in a full construction cycle	2

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	GIS Specialist	GIS Specialist	A0 in Geography, Agronomy, Information Technology or Computer Science with 2 year experience in GIS data analysis, management, web applications and dynamic databases with working knowledge of GIS hardware and Software installation, configuration and use (Plotters, GPS devices, Digitizers,...). GIS specialized Certification is required. Certified in A+, N+, MCTs (.NET) OR Master's Degree in GIS based application Key Technical Skills & Knowledge required: - Extensive knowledge of Spatial Data Infrastructure; - Working knowledge of GIS hardware (Plotters, GPS devices, Digitizers, - Strong GIS skills with two or more GIS packages and WEB GIS; - Solid knowledge of Computer - Databases and Management Information Systems; Experience in coordination exercises and data management	1
	S/Total			9
Energy Division	Division Manager	Energy Division Manager	AO in Civil Engineering, Mechanical Engineering, Electrical Engineering, Energy Management, Energy Engineering, Energy Economics with 5 years of working experience and 2 years of a senior position or Masters degree in Civil Engineering, Mechanical Engineering, Electrical Engineering, Energy Management, Energy Engineering, Sustainable Energy, Energy Economics with 3 years of working experience Key Technical Skills & Knowledge required: - Strong analytical skills and subject matter - Capacity to work in a multicultural environmental - Ability to work independently and make mature and proactive decisions informing management - Good working knowledge and experience in operations of power plants, oil and refineries and funding for the energy projects. - Knowledge to read interpret technical energy reports such as from geothermal drilling, hydrological data and technical feasibility reports - Strong interpersonal and negotiating ability	1
	Hydropower Energy Senior Engineer	Hydropower Energy Senior Engineer	A0 in Electricity Engineering, Energy Management, Electromechanical Engineering with 3 years of working experience or Master's Degree in Electricity Engineering, Electromechanical Engineering Key Technical Skills & Knowledge required: - Analytical skills and subject matter - Capacity to work in a multicultural environmental - Ability to work independently and make mature and proactive decisions informing management - Knowledge and experience in operations of power plants, oil and refineries and funding for the energy projects. - Knowledge to read interpret technical energy reports such as from geothermal drilling, hydrological data and technical feasibility reports - Strong interpersonal and negotiating ability	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Renewable Energy Senior Engineer	Renewable Energy Senior Engineer	A0 in Electricity Engineering, Electromechanical Engineering with 3 years of working experience or Master's Degree in Electricity Engineering, Electromechanical Engineering Key Technical Skills & Knowledge required: -Analytical skills and subject matter - Capacity to work in a multicultural environmental - Ability to work independently and make mature and proactive decisions informing management - Knowledge and experience in operations of power plants, oil and refineries and funding for the energy projects. - Knowledge to read interpret technical energy reports such as from geothermal drilling, hydrological data and technical feasibility reports - Strong interpersonal and negotiating ability	1
	Fossil Energy Senior Engineer	Fossil Energy Senior Engineer	A0 in Electricity Engineering, Energy Management, Electromechanical Engineering with 3 years of working experience or Master's Degree in Electricity Engineering, Electromechanical Engineering Key Technical Skills & Knowledge required: -Analytical skills and subject matter - Capacity to work in a multicultural environmental - Ability to work independently and make mature and proactive decisions informing management - Knowledge and experience in operations of power plants, oil and refineries and funding for the energy projects. - Knowledge to read interpret technical energy reports such as from geothermal drilling, hydrological data and technical feasibility reports - Strong interpersonal and negotiating ability	1
	Energy Transmission & Distribution Senior Engineer	Energy Transmission & Distribution Senior Engineer	A0 in Electricity Engineering, Energy Management, Electromechanical Engineering with 3 years of working experience or Master's Degree in Electricity Engineering, Energy Management, Electromechanical Engineering Key Technical Skills & Knowledge required: -Analytical skills and subject matter - Capacity to work in a multicultural environmental - Ability to work independently and make mature and proactive decisions informing management - Knowledge and experience in operations of power plants, oil and refineries and funding for the energy projects. - Knowledge to read interpret technical energy reports such as from geothermal drilling, hydrological data and technical feasibility reports - Strong interpersonal and negotiating ability	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Energy Economist	Energy Economist	Bachelor's degree in Energy economics,,Energy Management, energy Engineering, Sustainable Energy, preferably with a bias in infrastructure, and in particular energy with 3 years of working experience or Masters degree in the same field with 1 year of working experience Key Technical Skills & Knowledge required: - Strong foundation and quantitative skills in economic analysis - Fluent in the use of Excel for modelling and analysis; practical knowledge of Stata or similar programs is a plus - Familiarity with policy formation - Strong report writing and presentations skills - Knowledge of financing of capitalintensive infrastructure projects. - Proven knowledge of energy analysis and relevant analysis to	1
	S/Total			6
Water & Sanitation	Division Manager	Water & Sanitation Division Manager	A0 in Management of Water, Sanitation, Hydraulology, Urban Development, Environmental Engineering, Water Engineering, Sanitation Engineering with 5 years of working experience with 2 of a sinior position or Master's degree in Urban Development, Environmental Engineering, Water Engineering, Sanitation Engineering with 3 years of working experience Key Technical Skills & Knowledge required: -Strong analytical skills and subject matter - Capacity to work in a multicultural environment - Ability to work independently and make mature and proactive decisions informing management - Should have good working knowledge and experience in operations of water and sanitation systems and funding for the projects. -Leadership skills; - Judgment & Decision making skills; - Creative, proactive, customer focused, solutions led and outcome driven; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Computer Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Urban Water Supply Senior Engineer	Urban Water Supply Senior Engineer	A0 in Management of Water, Hydraulology, Urban Development, Water Engineering, with 3 years of working experience or Master's degree in Management of Water, Hydraulology, Urban Development, Water Engineering Key Technical Skills & Knowledge required: - Capacity to work in a multicultural environment - Ability to work independently and make mature and proactive decisions informing management - Should have good working knowledge and experience in operations of water and sanitation systems and funding for the projects. -Leadership skills; - Judgment & Decision making skills; - Creative, proactive, customer focused, solutions led and outcome driven; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Computer Skills; - High analytical & Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Rural Water Supply Senior Engineer	Rural Water Supply Senior Engineer	A0 in Management of Water, Hydraulurgy, Urban Development, Water Engineering, with 3 years of working experience or Master's degree in Management of Water, Hydraulurgy, Urban Development, Water Engineering Key Technical Skills & Knowledge required: - Capacity to work in a multicultural environment - Ability to work independently and make mature and proactive decisions informing management - Should have good working knowledge and experience in operations of water and sanitation systems and funding for the projects. -Leadership skills; - Judgment & Decision making skills; - Creative, proactive, customer focused, solutions led and outcome driven; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Computer Skills; - High analytical & Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1
	Sanitation Senior Engineer	Sanitation Senior Engineer	A0 in Sanitation, Environmental Engineering, Sanitation Engineering with 3 years of working experience or Master's degree in Sanitation, Environmental Engineering, Sanitation Engineering Key Technical Skills & Knowledge required: - Capacity to work in a multicultural environment - Ability to work independently and make mature and proactive decisions informing management - Should have good working knowledge and experience in operations of water and sanitation systems and funding for the projects. -Leadership skills; - Judgment & Decision making skills; - Creative, proactive, customer focused, solutions led and outcome driven; - Interpersonal Skills; - Effective communication skills; - Time Management Skills; - Computer Skills; - High analytical & Complex Problem solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1
	S/Total	sub- total		4

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
Transport Division	Transport Division	Transport Division Manager	A0 in Construction, Civil Engineering, Urban Planning, Transport & Geoinformation Technology, Civil Infrastructure Engineering, Road Safety Management,Transport Engineering, Urban Planning, with 5 years of working experience with 2 in a senior position or Masters degree in Construction , Civil Engineering, Urban Planning , Transport & Geoinformation Technology, Civil Infrastructure Engineering, Road Safety Management,Transport Engineering, Urban Planning with 3 yeas of working experience Key Technical Skills & Knowledge required: -knowledge of computer modeling software; -Knowledge of machines and tools, including their designs, uses, repair, and maintenance; -Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits; -Knowledge in urban planning; - Quality Control Analysis Skills -High Critical Thinking Skills -Complex Problem Solving Skills -Judgment and Decision Making Skills	1
	Public Transport and Road Safety Specialist	Public Transport and Road Safety Specialist	A0 in Construction Management, Civil Engineering,Transport & Geoinformation Technology, Civil Infrastructure Engineering, Road Safety Management,Transportation Engineering, Law, Transportation & Urban System with 3 years of working experience or Master's Degree in Construction Management, Civil Engineering,Transport & Geoinformation Technology, Civil Infrastructure Engineering, Road Safety Management,Transportation Engineering, Transportation & Urban System, Urban Planning, Law, Transport Economics Key Technical Skills & Knowledge required: -knowledge of computer modeling software; -Knowledge of machines and tools, including their designs, uses, repair, and maintenance; -Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits; -Knowledge in urban planning; - Quality Control Analysis Skills -High Critical Thinking Skills -Complex Problem Solving Skills -Judgment and Decision Making Skills	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Railway and Inland Water Transport Senior Engineer	Railway Transport senior engineer	A0 in Construction Management, Civil Engineering, Real Estate & Construction Management, Sustainable Urban Planning & Design, Transport & Geoinformation Technology, Civil Infrastructure Engineering, Road Safety Management,Transportation Engineering, Transportation & Urban System, Urban Design, Urban Planning, with 3 years of working experience or Masters degree in Construction Management, Civil Engineering, Real Estate & Construction Management, Sustainable Urban Planning & Design, Transport & Geoinformation Technology, Civil Infrastructure Engineering, Road Safety Management,Transportation Engineering, Transportation & Urban System, Urban Design, Urban Planning Key Technical Skills & Knowledge required: -knowledge of computer modeling software; -Knowledge of machines and tools, including their designs, uses, repair, and maintenance; -Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits; -Knowledge in urban planning; - Quality Control Analysis Skills -High Critical Thinking Skills -Complex Problem Solving Skills -Judgment and Decision Making Skills	1
	Air Transport Senior Engineer	Air Transport Senior Engineer	A0 in Construction Management, Civil Engineering, Real Estate & Construction Management, Sustainable Urban Planning & Design, Transport & Geoinformation Technology, Civil Infrastructure Engineering, Road Safety Management,Transportation Engineering, Transportation & Urban System, Urban Design, Urban Planning, with 3 years of working experience or Masters degree in Construction Management, Civil Engineering, Real Estate & Construction Management, Sustainable Urban Planning & Design, Transport & Geoinformation Technology, Civil Infrastructure Engineering, Road Safety Management,Transportation Engineering, Transportation & Urban System, Urban Design, Urban Planning Key Technical Skills & Knowledge required: -knowledge of computer modeling software; -Knowledge of machines and tools, including their designs, uses, repair, and maintenance; -Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits; -Knowledge in urban planning; - Quality Control Analysis Skills -High Critical Thinking Skills -Complex Problem Solving Skills -Judgment and Decision Making Skills	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Road Development Senior Engineer	Road Development Senior Engineer	A0 in Construction Management, Civil Engineering, Real Estate & Construction Management, Road Engineering & Construction, Building & Construction, Civil Infrastructure Engineering, Road Safety Management with 3 years of working experience or Master's in Construction Management, Civil Engineering, Real Estate & Construction Management, Road Engineering & Construction, Building & Construction, Civil Infrastructure Engineering, Road Safety Management Key Technical Skills & Knowledge required: -knowledge of computer modeling software; -Knowledge of machines and tools, including their designs, uses, repair, and maintenance; -Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits; -Knowledge in urban planning; - Quality Control Analysis Skills -High Critical Thinking Skills -Complex Problem Solving Skills -Judgment and Decision Making Skills	1
	Road Maintenance Senior Engineer	Road Maintenance Senior Engineer	A0 in Construction Management, Civil Engineering, Real Estate & Construction Management, Road Engineering & Construction, Building & Construction, Civil Infrastructure Engineering, Road Safety Management with 3 years of working experience or Master's Degree in Construction Management, Civil Engineering, Real Estate & Construction Management, Road Engineering & Construction, Building & Construction, Civil Infrastructure Engineering, Road Safety Management Key Technical Skills & Knowledge required: -knowledge of computer modeling software; -Knowledge of machines and tools, including their designs, uses, repair, and maintenance; -Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits; -Knowledge in urban planning; - Quality Control Analysis Skills -High Critical Thinking Skills -Complex Problem Solving Skills -Judgment and Decision Making Skills	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Transport Economist	Transport Economist	A0 in Transport Economic, Urban Transport , Civil Engineering or Master's Degree in Transport Economic, Urban Transport, Civil Engineering Key Technical Skills & Knowledge required: -knowledge of computer modeling software; -Knowledge of machines and tools, including their designs, uses, repair, and maintenance; -Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits; -Knowledge in urban planning; - Quality Control Analysis Skills -High Critical Thinking Skills -Complex Problem Solving Skills -Judgment and Decision Making Skills	1
	inland water transport senior engineer	inland water transport senior engineer	A0 in Sustainable Management of Inland Aquatic, Aquatic, Biology, Ecology, Environmental Science, Civil Engineering, Ecology with 3 years of working experience or Master's Degree in Sustainable Management of Inland Aquatic, Aquatic, Biology, Ecology, Environmental Science, Civil Engineering, Ecology Key Technical Skills & Knowledge required: -knowledge of computer modeling software; -Knowledge of machines and tools, including their designs, uses, repair, and maintenance; -Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits; -Knowledge in urban planning; - Quality Control Analysis Skills -High Critical Thinking Skills -Complex Problem Solving Skills -Judgment and Decision Making Skills	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Fleet Senior Engineer	Fleet Senior Engineer	A0 in Mechanical engineering , Transport Economic, Urban Transport with 3 years of working experience or Master's Degree in Mechanical engineering , Transport Economic, Urban Transport Key Technical Skills & Knowledge required: -knowledge of computer modeling software; -Knowledge of machines and tools, including their designs, uses, repair, and maintenance; -Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits; -Knowledge in urban planning; - Quality Control Analysis Skills -High Critical Thinking Skills -Complex Problem Solving Skills -Judgment and Decision Making Skills	1
	Fleet Officer	Fleet Officer	A0 in Mechanical engineering , Transport Economic, Urban Transport ,Auto Mobile Engineering, Transport Economist, Business administration Key Technical Skills & Knowledge required: -knowledge of computer modeling software; -Knowledge of machines and tools, including their designs, uses, repair, and maintenance; -Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits; -Knowledge in urban planning; - Quality Control Analysis Skills -High Critical Thinking Skills -Complex Problem Solving Skills -Judgment and Decision Making Skills	1
	S/Total			10

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
Urbanization, Human Settlement & Housing Development Division	Division Manager	Urbanization, Human Settlement & Housing Development Division Manager	A0 in Construction Engineering, Architecture, Urban Design, Housing Development Studies, Housing or Urban Economics, Urban Planning with 5 years of working experience Or Masters degree in Construction Engineering, Architecture, Urban Design, Housing Development Studies, Housing or Urban Economics, Urban Planning with 3 years of working experience Key Technical Skills & Knowledge required: - knowledge of the principles and practices of urban planning and policy making, - Understanding of civil engineering and physical designs. - Understanding of social and environmental concerns as well as strong knowledge of global and regional housing initiatives and programs - Analytical understanding in the urban development, housing and policy sector - Understanding of the legal framework relevant to urban planning and construction - Knowledge on interpret complex legislation and other rules and regulations - Knowledge to establish and maintain effective working relationships with subordinates, supervisors and others - Knowledge to present ideas and findings clearly and concisely in oral, written and graphic form. - Knowledge to plan, direct and supervise the work of professional and technical employees. - Quality Control Analysis Skills -High Critical Thinking Skills -Complex Problem Solving Skills -Judgment and Decision Making Skills	1
	Housing Devpt & Building Safety Senior Engineer	Housing Devpt & Building Safety Senior Engineer	A0 in Construction Engineering, Architecture, Urban Design, Housing Development Studies, Housing or Urban Economics, Urban Planning, Fire safety & risk management, Fire protection and safety, Emergency management, fire safety management, Civil Engineering, Architecture, Construction Engineering with 3 years of working experience Or Masters degree in Construction Engineering, Architecture, Urban Design, Housing Development Studies, Housing or Urban Economics, Urban Planning, Fire safety & risk management, Fire protection and safety, Emergency management, fire safety management, Civil Engineering, Architecture, Construction Engineering w Key Technical Skills & Knowledge required: - knowledge of the principles and practices of urban planning and policy making, - Understanding of civil engineering and physical designs. - Understanding of social and environmental concerns as well as strong knowledge of global and regional housing initiatives and programs - Analytical understanding in the urban development, housing and policy sector - Understanding of the legal framework relevant to urban planning and construction - Knowledge on interpret complex legislation and other rules and regulations - Knowledge to establish and maintain effective working relationships with subordinates, supervisors and others - Knowledge to present ideas and findings clearly and concisely in oral, written and graphic form. - Knowledge to plan, direct and supervise the work of professional and technical employees. - Quality Control Analysis Skills -High Critical Thinking Skills -Complex Problem Solving Skills	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Affordable & Socio Housing Senior Engineer	Affordable & Socio Housing Senior Engineer	A0 in Construction Engineering, Architecture, Urban Design, Housing Development Studies, Housing or Urban Economics, Urban Planning with 3years of working experience Or Masters degree in Construction Engineering, Architecture, Urban Design, Housing Development Studies, Housing or Urban Economics, Urban Planning Key Technical Skills & Knowledge required: - knowledge of the principles and practices of urban planning and policy making, - Understanding of civil engineering and physical designs. - Understanding of social and environmental concerns as well as strong knowledge of global and regional housing initiatives and programs - Analytical understanding in the urban development, housing and policy sector - Understanding of the legal framework relevant to urban planning and construction - Knowledge on interpret complex legislation and other rules and regulations - Knowledge to establish and maintain effective working relationships with subordinates, supervisors and others - Knowledge to present ideas and findings clearly and concisely in oral, written and graphic form. - Knowledge to plan, direct and supervise the work of professional and technical employees. - Quality Control Analysis Skills -High Critical Thinking Skills -Complex Problem Solving Skills -Judgment and Decision Making Skills	1
	Physic Planning Senior Engineer	Physic Planning Senior Engineer	A0 in Housing Development Studies, Housing or Urban Economics, Urban Planning ,Economics, Business Administration with 3 years of working experience or Master's Degree in Housing Development Studies, Housing or Urban Economics, Urban Planning ,Economics, Business Administration Key Technical Skills & Knowledge required: -Strong foundation and quantitative skills in economic analysis -Fluent in the use of Excel for modelling and analysis; -practical knowledge of Stata or similar programs -Familiarity with policy formation -Strong report writing and presentations skills -Knowledge of financing of capitalintensive infrastructure projects. -Proven knowledge of urbanisation and housing analysis and relevant analysis tools	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Urbanization & Housing Economist	Urbanizational & Housing Economist	A0 in Housing Development Studies, Housing or Urban Economics, Urban Planning ,Economics, Business Administration with 3 years of working experience or Master's Degree in Housing Development Studies, Housing or Urban Economics, Urban Planning ,Economics, Business Administration <u>Key Technical Skills & Knowledge required:</u> -Strong foundation and quantitative skills in economic analysis -Fluent in the use of Excel for modelling and analysis; -practical knowledge of Stata or similar programs -Familiarity with policy formation -Strong report writing and presentations skills -Knowledge of financing of capitalintensive infrastructure projects. -Proven knowledge of urbanisation and housing analysis and relevant analysis tools	1
	Social Development Planner Senior Engineer	Social Development Planner Senior Engineer	Bachelor's Degree in Urban Planning, Land Use Planning, Civil Engineering, Rural Development with 3 years of working experience, or Master's degree in Urban Planning, Land Use Planning, Urban Design, Civil Engineering, Rural Development. <u>Key Technical Skills & Knowledge required:</u> - Social Development Planning skills - experience in construction engineering and management and project design; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Urban & Settlement Planning Senior Engineer	Urban & Settlement Planning Senior Engineer	A0 in Housing Development Studies, Housing or Urban Economics, Urban Planning ,Economics, Business Administration with 3 years of working experience or Master's Degree in Housing Development Studies, Housing or Urban Economics, Urban Planning ,Economics, Business Administration Key Technical Skills & Knowledge required: -Strong foundation and quantitative skills in economic analysis -Fluent in the use of Excel for modelling and analysis; -practical knowledge of Stata or similar programs -Familiarity with policy formation -Strong report writing and presentations skills -Knowledge of financing of capitalintensive infrastructure projects. -Proven knowledge of urbanisation and housing analysis and relevant analysis tools	1
	Urbanization Liaison & Monitoring Specialist	Urbanization Liaison & Monitoring Specialist	Bachelor's Degree in Urban Planning, Land Use Planning, Civil Engineering, Urban Development with 3 years of working experience or Master's degree in Urban Planning, Land Use Planning, Urban Design, Civil Engineering and Urban Development. Key Technical Skills & Knowledge required: - Good knowledge in Urbanization -Knowledge of Monitoring and Evaluation concepts, systems and tools; - Knowledge to conduct monitoring exercises; - experience in construction engineering and management and project design; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Physical Planning Auditor Specialist	Physical Planning Auditor Specialist	A0 in Housing Development Studies, Housing or Urban Economics, Urban Planning ,Economics, Business Administration with 3 years of working experience or Master's Degree in Housing Development Studies, Housing or Urban Economics, Urban Planning ,Economics, Business Administration Key Technical Skills & Knowledge required: -Strong foundation and quantitative skills in economic analysis -Fluent in the use of Excel for modelling and analysis; -practical knowledge of Stata or similar programs -Familiarity with policy formation -Strong report writing and presentations skills -Knowledge of financing of capitalintensive infrastructure projects. -Proven knowledge of urbanisation and housing analysis and relevant analysis tools	1
	S/Total			9
Corporate Service Division	Division Manager	Corporate Services Division Manager	A0 in Economics, Management, Business Administration, Public Administration,Administrative Sciences, Strategic Management, Public Finance, Accounting, Human Resource Management, Development Studies with 5 years of working experiencin or Master's Degree in Economics, Management, Business Administration, Public Administration, Strategic Management, Public Finance, Accounting, Human Resource Management,Administrative Sciences, Development Studies with 3 years of working experience Key Technical Skills & Knowledge required: - Knowledge of Human Resources Policy and procedures; - Knowledge of Accounting principles and practices and financial data reporting. - Knowledge of Rwanda Public Servant & Labour laws and Financial Law; - Knowledge of Electronic equipment and computer hardware and software; - Leadership skills; - Coordination, Planning & Organizational Skills; - Interpersonal Skills; - Effective Communication Skills; - Judgment and Decision Making Skills; - Complex Problem Solving; - Negotiation Skills; - Time Management Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Procurement	Procurement officers	A0 in Procurement, Management, Accounting, Law, Public Finance, Economics, Civil Engineering Key Technical Skills & Knowledge required: - High Analytical Skills; - Negotiation Skills; - Knowledge of basic business and purchasing practices; - Excellent Communication Skills; - Knowledge of state contracting laws, regulations and procedures; - Knowledge of grades, qualities, supply and price trends of commodities; - Time Management Skills; - Decision making Skills; - Computer Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	2
	S/Total			3

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
ICT Unit	Director	Director of ICT	Master's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 1 year of working experience in ICT or A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 3 years of working experience and Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (.NET),LAMP/WAMP Framework or MCITP are an added advantage. Key Technical Skills & Knowledge required: - Knowledge of Rwanda's ICT Policies and Strategies as well as National ICT Policy; - Deep Understanding of information technology and telecommunications; - Capacity to research and analyze technology problems, issues, and program requirements. - Knowledge of computer hardware/software technologies. - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills a - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Information Management Specialist	Information Management Specialist	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (.NET),LAMP/WAMP Framework or MCITP are an added advantage Key Technical Skills & Knowledge required: - Knowledge of Rwanda's ICT Policies and Strategies; - Proficient in web application security and database security; - Knowledge of all database vendor versions; - Proficient in designing, writing, editing, and debugging programs and databases; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills a - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

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

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Database & Application Administrator	Database & Application Administrator	A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage or A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (.NET), LAMP/WAMP Framework or MCITP Key Technical Skills & Knowledge required: - Knowledge of Rwanda's ICT Policies and Strategies; - Proficient in web application security and database security; - Knowledge of all database vendor versions; - Proficient in designing, writing, editing, and debugging programs and databases; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills a - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	S/Total			4
Finance Unit	Director	Director of Finance	Accounting Professional Qualification recognised by IFAC (ACCA, CPA) with 1 year of working experience or A0 in Finance, Accounting, Management specialized in Finance/Accounting with 3 years of working experience Key Technical Skills & Knowledge required: - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting; - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Knowledge of Rwanda Public Financial Law; - Leadership and management skills; - Planning and organisational, Budgeting skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Problem solving; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Accountant	Accountant	Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting Key Technical Skills & Knowledge required: - 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 Financia 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
	Budget Officer	Budget Officer	A0 in Finance, Accounting, Management, Economics Key Technical Skills & Knowledge required: - Knowledge of cost analysis techniques; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Judgment & Decision Making Skills; - Deep understanding of financial accounts; - High Analytical Skills - Interpersonal skills; - Time management Skills - Complex Problem solving; -Flexibility Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Secretary	Secretary to the unit	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	S/Total			5
Administration and Finance Unit	Director of Unit	Director of Human Resource & Administration	A0 in Human Resources Management, Management with Specialization in Human Resource, Public Administration, Administrative Sciences with 3 years of working experience or Master's Degree in Human Resources Management, Management with Specialization in Human Resource, Public Administration, Administrative Sciences with 1 year of working experience Key Technical Skills & Knowledge required: - Knowledge of human resources concepts, practices, policies, and procedures; - Knowledge of organizational structure, workflow, and operating procedures; - Knowledge in Monitoring & System Evaluation; - Leadership and management skills; - Planning and organisational skills; - High Analytical Skills; - Communication skills; - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Problem Solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Human Resource Officer	Human Resource Officer	A0 in Human Resource Management, Management , Public Administration, Administrative Sciences Key Technical Skills & Knowledge required: - Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources; - Knowledge in the Development of Human Resources Policies and procedures - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Logistics Officer	Logistics Officer	A0 in Store Management, Management, Economics, Finance, Accounting, Public Administration, Administrative Sciences Key Technical Skills & Knowledge required: - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Customer Care Officer	Customer Care Officer	A0 in Communication, Public Relations, International Relations, Journalism, Marketing, Linguistics and Literature. Key technical skills and knowledge required: - Excellent interpersonal skills; - Knowledge in Customer care satisfaction; - Knowledge in Hospitality management; - Public speaking skills; - Time management skills; - Organizational skills; - Excellent communication skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. knowledge of all is an advantage.	1
	Documentation & Archives	Documentation & Archives	A0 in Library & information Science or A1 in Library & information Science, Office Management, Biblioteconomy <u>Key Technical Skills & Knowledge required:</u> -proficiency in information technology; -Computer literacy; - Bokkeeping Skills; -Knowledge of integrated document management -Knowledge of archive management software -Knowledge of the documentation management system(DMS) would be an advantage. - Organizational Skills; - Interpersonal Skills; - Planning Skills; - Communication Skills; - Report writing & Presentation skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job position linked to the Job	Job Profiles	Proposed Jobs
	Central Secretariat	Head of Central Secretariat	A1 in Secretariat Studies, Office Management, Library and Information Science or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law, Library and Information Science with 2 years of working experience <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Secretary in Central Secretariat	Secretary in Central Secretariat	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2
	S/Total			8
Total				81

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° **45/03** ryo ku wa **27/7/2015** rigena inshingano n'imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisitiri y'Ibikorwa Remezo (MININFRA),

Seen to be annexed to Prime Minister's Order n° **45/03** of **27/7/2015** determining mission functions and organizational structure, salaries and fringe benefits for employees in the Ministry of Infrastructure (MININFRA)

Vu pour être annexé à l'arrêté du Premier Ministre n° 45/03 du 27/7/2015 portant mission, fonctions et structure organisationnelle, salaires et autres avantages accordés au personnel du Ministère des infrastructures (MININFRA)

Kigali, ku wa **27/7/2015**

Kigali, on **27/7/2015**

Kigali, le **27/7/2015**

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Bibonywe kugira ngo bishyizweho Ikirango cya Repubulika:

Seen and Sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République:

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

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

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

UMUGEREKA WA III W'ITEKA RYA
MINISITIRI W'INTEBE N° 45/03 RYO KU WA
27/7/2015 RIGENA INSHINGANO,
N'IMBONERAHAMWE Y'IMYANYA
N'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI MINISITERI
Y'IBIKORWA REMEZO (MININFRA)

ANNEX III TO PRIME MINISTER'S ORDER
N° 45/03 OF 27/7/2015 DETERMINING
MISSION, FUNCTIONS AND
ORGANISATIONAL STRUCTURE, SALARIES
AND FRINGE BENEFITS FOR EMPLOYEES
IN THE MINISTRY OF INFRASTRUCTURE
(MININFRA)

ANNEX III DE L'ARRETE DU PREMIER
MINISTRE N° 45/03 DU 27/7/2015 PORTANT
MISSION, FONCTIONS ET STRUCTURE
ORGANISATIONNELLE SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DES
INFRASTRUCTURES (MININFRA)

MININFRA SALARY STRUCTURE

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Permanent Secretary	441	F	2869	1,613,167
Head of Department of Policy, Planning, Monitoring and Evaluation	330	1.IV	2608	1,097,316
Advisor to the Ministry	330	2.III	1890	892,962
Advisor to the Minister of State	330	2.III	1890	892,962
Coporate Service Division Manager	330	2.III	1890	892,962
Energy Division Manager	330	2.III	1890	892,962
Water and Sanitation Division Manager	330	2.III	1890	892,962
Transport Division Manager	330	2.III	1890	892,962
Urbanization, Human Settlement & Housing Development Division Manager	330	2.III	1890	892,962
Planning Division Mnager	330	2.III	1890	892,962
Public Transport and Road Safety Specialist	330	3.II	1369	646,807
Senior Engineer, Railway Transport	330	3.II	1369	646,807
Senior Engineer, Inland Water Transport	330	3.II	1369	646,807
Senior Engineer, Air Transport	330	3.II	1369	646,807
Urban Water Supply Senior Engineer	330	3.II	1369	646,807
Senior Engineer, Rural Water Supply	330	3.II	1369	646,807
Senior Engineer, Sanitation	330	3.II	1369	646,807
Senior Engineer, Energy Transmission & Distribution	330	3.II	1369	646,807
Senior Engineer, Fossil Energy	330	3.II	1369	646,807
Senior Engineer, Renewable Energy (apart from Hydropower)	330	3.II	1369	646,807
Senior Engineer, Hydropower Energy	330	3.II	1369	646,807
Senior Engineer,Road Development	330	3.II	1369	646,807
Senior Engineer, Road Maintenance	330	3.II	1369	646,807
Senior Engineer, Physic Planning	330	3.II	1369	646,807
Senior Engineer, Affordable & Socio Housing	330	3.II	1369	646,807
Urbanization & Housing Economy Specialist	330	3.II	1369	646,807
Senior Engineer, Housing Development & Building Safety	330	3.II	1369	646,807
Senior Engineer,Urban & Settlement Planning	330	3.II	1369	646,807
Senior Engineer, Social Development Planning	330	3.II	1369	646,807
Urbanization Liaison & Monitoring Specialist	330	3.II	1369	646,807
Physical Planning Auditor Specialist	330	3.II	1369	646,807

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Environmental Specialist	330	3.II	1369	646,807
Investment Liaison Specialist	330	3.II	1369	646,807
Energy Economy Specialist	330	3.II	1369	646,807
Transport Economy Specialist	330	3.II	1369	646,807
Fleet Senior Engineer	330	3.II	1369	646,807
Director of Finance Unit	330	3.II	1369	646,807
Director of HR & Administration Unit	330	3.II	1369	646,807
Legal Advisor	330	3.II	1369	646,807
Planning Specialist	330	3.II	1369	646,807
Information Management Specialist	330	3.II	1369	646,807
Geographical Information System Specialist	330	3.II	1369	646,807
Sector & External link Specialist	330	3.II	1369	646,807
Monitoring & Evaluation Specialist	330	3.II	1369	646,807
Research & Development Specialist	330	3.II	1369	646,807
Director of ICT Unit	330	3.II	1369	646,807
Public Relations and Communication Officer	300	4.II	1141	485,333
Human Resources Officer	300	4.II	1141	485,333
Network & System Administrator	300	4.II	1141	485,333
Database & Application Administrator	300	4.II	1141	485,333
Fleet Officer	300	4.II	1141	485,333
Procurement Officer	300	5.II	951	404,515
Internal Auditor	300	5.II	951	404,515
Budget Officer	300	5.II	951	404,515
Accountant	300	5.II	951	404,515
Logistics Officer	300	5.II	951	404,515
Administrative Assistant to the Minister	300	5.II	951	404,515
Administrative Assistant to the Minister of State	300	5.II	951	404,515
Administrative Assistant to the Permanent Secretary	300	5.II	951	404,515
Administrative Liaison Officer	300	5.II	951	404,515
Documentalist & Archives	300	6.II	793	337,308
Customer Care Officer	300	6.II	793	337,308
Administrative Assistant to the Head of Department	300	7.II	660	280,736
Head of Central Secretariat	300	7.II	660	280,736
Secretary in Central Secretariat	300	8.II	508	216,081
Secretary to the DAF unit	300	8.II	508	216,081

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° **45/03** ryo ku wa **27/7/2015** rigena inshingano n'imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisitiri y'Ibikorwa Remezo (MININFRA),

Seen to be annexed to Prime Minister's Order n° **45/03** of **27/7/2015** determining mission functions and organizational structure, salaries and fringe benefits for employees in the Ministry of Infrastructure (MININFRA)

Vu pour être annexé à l'arrêté du Premier Ministre n° 45/03 du 27/7/2015 portant mission, fonctions et structure organisationnelle, salaires et autres avantages accordés au personnel du Ministère des infrastructures (MININFRA)

Kigali, ku wa **27/7/2015**

Kigali, on **27/7/2015**

Kigali, le **27/7/2015**

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

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BUSINGYE Johnston
Minister of Justice / Attorney General

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

ITEKA RYA MINISITIRI W'INTEBE N° 46/03 RYO KU WA 27/2/2015 RIGENA INSHINGANO N'IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'UMUTEKANO MU GIHUGU (MININTER)

PRIME MINISTER'S ORDER N° 46/03 OF 27/2/2015 DETERMINING MISSION, FUNCTIONS AND ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE MINISTRY OF INTERNAL SECURITY (MININTER)

ARRETE DU PREMIER MINISTRE N° 46/03 DU 27/2/2015 PORTANT MISSION FONCTIONS ET STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DE LA SECURITE INTERIEURE (MININTER)

ISHAKIRO

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b'Amashami, Umujyanama mu by'amategeko na <i>Specialist</i> bari ku rwego rw'imirimo rwa "3"	Legal Advisor and Specialist on "3" job level	directeurs d'Unités, le conseiller juridique et le spécialiste aux postes de niveau "3"
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ITEKA RYA MINISITIRI W'INTEBE N° 46/03 RYO KU WA 27/2/2015 RIGENA INSHINGANO N'IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'UMUTEKANO MU GIHUGU (MININTER)

PRIME MINISTER'S ORDER N° 46/03 OF 27/2/2015 DETERMINING MISSION, FUNCTIONS AND ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE MINISTRY OF INTERNAL SECURITY (MININTER)

ARRETE DU PREMIER MINISTRE N° 46/03 DU 27/2/2015 PORTANT MISSION FONCTIONS ET STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DE LA SECURITE INTERIEURE (MININTER)

Minisitiri w'Intebe;

The Prime Minister;

Le Premier Ministre;

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo ku wa 04 Kamena 2003 nk'uko ryavugururwe kugeza ubu, cyane cyane mu ngingo zaryo, iya 118, iya 119, iya 121 n'ya 201;

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date especially in Articles 118, 119, 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 118, 119, 121 et 201;

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

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

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

Asubiye ku Iteka rya Minisitiri w'Intebe n° 95/03 ryo ku wa 25/08/2011 rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimo bya Minisitiri y'Umutekano mu Gihugu;

Having reviewed Prime Minister's Order n° 95/03 of 25/08/2011 determining the mission, functions, organizational structure and summary of job positions of the Ministry of Internal Security;

Revu l'Arrêté du Premier Ministre n° 95/03 du 25/08/2011 portant mission, fonctions, structure organisationnelle et synthèse des emplois du Ministère de la Sécurité Intérieure;

Asubiye ku Iteka rya Minisitiri w'Intebe n° 53/03 ryo ku wa 14/07/2012 rishyiraho imishahara n'ibindi bigenerwa Abakozi bo mu Butegetsi Bwite bwa Leta, nk'uko ryahinduwe kandi ryujijwe kugeza ubu;

Reviewing the Prime Minister's Order n° 53/03 of 14/07/2012 establishing salaries and fringe benefits for public servants of the Central Government as modified and complemented to date;

Revu l'Arrêté du Premier Ministre n° 53/03 du 14/07/2012 fixant les salaires et autres avantages accordés au personnel de l'administration centrale, tel que modifié et complété à ce jour;

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 session of 29/07/2014;

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

ATEGETSE:

HEREBY ORDERS:

ARRETE:

Ingingo ya mbere: Icyo iri teka rigamije

Iri teka rigena inshingano n'imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi muri Minisiteri y'Umutekano mu Gihugu (MININTER).

Ingingo ya 2: Inshingano

Minisiteri y'Umutekano mu Gihugu ifite inshingano rusange yo gutunganya no kureberera polisi ndetse no kugena uburyo bwo kurinda umutekano w'abantu n'ibyabo hagendewe ku Itegeko Nshinga no ku mategeko mpuzamahanga.

By'umwihariko, Minisiteri y'Umutekano mu Gihugu ifite inshingano zikurikira:

- 1° gushyiraho, kumenyekanisha no guhuza ishyirwa mu bikorwa rya politiki, ingamba na gahunda bigamije kubungabunga umutekano w'abantu n'umutungo wabo;
- 2° gushyiraho amategeko ajyanye n'umutekano n'ibifitanye isano na wo ibinyujije mu:
 - a. gushyiraho amabwiriza agenga ubugororwa na Polisi y'u Rwanda;
 - b. gushyira mu bikorwa no kumenyekanisha ibipimo ngenderwaho bikoreshwa muri polisi no mu bucungagereza.
- 3° kubaka ubushobozi bw'inzego n'ubw'abakozi

Article One: Purpose of this Order

This Order determines mission functions and organizational structure, salaries and fringe benefits of employees of the Ministry of Internal Security (MININTER).

Article 2: Mission and functions

The general mission of the Ministry of Internal Security shall be to organize and oversee policing and security of people and of their property under the ambit of the Constitution and international law.

Specifically, the Ministry of Internal Security shall be responsible for:

- 1° conceiving, disseminating and coordinating the implementation of policies, strategies and programs aimed at ensuring security of people and their property;
- 2° regulating the security sector and related sub-sectors through:
 - a. elaboration of regulations governing the correctional system and the rules and regulation framework of the Rwanda National Police;
 - b. implementation and dissemination of standards and norms applicable to the police and correctional environments.
- 3° developing institutional and human resources

Article premier: Objet du présent arrêté

Le présent arrêté porte mission, fonctions et structure organisationnelle salaires et autres avantages accordés au personnel du Ministère de la Sécurité Intérieure (MININTER).

Article 2: Mission et fonctions

Le Ministère de la Sécurité Intérieure a la mission générale d'organiser et de superviser la police et de mettre en place les mécanismes d'assurer la sécurité des personnes et de leurs biens conformément aux dispositions de la Constitution et du droit international.

Particulièrement, le Ministère de la Sécurité Intérieure est chargé de:

- 1° concevoir, disséminer et coordonner la mise en œuvre des politiques, stratégies et programmes en vue d'assurer la sécurité des personnes et de leurs biens;
- 2° réglementation dans le secteur de la sécurité et des sous secteurs à travers:
 - a. l'élaboration des règlements régissant le système pénitentiaire et la mise en place d'un cadre réglementaire de la Police Nationale du Rwanda;
 - b. la mise en œuvre et la diffusion des normes standards et applicables à la police et au système pénitentiaire.
- 3° développer les capacités institutionnelles et

bakora akazi kajyanye n'umutekano ibinyujije mu: a. kunoza imiterere n'imikorere by'inzezo ireberera; b. guteza imbere ubufatanye n'inzezo zo mu rwego rw'akarere no mu rwego mpuzamahanga zifite umutekano mu nshingano zazo mu rwego rwo kurwanya ibyaha no kunoza serivisi binyujijwe mu guhanahana ubumenyi.	capacities in the security sector through: a. improving the institutional framework and the functioning of the institutions under its supervision; b. promotion of cooperation between regional and international institutions in charge of public order with the aim of fighting crimes and improving the functioning of the national services through exchange of expertise.	humaines dans le secteur de la sécurité à travers: a. l'amélioration du cadre institutionnel et du fonctionnement des institutions sous tutelle; b. la promotion de la coopération entre les institutions régionales et internationales ayant l'ordre public dans leurs attributions en vue de lutter contre les crimes et d'améliorer le fonctionnement des services nationaux par l'échange d'expertise.
4° gukurikirana no gusuzuma ishyirwa mu bikorwa rya politiki, ingamba na gahunda z'umutekano mu Gihugu ibinyujije mu: a. gushyiraho uburyo bw'isuzumamikorere bugomba gukoreshwa mu nzego ireberera; b. gukurikirana no gusuzuma politiki, ingamba na gahunda bigamije kurengera umutekano w'abantu n'umutungo wabo; c. gukora raporo mu gihe runaka na buri mwaka zishyikirizwa Guverinoma zigaragaza uruhare rwa za politiki, ingamba, gahunda n'imishinga runaka ku iterambere ry'umutekano mu Gihugu;	4° monitoring and evaluating the implementation of policies, strategies and programs of security in the country through: a. establishing monitoring mechanisms to be implemented at the level of the institutions under supervision; b. monitoring and assessment of national policies, strategies and programs aiming at security of the people and of their property; c. making periodical and annual reports to Cabinet regarding the impact of the policies, strategies, programs and projects on internal security;	4° suivre et évaluer la mise en œuvre des politiques, stratégies et programmes sécuritaires dans le pays à travers: a. la mise en place des mécanismes de suivi qui doivent être appliqués au niveau des institutions sous-tutelle ; b. le suivi et évaluation des politiques, stratégies et programmes visant à assurer la sécurité des personnes et de leurs biens; c. rapports périodiques et annuels soumis au Gouvernement concernant l'impact des politiques, stratégies, programmes et projets sur la sécurité intérieure.
5° kugenzura inzezo ireberera binyujijwe mu: a. gutanga imirongo ngenderwaho kuri gahunda runaka zigomba gushyirwa mu bikorwa n'izo nzego; b. kugenzura imikorere n'imirungire by'inzezo ireberera mu rwego rwo kuzifasha gukoresha	5° overseeing the institutions under supervision through: a. orientation on specific programs to be realised by the institutions under supervision; b. supervision of the functioning and management of institutions under	5° superviser les institutions sous sa tutelle à travers: a. des orientations sur les programmes spécifiques qui doivent être réalisés par les institutions sous sa tutelle ; b. la supervision du fonctionnement et de la gestion des institutions sous sa tutelle en

neza umutungo wazo no kubonera umuti ibibazo zihuriyeho;

supervision of the Ministry for a better management of funds and finding solutions to common problems;

vue d'assurer leur rentabilité et de trouver des réponses aux défis auxquels ils font face ;

6° gukusanya ibikenewe mu guteza imbere umutekano mu Gihugu n'ingamba zigendanye na wo binyujijwe mu:

6° mobilizing resources for the development of the security sector and related programs through:

6° mobiliser des ressources pour le développement de la sécurité et des programmes connexes à travers:

a. gushakisha umutungo ukenewe mu bikorwa byayo n'iby'inze zayo no kugenzura ibikorwa ukoreshwamo kugira ngo ukoreshwe neza;

a. mobilization of resources for the programs of the Ministry and of its institutions and supervision of actions to ensure their rational utilization;

a. la mobilisation des ressources pour ses programmes et de celles de ses institutions et la supervision de leur utilisation rationnelle;

b. guteza imbere imikoranye n'abikorera mu rwego rw'amagereza hagamijwe kongera umusaruro w'amagereza no kuwucuruza.

b. promotion of partnership with private sector to improve the prisons production and its marketing.

b. la promotion des partenariats avec le secteur privé en vue d'améliorer la production au sein des prisons et de sa commercialisation.

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

Article 3: Organizational structure and job profiles

Article 3: Structure organisationnelle et profils d'emplois

Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo muri Minisiteri y'Umutekano mu Gihugu biri ku mugereka wa I n'uwa II y'iri teka.

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

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

Ingingo 4: Igenwa ry'Umushahara

Article 4: Determination of the Salary

Article 4: Détermination du Salaire

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

Salaries for employees of the Ministry of Internal Security shall be determined basing on the job classification and in accordance with general principles on salary calculation in public service.

Les salaires accordés au personnel du Ministère de la Sécurité Intérieure sont déterminés suivant la classification des emplois et conformément aux principes généraux de fixation des salaires au sein de la fonction publique.

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

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

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

Ingingo 5: Ibigize umushahara mbumbe

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

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

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

Ingingo ya 6: Ibindi bigenerwa Umunyamabanga Uhoraho

Umunyamabanga Uhoraho muri Minisitiri y'Umutekano mu Gihugu agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

- 1 ° amafaranga yo kwishyura telefoni yo mu biro angana n'ibihumbi ijana y'u Rwanda (100,000 Frw) buri kwezi, n'aya telefoni igendanwa angana n'ibihumbi ijana (100,000 Frw) buri

Article 5: Composition of the gross salary

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

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

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

Article 6: Fringe benefits for Permanent Secretary

The Permanent Secretary in the Ministry of Internal Security shall be entitled to the following fringe benefits:

- 1 ° one hundred thousand Rwandan francs (100,000 Rwf) per month for office land line and one hundred thousand Rwandan francs (100,000 Rwf) per month for mobile phone;

Article 5: Composition du salaire brut

Le salaire brut mensuel pour chaque agent comprend principalement :

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

L'indemnité de transport dont visée à l'alinéa premier du présent article n'est pas allouée aux agents aux postes de niveau "F" et "2.III" pour lesquels le transport est facilité conformément aux Instructions du Ministre ayant le transport dans ses attributions, ainsi que ceux aux postes de niveau "3" qui bénéficient l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Article 6: Avantages alloués au Secrétaire Permanent

Le Secrétaire Permanent au sein du Ministère de la Sécurité Intérieure bénéficie des avantages suivants :

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

kwezi;

2 ° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200, 000 frw) buri kwezi anyura kuri konti y'urwego bireba;

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

Ingingo ya 7: Ibindi bigenerwa Umujyanama wa Minisitiri uri ku rwego rwa “2.III”

Umujyanama wa Minisitiri agenerwa ibindi bmufasha gutunganya imirimo mu buryo bukurikira:

1° amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo irindwi y'u Rwanda (70,000 Frw) buri kwezi;

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

Ingingo ya 8: Ibindi bigenerwa abayobozi n'abakozi bari ku rwego rw'imirimo rwa “3”

Abayobozi n'abakozi bari ku rwego rw'imirimo rwa “3” bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

1° amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo itatu y'u Rwanda (30,000 Frw) buri kwezi;

2 ° office guest's entertainment allowance of two hundred thousand Rwandan francs (200,000 Rwf) per month and transferred to the institution's account;

3 ° the Government shall facilitate his/her transport in accordance with Instructions of the Minister in charge of transport.

Article 7: Fringe benefits for Advisor to the Minister on “2.III” job level

Advisor to the Minister shall be entitled to fringe benefits as follows:

1° seventy thousand Rwandan francs (70,000 Rwf) per month for mobile phone;

2° the Government shall facilitate transport for him/her in accordance with the Instructions of the Minister in charge of transport.

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

Directors of Units and Officials on “3” job level shall each be entitled to fringe benefits as follows:

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

francs rwandais (100.000 Frw) par mois;

2 ° les frais de représentation au service équivalant à deux cent mille francs rwandais (200.000 Frw) chaque mois et domiciliés au compte de l'institution concernée;

3 ° l'Etat lui facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Article 7: Autres avantages alloués au Conseiller du Ministre au poste de niveau “2.III”

Le conseiller du Ministre bénéficie des avantages comme suit:

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

2° l'Etat lui facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Article 8: Autres avantages alloués aux directeurs d'Unités et cadres aux postes de niveau “3”

Les directeurs d'Unités et cadres aux postes de niveau “3” bénéficient chacun d'autres avantages comme suit:

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

2° indamunite yihariye y’urugendo hakurikijwe amabwiriza ya Minisitiri ufite Abakozi ba Leta mu nshingano ze.

2° a special transport allowance in accordance with the instructions of the Minister in charge of public service.

2° une indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Abayobozi b’Amashami bari ku rwego rw’imirimo rwa “3” bafite itsinda ry’abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe, bagenerwa kandi amafaranga ibihumbi ijana y’u Rwanda (Rwf 100,000) buri kwezi ya telefoni yo mu biro.

Directors of Units on level “3” with a pool of employees under their responsibilities in accordance with the approved organizational structure shall also each be entitled to an office telephone of one hundred thousand Rwandan francs (Rwf 100,000) per month.

Les Directeurs d’Unités aux postes de niveau “3” ayant des agents placés sous leur responsabilité suivant la structure organisationnelle approuvée, bénéficient en plus chacun des frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) par mois.

Ingingo ya 9: Indamunite z’urugendo rw’imodoka

Article 9: Mileage allowances

Article 9: Indemnités kilométriques

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

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

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

Ingingo ya 10: Abashinzwe kubahiriza iri teka

Article 10: Authorities responsible for the implementation of this Order

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

Minisitiri w’Abakozi ba Leta n’Umurimo, Minisitiri w’Umutekano mu Gihugu, Minisitiri w’Ibikorwa Remezo na Minisitiri w’Imari n’Igenamigambi basabwe kubahiriza iri teka.

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

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

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

Article 11: Repealing provision

Article 11: Disposition abrogatoire

Ingingo z’amateka abanziriza iri kandi zinyuranyije na ryo zivanyweho.

All prior provisions contrary to this Order are hereby repealed.

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Ingingoya 12: Igiheitekaritangira gukurikizwa

Article 12: Commencement

Article 12: Entrée en vigueur

Iri teka ritangira gukurikizwa ku munsu ritangarijweho

This Order shall come into force on the date of its

Le présent arrêté entre en vigueur le jour de sa

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mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera kuwa 29/07/2014.

Kigali, ku wa 27/2/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kugira ngo bishyizweho Ikirango cya Repubulika:

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

publication in the Official Gazette of the Republic of Rwanda. It takes effect as of 29/07/2014.

Kigali, on 27/2/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

publication au Journal Officiel de la République du Rwanda. Il sort ses effets à partir du 29/07/2014.

Kigali, le 27/2/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République:

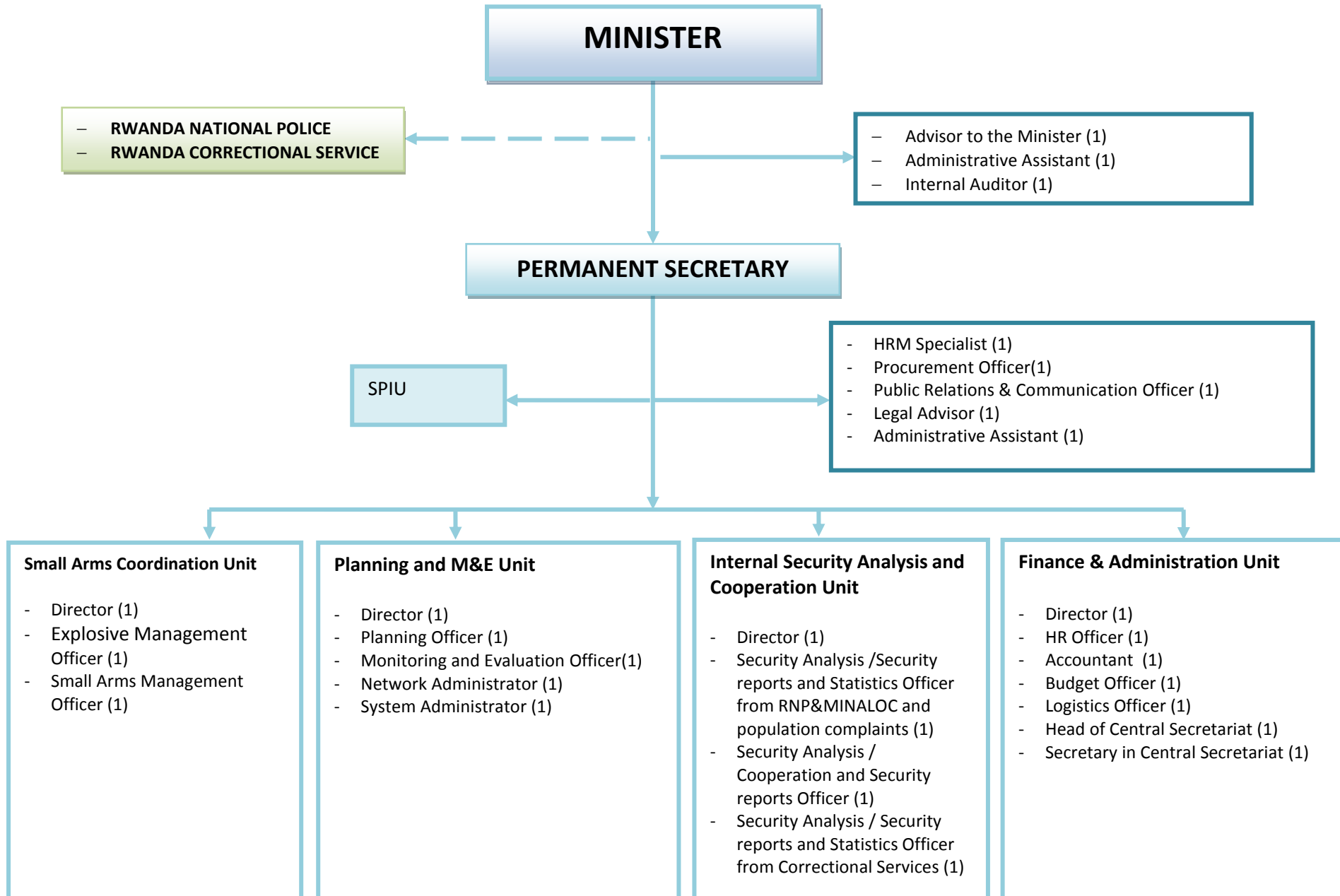
(sé)
BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

**UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N° 46/03 RYO KU WA
27/2/2015 RIGENA INSHINGANO N'
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI MINISITERI
Y'UMUTEKANO MU GIHUGU (MININTER)**

**ANNEX I TO PRIME MINISTER'S ORDER N°
46/03 OF 27/2/2015 DETERMINING MISSION,
FUNCTIONS AND ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES IN THE
MINISTRY OF INTERNAL SECURITY (**
MININTER)

**ANNEXE I A L'ARRETE DU PREMIER
MINISTRE N° 46/03 DU 27/2/2015 PORTANT
MISSION FONCTIONS ET STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DE LA
SECURITE INTERIEURE (MININTER)**

MININTER ORGANIZATIONAL STRUCTURE



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Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° **46/03** ryo ku wa **27/2/2015** rigena inshingano n' imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri minisiteri y'umutekano mu gihugu (MININTER)

Kigali, ku wa **27/2/2015**

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

Seen to be annexed to Prime Minister's Order n° **46/03** of **27/2/2015** determining mission, functions and organisational structure, salaries and fringe benefits for employees in the ministry of internal security (MININTER)

Kigali, on **27/2/2015**

(sé)
MUREKEZI Anastase
Prime Minister

Vu pour être annexé à l'arrêté du Premier Ministre n° 46/03 du 27/2/2015 portant mission fonctions et structure organisationnelle, salaires et autres avantages accordés au personnel du ministère de la sécurité intérieure (MININTER)

Kigali, le **27/2/2015**

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

Seen and Sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République:

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

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

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

**UMUGEREKA WA II W'ITEKA RYA
MINISITIRI W'INTEBE N° 46/03 RYO KU WA
27/2/2015 RIGENA INSHINGANO N'
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI MINISITERI
Y'UMUTEKANO MU GIHUGU (MININTER)**

**ANNEX II TO PRIME MINISTER'S ORDER N°
46/03 OF 27/2/2015 DETERMINING MISSION,
FUNCTIONS AND ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES IN THE
MINISTRY OF INTERNAL SECURITY (**
MININTER)

**ANNEXE II A L'ARRETE DU PREMIER
MINISTRE N° 46/03 DU 27/2/2015 PORTANT
MISSION FONCTIONS ET STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DE LA
SECURITE INTERIEURE (MININTER)**

MININTER JOB PROFILES

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Office of the Minister	Minister	Minister	Political appointee	1
	Advisor	Advisor to the Minister	A0 in Law, Public Administration, Administrative Sciences, Political Sciences, Management with 5 years of working experience or Master's Degree in Law, Public Administration, Administrative Sciences, Political Science, Management with 3 years of working experience Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Rwandan Security System - Good knowledge of government policy-making and egislative processes; - Knowledge of the justice sector policies and issues; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; -Coordination, planning and organisational skills; - Interpersonal skills; -Collaboration and team working skills; -Effective communication skills; -Administrative skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Administrative Assistant	Administrative Assistant to the Minister	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Internal Audit	Internal Auditor	A0 in Accounting, Public Finance, Management specializing in Finance/Accounting <u>Key technical skills and knowledge required:</u> - 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 sens; - Fluent in Kinyarwanda, English and/or French	1
S/Total				4
Office of the Permanent Secretary	Permanent Secretary	Permanent Secretary	Political Appointee	1
	Administrative Assistant	Administrative Assistant to PS	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law <u>Key Technical Skills & Knowledge required:</u> -Computer Skills - Office Management Skills; -Excellent Communication, Organizational, and 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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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Legal Advisor	Legal Advisor	A0 in Law with 3 years of working experience or Master's Degree in Law with 1 year of working experience <u>Knowledge and technical skills required :</u> - High analytical and problem solving skills; - Legal research and analysis in complex areas of law; - Knowledge of Substantive Law and Legal Procedures; - Decision making skills; - Experience in contract drafting and negotiation; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French	1
	Procurement	Procurement Officer	A0 in Procurement, Management, Accounting, Public Finance, Law, Economy <u>Key Technical Skills & Knowledge required:</u> - 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; - Decesion making Skills; - Computer Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Public Relations & Communication	Public Relations & Communication Officer	A0 in Mass Communication, Public Relations, Journalism, Marketing Key Technical Skills & Knowledge required : -Excellent communication skills both oral and in writing -Excellent interpersonnal skills -Report writting & Presentation skills; - Creativity & Initiative - Good Organizational and Time-management Skills, - Teamworking Skills; - Effective Public relations & Public speaking skills; - Interviewing Skills - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Human Resource Management Specialist	Human Resource Management Specialist	A0 in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Human Resource Management with 3 years of working experience or Master's Degree in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Specialization in Human Resource Management Key Technical Skills & Knowledge required: -Deep knowledge of Rwandan public service and laborlaw; - Knowledge in Confilct Management; - knowledge of the regulations applying to payroll procedures; - Knowledge of human resources concepts, practices, policies, and procedures; - Problem Solving Skills; - Computer Skills; - Judgment & Decision Making Skills; - Time management Skills; - Interview Skills; - High analytical Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
S/Total				6

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Small Arms Coordination	Director of Unit	Director of Small Arms Coordination Unit	A0 in Political Science, Military Sciences, Law, International Relations with 3 years of working experience or Master's Degree in Political Science, Military Sciences, Law, International Relations, Conflict Management with 1 year of working experience Key Technical Skills & Knowledge required: - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Strategic planning; - Knowledge of organizational structure, workflow & operation procedures; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Small Arms Management	Small Arms Management Officer	A0 in Political Science, Military Sciences, Law, International Relations Key Technical Skills & Knowledge required: - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Strategic planning; - Knowledge of organizational structure, workflow & operation procedures; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Explosive Management	Explosive Management	A0 in Political Science, Military Sciences, Law, International Relations Key Technical Skills & Knowledge required: - Knowledge of results based management, logical framework approach, strategic planning processess and tools; - Knowledge of Strategic planning; - Knowledge of organizational structure, workflow & operation procedures; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
S/Total				3
Internal Security Analysis and Cooperation Unit	Director of Unit	Director of Internal Security Analysis and Cooperation Unit	A0 in Economics, Management, Development Studies, Project Management with 3 years of working experience or Master's Degree or Equivalent in Management, Economics, Public Policy, Development Studies, Project Management with 1 year of working experience Key Technical Skills & Knowledge required: - Knowledge of results based management, logical framework approach, strategic planning processess and tools; - Knowledge of Rwanda's Justice Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decission Making Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Security Analysis	Security Analysis /Security reports and Statistics Officer from RNP&MINALOC and population complaints	A0 in Economics, Management, Development Studies, Project Management, Public Administration, Administrative Sciences, Sociology Key Technical Skills & Knowledge required: -Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Strategic planning; - Knowledge of organizational structure, workflow & operation procedures; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Security Analysis	Security Analysis / Cooperation and Security reports Officer	A0 in Economics, Management, Development Studies, Project Management, Public Administration, Administrative Sciences, Sociology Key Technical Skills & Knowledge required: -Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Strategic planning; - Knowledge of organizational structure, workflow & operation procedures; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Security Analysis	Security Analysis / Security reports and Statistics Officer from RCS	A0 in Economics, Management, Development Studies, Project Management, Public Administration, Administrative Sciences, Sociology Key Technical Skills & Knowledge required: - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Strategic planning; - Knowledge of organizational structure, workflow & operation procedures; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
S/Total				4

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Planning and M&E Unit	Director of Unit	Director of Planning and M&E Unit	A0 in Economics, Management, Development Studies, Project Management, Business Administration with 3 years of working experience or Master's Degree or Equivalent in Management, Economics, Public Policy, Development Studies, Project Management, Business Administration with 1 year of working experience <u>Key Technical Skills & Knowledge required:</u> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's Justice Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Planning	Planning Officer	A0 in Economics, Management, Development Studies, Project Management, Business Administration <u>Key Technical Skills & Knowledge required:</u> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Strategic planning; - Knowledge of organizational structure, workflow & operation procedures; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Monitoring & Evaluation	Monitoring & Evaluation Officer	A0 in Economics, Management, Development Studies, Project Management, Business Administration <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Knowledge of Research and development policies and strategies; - Knowledge to conduct monitoring exercises; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Complex Problem Solving; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

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

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Network Administration	Network Administration	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage Key Technical Skills & Knowledge required: - Knowledge of Rwanda's ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems - Proficient in Microsoft Office products - Proficient in basic networking protocols and standards - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
S/Total				5

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
Administration & Finance Unit	Director of Unit	Director of Administration & Finance Unit	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 <u>Technical skills and knowledge required</u> -Excellent communication skills - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting. - Knowledge of Rwanda Public Financial Law; - Leadership and management skills; - Planning and organisational, Budgeting skills; - Communication skills; - Strong IT skills, particularly in Financia software (SMART IFMIS); - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Proble solving; - Fluent in Kinyarwanda, English and/ or French	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Accountant	Accountant	Accounting Professional Qualification recognised by IFAC (ACCA, CPA etc) or A0 in Accounting, Public Finance, Finance or Management with Specialization in Finance/ Accounting Key Technical Skills & Knowledge required: - 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 Financia 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	1
	Budget Officer	Budget Officer	A0 in Finance, Accounting, Management, Economics Key Technical Skills & Knowledge required: - Knowledge of cost analysis techniques; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financia software (SMART IFMIS); - Judgment & Decision Making Skills; - Deep understanding of financial accounts; - High Analytical Skills - Interpersonal skills; - Time management Skills - Complex Problem solving; - Flexibility Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Human Resource Officer	Human Resource Officer	A0 in Human Resource Management, Management, Public Administration, Administrative Sciences Key Technical Skills & Knowledge required: - Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources; - Knowledge in the Development of Human Resources Policies and procedures - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Official Gazette No. Special of 28/02/2015

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Logistics	Logistics Officer	A0 in Store Management, Management, Accounting, Finance, Economics, Public Administration, Administrative Sciences Key Technical Skills & Knowledge required: - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Head of Central Secretariat	Head of Central Secretariat	A1 in Secretarial Studies, Office Management, Library and Information Science or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law, Library and Information Science Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Word 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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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Proposed Jobs
	Secretary in Central Secretary	Secretary in Central Secretary	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
S/Total				7
GRAND TOTAL				29

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Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° **46/03** ryo ku wa **27/2/2015** rigena inshingano n' imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri minisiteri y'umutekano mu gihugu (MININTER)

Kigali, ku wa **27/2/2015**

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

Seen to be annexed to Prime Minister's Order n° **46/03** of **27/2/2015** determining mission, functions and organisational structure, salaries and fringe benefits for employees in the ministry of internal security (MININTER)

Kigali, on **27/2/2015**

(sé)
MUREKEZI Anastase
Prime Minister

Vu pour être annexé à l'arrêté du Premier Ministre n° 46/03 du 27/2/2015 portant mission fonctions et structure organisationnelle, salaires et autres avantages accordés au personnel du ministère de la sécurité intérieure (MININTER)

Kigali, le **27/2/2015**

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

Seen and Sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République:

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

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

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

**UMUGEREKA WA III W'ITEKA RYA
MINISITIRI W'INTEBE N° 46/03 RYO KU WA
27/2/2015 RIGENA INSHINGANO N'
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI MINISITERI
Y'UMUTEKANO MU GIHUGU (MININTER)**

**ANNEX III TO PRIME MINISTER'S ORDER
N° 46/03 OF 27/2/2015 DETERMINING
MISSION , FUNCTIONS AND
ORGANISATIONAL STRUCTURE,
SALARIES AND FRINGE BENEFITS FOR
EMPLOYEES IN THE MINISTRY OF
INTERNAL SECURITY (MININTER)**

**ANNEXE III A L'ARRETE DU PREMIER
MINISTRE N° 46/03 DU 27/2/2015 PORTANT
MISSION FONCTIONS ET STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DE LA
SECURITE INTERIEURE (MININTER)**

MININTER SALARY STRUCTURE

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Permanent Secretary	441	F	2869	1,613,167
Advisor to the Minister	330	2.III	1890	892,962
Director of Small Arms Coordination Unit	330	3.II	1369	646,807
Director of Planning and M&E Unit	330	3.II	1369	646,807
Director of Internal Security Analysis and Cooperation Unit	330	3.II	1369	646,807
Director of Finance and Administration	330	3.II	1369	646,807
Legal Advisor	330	3.II	1369	646,807
HR Management Specialist	330	3.II	1369	646,807
Small Arms Management Officer	300	4.II	1141	485,333
Explosive Management	300	4.II	1141	485,333
Planning Officer	300	4.II	1141	485,333
Monitoring & Evaluation Officer	300	4.II	1141	485,333
Security Analysis /Security reports and Statistics Officer from RNP&MINALOC and population complaints	300	4.II	1141	485,333
Security Analysis / Cooperation and Security reports Officer	300	4.II	1141	485,333
Security Analysis / Security reports and Statistics Officer from Correctional Services	300	4.II	1141	485,333
System Administrator	300	4.II	1141	485,333
Network Administrator	300	4.II	1141	485,333
Human Resource Officer	300	4.II	1141	485,333
Public Relations and Communication Officer	300	4.II	1141	485,333
Internal Auditor	300	5.II	951	404,515
Accountant	300	5.II	951	404,515
Budget	300	5.II	951	404,515
Procurement Officer	300	5.II	951	404,515
Logistics Officer	300	5.II	951	404,515
Administrative Assistant to the Minister	300	5.II	951	404,515
Administrative Assistant to the PS	300	5.II	951	404,515
Head of Central Secretariat	300	7.II	660	280,736
Secretary in Central Secretariat	300	8.II	508	216,081

Official Gazette No. Special of 28/02/2015

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° **46/03** ryo ku wa **27/2/2015** rigena inshingano n' imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri minisiteri y'umutekano mu gihugu (MININTER)

Kigali, ku wa **27/2/2015**

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

Seen to be annexed to Prime Minister's Order n° **46/03** of **27/2/2015** determining mission, functions and organisational structure, salaries and fringe benefits for employees in the ministry of internal security (MININTER)

Kigali, on **27/2/2015**

(sé)
MUREKEZI Anastase
Prime Minister

Vu pour être annexé à l'arrêté du Premier Ministre n° 46/03 du 27/2/2015 portant mission fonctions et structure organisationnelle, salaires et autres avantages accordés au personnel du ministère de la sécurité intérieure (MININTER)

Kigali, le **27/2/2015**

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Bibonywe kandi bishyizweho Ikirango cya Repbulika:

Seen and Sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République:

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

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

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

ITEKA RYA MINISITIRI W'INTEBE N° 47/03 RYO KU WA 27/2/2015 RIGENA INSHINGANO, N'IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'UMUTUNGO KAMERE (MINIRENA)

PRIME MINISTER'S ORDER N° 47/03 OF 27/2/2015 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE MINISTRY OF NATURAL RESOURCES (MINIRENA)

ARRETE DU PREMIER MINISTRE N° 47/03 DU 27/2/2015 PORTANT MISSION FONCTIONS, STRUCTURE ET ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DES RESSOURCES NATURELLES (MINIRENA)

ISHAKIRO

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ITEKA RYA MINISITIRI W'INTEBE N° 47/03 RYO KU WA 27/2/2015 RIGENA INSHINGANO, N'IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'UMUTUNGO KAMERE (MINIRENA)

PRIME MINISTER'S ORDER N° 47/03 OF 27/2/2015 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR ITS EMPLOYEES IN THE MINISTRY OF NATURAL RESOURCES (MINIRENA)

ARRETE DU PREMIER MINISTRE N° 47/03 DU 27/2/2015 PORTANT MISSION FONCTIONS, STRUCTURE ET ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DES RESSOURCES NATURELLES (MINIRENA),

Minisitiri w'Intebe;

The Prime Minister;

Le Premier Ministre;

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo ku wa 04 Kamena 2003 nk'uko ryavugurwe kugeza ubu, cyane cyane mu ngingo zaryo, iya 118, iya 119, 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 118, 119, 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 118, 119, 121 et 201;

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

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

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

Asubiye ku Iteka rya Minisitiri w'Intebe n° 106/03 ryo ku wa 28/09/2011 rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimo bya Minisitiri y'Umutungo Kamere;

Having reviewed Prime Minister's Order n° 106/03 of 28/09/2011 determining the mission, functions, organizational structure and summary of job positions of the Ministry of Natural Resources;

Revu l'Arrêté du Premier Ministre n° 87/03 de la 25/08/2011 portant mission, fonctions, structure organisationnelle et synthèse des emplois du Ministère des Ressources Naturelles;

Asubiye ku Iteka rya Minisitiri w'Intebe n° 53/03 ryo ku wa 14/07/2012 rishyiraho imishahara n'ibindi bigenerwa abakozi bo mu butegetsi bwite bwa Leta, nk'uko ryahinduwe kandi ryujijwe kugeza ubu;

Having reviewed the Prime Minister's Order n° 53/03 of 14/07/2012 establishing salaries and fringe benefits for public servants of the Central Government as modified and complemented;

Revu l'Arrêté du Premier Ministre n° 53/03 du 14/07/2012 fixant les salaires et autres avantages accordés au personnel de l'administration centrale, tel que modifié et complété à ce jour;

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 29/7/2014 imaze kubisuzuma no kubyemeza;

After consideration and approval by the Cabinet, in session of 29/7/2014;

Après examen et adoption par le Conseil des Ministres en sa séance du 29/7/2014 ;

ATEGETSE:

HEREBY ORDERS:

ARRETE:

Ingingo ya mbere: Icyo iri teka rigamije

Iri teka rigena inshingano n'imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Umutungo Kamere (MINIRENA).

Ingingo ya 2: Inshingano

Minisiteri y'Umutungo Kamere ifite inshingano yo gushyiraho uburyo bwo kurinda no kubungabunga ibidukikije, kubyaza umusaruro no gukoresha neza umutungo kamere hagamijwe iterambere rirambye ry'Igihugu.

By'umwihariko, Minisiteri y'Umutungo Kamere ifite inshingano zikurikira:

1° gushyiraho no kumenyekanisha politiki, ingamba na gahunda bijyanye n'ibidukikije, ubumenyi bw'ikirere n'umutungo kamere binyujijwe mu:

- a. gushyiraho no kumenyekanisha politiki, ingamba na gahunda z'Igihugu bigamije kubungabunga ibidukikije, guteza ubumenyi bw'ikirere, kubyaza umusaruro no gukoresha neza umutungo kamere;
- b. gushyiraho ingamba zo guteza imbere ubufatanye n'ubushobozi bw'abikorera no gushaka abashoramari mu bikorwa bijyanye n'ibidukikije, ubumenyi bw'ikirere n'umutungo kamere hagamijwe iterambere rirambye ry'Igihugu;
- c. gusuzuma byimazeyo umutungo kamere uba mu

Article One: Purpose of this Order

This Order determines mission, functions and organizational structure, salaries and fringe benefits of employees the Ministry of Natural Resources (MINIRENA).

Article 2: Mission and functions

The Ministry of Natural Resources shall have the mission to ensure the protection and conservation of the environment and ensure optimal and rational utilization of natural resources for sustainable national development.

Specifically, the Ministry of Natural Resources shall be responsible for:

1° developing and disseminating the sector policies, strategies and programs through:

- a. elaboration and dissemination of national policies, strategies and programs that aim at conserving the environment, developing meteorology services and ensuring optimal and rational utilization of natural resources;
- b. development of strategies to promote partnership and enhance capacity of private sector and attract operators to invest in activities of environment, meteorology and natural resources for sustainable economic development;
- c. exhaustive assessment of Rwanda ground

Article premier: Objet du présent arrêté

Le présent arrêté porte mission et fonctions, structure organisationnelle, salaires et autres avantages accordés au personnel du Ministère des Ressources Naturelles (MINIRENA).

Article 2: Mission et fonctions

Le Ministère des Ressources Naturelles a pour mission assurer la protection et la conservation de l'environnement et garantir une utilisation optimale et rationnelle des ressources naturelles pour un développement national durable.

Plus particulièrement, le Ministère des Ressources Naturelles est chargé :

1° développer et diffuser les politiques, stratégies et programmes à travers:

- a. l'élaboration et la diffusion des politiques, stratégies et programmes qui visent à préserver l'environnement, promouvoir la météorologie et assurer l'utilisation optimale et rationnelle des ressources naturelles;
- b. l'élaboration des stratégies de promotion du partenariat, renforcement des capacités du secteur privé et l'attraction des opérateurs en vue de leur investissement dans les activités de l'environnement, météorologie et des ressources naturelles pour un développement économique durable;
- c. l'évaluation exhaustive du sous-sol

butaka cyangwa ku butaka bw'u Rwanda no gushyiraho uburyo bukwiye bwo kuwucukura no kuwuteza imbere;	and surface natural resources and establish appropriate mechanisms for their rational extraction and promotion;	rwandais et les ressources naturelles et l'établissement des mécanismes appropriés pour leur extraction rationnelle ;
2° gushyiraho amategeko n'amabwiriza agenga ibidukikije, ubumenyi bw'ikirere n'umutungo kamere n'ibibishamikiyeho bigamije gukoresha neza umutungo kamere no kubungabunga ibidukikije n'urusoberw'ibidukikije;	2° regulating the sector and related sub-sectors through the development of laws and regulations to ensure rational utilization of natural resources and ensure protection of the environment, development of meteorology and conservation of natural ecosystems;	2 ° réglementer le secteur et les sous-secteurs connexes par l'élaboration des lois et des règlements pour assurer une utilisation rationnelle des ressources naturelles et assurer la protection de l'environnement, le développement de la métrologie et la conservation des écosystèmes naturels;
3° kubaka ubushobozi bw'inzego n'ubw'abakozi mu rwego rw'ibidukikije, ubumenyi bw'ikirere n'umutungo kamere n'ibifitanye isano na byo.	3° developing institutional and human resources capacities in the sector of environment, meteorology and natural resources and sub-sectors.	3 ° développer les capacités institutionnelles et humaines dans le secteur de l'environnement, de la météorologie et des ressources naturelles et dans les sous-secteurs.
4° gukurikirana no kugenzura ishyirwa mu bikorwa rya politiki, ingamba na gahunda bijyanye n'ibidukikije, ubumenyi bw'ikirere n'umutungo kamere binyujijwe mu:	4° monitoring and evaluating the implementation of sector and sub-sectors policies, strategies and programs through:	4 ° faire le suivi et l'évaluation de la mise en œuvre des politiques, stratégies et programmes sectoriels et sous-sectoriels à travers:
a. gushyiraho no gukurikirana ishyirwa mu bikorwa ry'uburyo bukwiye bwo gukurikirana no gusuzuma impinduka zijyanye n'ibidukikije n'ikirere mu Gihugu no mu Karere;	a. setting up and implementation of appropriate mechanisms and systems for monitoring and evaluation of the environment and climate change situation in the country as well as in the region;	a. la mise en place et l'application des mécanismes et des systèmes appropriés de suivi et d'évaluation de la situation de l'environnement et des changements climatiques dans le pays ainsi que dans la région;
b. gukurikirana no kugenzura ishyirwa mu bikorwa n'iyubahirizwa rya politiki n'amategeko bishimangira kubungabunga ibidukikije, serivisi z'ubumenyi bw'ikirere n'ikoreshwa neza ry'umutungo kamere mu bikorwa binyuranye mu Gihugu;	b. monitoring and assessing the implementation and mainstreaming of policies and laws that enhance the Protection of Environment, meteorological services and the rational utilization of natural resources in all cross-cutting sectors in the country;	b. le suivi et l'évaluation de la mise en œuvre et de l'intégration des politiques et des lois sur la protection de l'environnement, promotion de la météorologie et l'utilisation rationnelle des ressources naturelles dans tous les secteurs dans le pays ;
c. gukurikirana ibipimo by'imikorere mu bijyanye n'ibidukikije, ubumenyi bw'ikirere n'umutungo kamere no guhuza amakuru aturuka mu nzego	c. monitoring the sector performance indicators and consolidating the data from decentralized institutions;	c. le suivi des indicateurs de performance dans le secteur et la consolidation des données provenant des institutions

z'ibanze;

- d. gushyikiriza Guverinoma raporo zitangwa mu gihe runaka na buri mwaka zigaragaza uruhare za politiki, ingamba, gahunda n'imishyamba ijyanye n'ibidukikije, ubumenyi bw'ikirere n'umutungo kamere bigira ku iterambere rirambye ry'Igihugu;

5° kugenzura inzego ireberera binyujijwe mu:

- a. gutanga imirongo ngenderwaho mu ishyirwa mu bikorwa rya gahunda zihariye zigomba gushyirwa mu bikorwa n'inzego ireberera n'inzego z'ibanze;
- b. gutanga umurongo ngenderwaho ku mikorere y'inzego za Leta zikora mu bijyanye n'ibidukikije, ubumenyi bw'ikirere n'umutungo kamere no guteza imbere guhuza ingufu z'abafatanyabikorwa;

6° gushaka umutungo ukenewe mu iterambere ry'ibidukikije, ubumenyi bw'ikirere n'umutungo kamere n'ibifitanye isano na byo binyujijwe mu:

- a. guhuza ibikorwa byo gushaka umutungo no kugenzura uko ukoresheha hagamijwe kuwukoresha neza mu iterambere ry'ibidukikije, ubumenyi bw'ikirere n'umutungo kamere;
- b. gushyiraho uburyo bwo guteza imbere ishoramari n'iterambere ry'ibidukikije, ubumenyi bw'ikirere n'umutungo kamere.

- d. submitting to the Government periodic and annual reports on the impact of the sector policies, strategies, programs and projects on sustainable national socio economic development;

5° overseeing the institutions under supervision through:

- a. guidance and orientations on the implementation of specific programs to be realized by the institutions under supervision and Local Governments;
- b. supervision and orientations on the functioning of sector public institutions and promote synergies between various actors intervening in the sector;

6° mobilizing resources for the development of the sector and related programs through:

- a. coordination of activities of mobilizing resources and supervise actions to ensure their rational utilization in the sector development;
- b. mechanisms put in place for promoting investment and development in the sector.

décentralisées;

- a. des rapports périodiques et annuels soumis au Gouvernement concernant l'impact des politiques, stratégies, programmes et projets sectoriels sur le développement durable socio-économique;

5° superviser les institutions sous sa tutelle par le biais de:

- a. des conseils et des orientations sur la mise en œuvre des programmes spécifiques qui doivent être réalisés par les institutions sous sa tutelle et dans les entités décentralisées;
- b. la supervision et orientations sur le fonctionnement des institutions du secteur public et la promotion des synergies entre les différents acteurs intervenant dans le secteur;

6° mobiliser des ressources pour le développement du secteur et des programmes connexes à travers:

- a. la coordination des activités de mobilisation des ressources et la supervision des actions pour garantir l'utilisation rationnelle des ressources dans le développement du secteur;
- b. les mécanismes mis en place pour la promotion de l'investissement et le développement dans le secteur.

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

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

Ingingo 4: Igenwa ry'umushahara

Imishahara y'Abakozi ba Minisiteri y'Umutungo Kamere igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara y'abakozi ba Leta.

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

Ingingo 5: Ibigize umushahara mbumbe

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

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

Article 3: Organizational structure and job profiles

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

Article 4: Determination of the salary

Salaries for employees of the Ministry of Natural Resources shall be determined basing on the job classification and in accordance with general principles on salary calculation in Public Service.

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

Article 5: Composition of the gross salary

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

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

Article 3: Structure organisationnelle et profils d'emplois

La structure organisationnelle et les profils d'emplois du Ministère des Ressources Naturelles sont respectivement en annexes I et II du présent arrêté.

Article 4: Détermination du salaire

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

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

Article 5: Composition du salaire brut

Le salaire brut mensuel pour chaque agent comprend principalement:

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

Indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo ntigenerwa abayobozi bari ku nzego z'imirimo za "F" na "2.III" boroherezwa ingengo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze; ndetse n'abakozi bari ku rwego rwa "3" bagenerwa indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

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

L'indemnité de transport dont question à l'alinéa premier du présent article n'est pas allouée aux agents aux postes de niveau "F" et "2.III" pour lesquels le transport est facilité selon les instructions du Ministre ayant le transport dans ses attributions, ainsi que ceux aux postes de niveau "3" qui bénéficient d'une indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Ingingo ya 6: Ibindi bigenerwa Umunyamabanga Uhoraho

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

- 1° amafaranga yo kwishyura telefoni yo mu biro angana n'ibihumbi ijana y'u Rwanda (100,000 Frw) buri kwezi, n'aya telefoni igendanwa angana n'ibihumbi ijana (100,000 Frw) buri kwezi;
- 2° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200, 000 frw) buri kwezi anyura kuri konti y'urwego bireba;
- 3° Leta imworohereza ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

Article 6: Fringe benefits for Permanent Secretary

The Permanent Secretary in the Ministry of Natural Resources shall be entitled to the following fringe benefits:

- 1° one hundred thousand Rwandan francs (Rwf 100,000) per month for office land line and one hundred thousand Rwandan francs (Rwf 100,000) per month for mobile phone;
- 2° office guest's entertainment allowance of two hundred thousand Rwandan francs (Rwf 200,000) per month and transferred to the institution's account;
- 3° the Government shall facilitate his/her transport in accordance with the Instructions of the Minister in charge of transport.

Article 6: Avantages alloués au Secrétaire Permanent

Le Secrétaire Permanent au sein du Ministère des Ressources Naturelles bénéficie des avantages suivants:

- 1° les frais de communication par téléphone de bureau équivalant à cent mille francs Rwandais (100.000 Frw) et de téléphone portable équivalant à cent mille francs rwandais (100.000 Frw) par mois;
- 2° les frais de représentation au service équivalant à deux cent mille francs rwandais (200.000 Frw) chaque mois et domiciliés au compte de l'institution concernée;
- 3° l'Etat lui facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 7: Ibindi bigenerwa Umujyanama wa Minisitiri n'Umujyanama w'Umunyamabanga wa Leta uri ku rwego rwa "2.III"

Umujyanama wa Minisitiri n'Umujyanama

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

Advisor to the Minister and Advisor to the State

Article 7: Autres avantages alloués au Conseiller du Ministre et au Conseiller du Secrétaire d'Etat au poste de niveau "2.III"

Le Conseiller du Ministre et le Conseiller du

w'Umunyamabanga wa Leta bagenerwa buri wese ibindi bimufasha gutunganya imirimo mu buryo bukurikira:

Minister shall each be entitled to fringe benefits as follows:

Secrétaire d'Etat bénéficie des avantages comme suit:

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

1° seventy thousand Rwandan francs (Rwf 70,000) per month for mobile phone;

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

2° Leta yorohereza buri wese ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

2° the Government shall facilitate his/her transport in accordance with the Instructions of the Minister in charge of transport.

2° l'Etat facilite leur transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

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

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

Article 8: Autres avantages alloués aux Directeurs d'Unités et fonctionnaires aux postes de niveau "3"

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

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

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

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

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

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

2° indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

2° a special transport allowance in accordance with the instructions of the Minister in charge of public service.

2° indemnité spéciale de transport conformément aux Instructions du Ministre ayant la fonction publique dans ses attributions.

Abayobozi b'Amashami bari ku rwego rw'imirimo rwa "3" bafite itsinda ry'abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe y'urwego bakorera, bagenerwa kandi amafaranga ibihumbi ijana y'u Rwanda (Rwf 100,000) buri kwezi ya telefoni yo mu biro.

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

Les Directeurs d'Unités aux postes de niveau "3" ayant des agents placés sous leur responsabilité suivant la structure organisationnelle approuvée, bénéficient en plus chacun des frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) par mois.

Ingingo ya 9: Indamunite z'urugendo rw'imodoka

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

Ingingo ya 10: Abashinzwe kubahiriza iri teka

Minisitiri w'Umutungo Kamere, Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri w'Ibikorwa Remezo na Minisitiri w'Imari n'Igenamigambi basabwe kubahiriza iri teka.

Ingingo ya 11: Ivanwaho ry'iteka n'ingingo binyuranyije n'iri teka

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

Ingingo ya 12: Igihe iteka ritangira gukurikizwa

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

Kigali, ku wa 27/2/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

Article 9: Mileage allowances

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

Article 10: Authorities responsible for the implementation of this Order

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

Article 11: Repealing provision

All other prior provisions contrary to this Order are hereby repealed.

Article 12: Commencement

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

Kigali, on 27/2/2015

(sé)
MUREKEZI Anastase
Prime Minister

Article 9: Indemnités kilométriques

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

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

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

Article 11: Disposition abrogatoire

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

Article 12: Entrée en vigueur

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

Kigali, le 27/2/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Bibonywe kandi bishyizweho Ikirango cya **Seen and sealed with the Seal of the Republic:**

Vu et scellé du Sceau de la République:

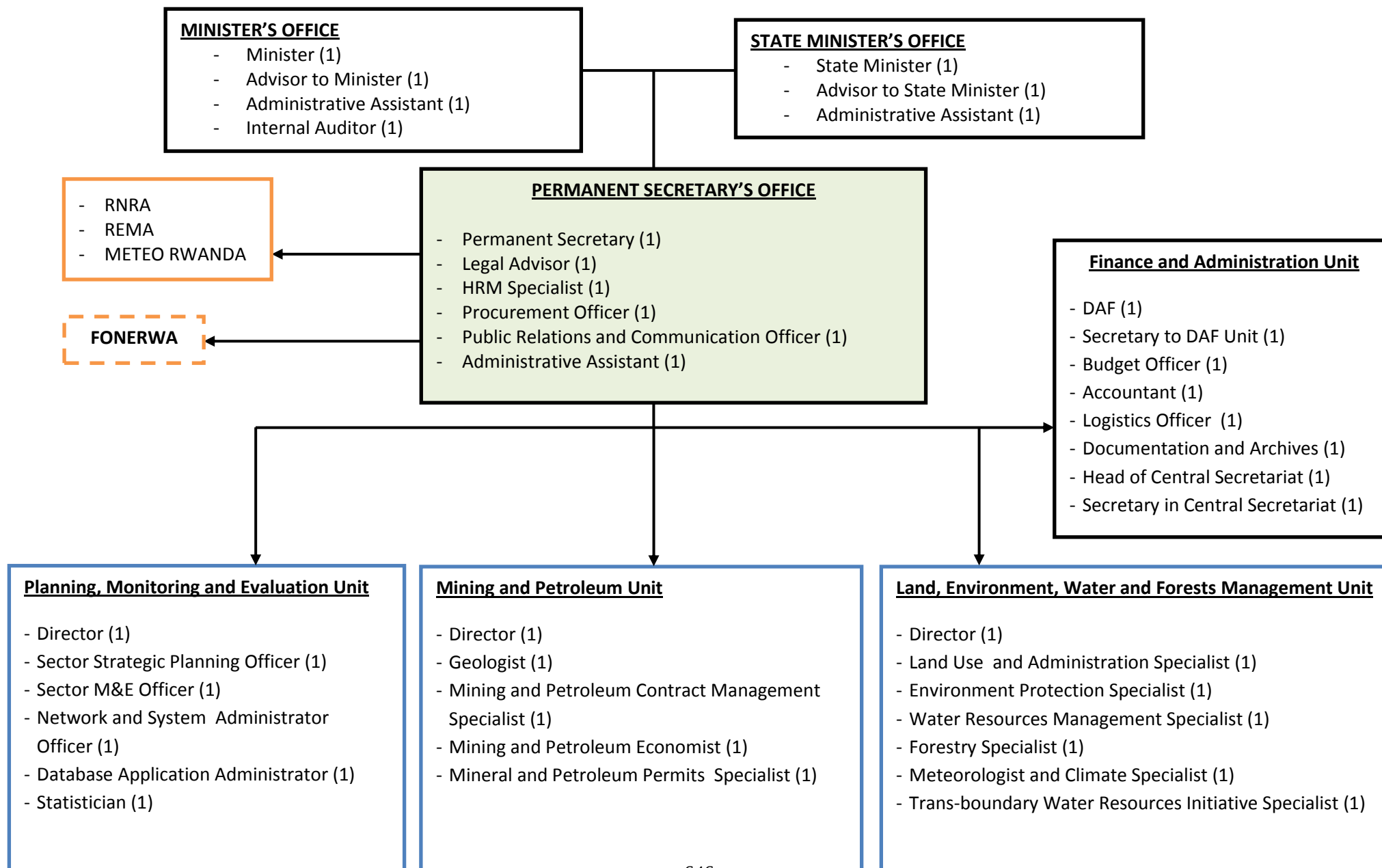
(sé)
BUSINGYE Johnston
Minisitiriw'Ubutabera/Intumwa Nkuru ya Leta

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

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

UMUGEREKA WA I W'ITEKA RYA MINISITIRI W'INTEBE N° 47/03 RYO KUWA 27/2/2015 RIGENA INSHINGANO, N'IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'UMUTUNGO KAMERE (MINIRENA)	ANNEX I TO PRIME MINISTER'S ORDER N° 47/03 OF 27/2/2015 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE MINISTRY OF NATURAL RESOURCES (MINIRENA)	ANNEXE I A L'ARRETE DU PREMIER MINISTRE N° 47/03 DU 27/2/2015 PORTANT MISSION FONCTIONS, STRUCTURE ET ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DES RESSOURCES NATURELLES (MINIRENA)

Official Gazette No. Special of 28/02/2015
MINIRENA - ORGANISATIONAL CHART



Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 47/03 ryo ku wa 27/2/2015 rigena inshingano, n'imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Umutungo Kamere (MINIRENA)

Kigali, ku wa 27/2/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

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

Seen to be annexed to Prime Minister's Order n° 47/03 of 27/2/2015 determining mission and functions, organisational structure, salaries and fringe benefits for employees in the Ministry of Natural Resources (MINIRENA)

Kigali, on 27/2/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n° 47/03 du 27/2/2015 portant mission fonctions, structure et organisationnelle, salaires et autres avantages accordés au personnel du Ministère des Ressources Naturelles (MINIRENA)

Kigali, le 27/2/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République:

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

UMUGEREKA WA II W'ITEKA RYA MINISITIRI W'INTEBE N° 47/03RYO KU WA 27/2/2015 RIGENA INSHINGANO, N'IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'UMUTUNGO KAMERE (MINIRENA)	ANNEX II TO PRIME MINISTER'S ORDER N° 47/03 OF 27/2/2015 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE MINISTRY OF NATURAL RESOURCES (MINIRENA)	ANNEXE II A L'ARRETE DU PREMIER MINISTRE N° 47/03 DU 27/2/2015 PORTANT MISSION FONCTIONS, STRUCTURE ET ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DES RESSOURCES NATURELLES (MINIRENA)

MINIRENA JOB PROFILES

Administrative Unit	Job Title	Title of job position linked with the job	Required qualification, Experience and Profiles	Number of proposed Job Positions
Office of the Minister	Minister	Minister	Political Appointee	1
	Advisor	Advisor to the Minister	A0 Environmental Sciences, Land Management, Agriculture, Development Studies, Geography, Management, Public Administration, Administrative Sciences, Civil Engineering; with 5 years of working experience and 2 years in a senior position; or Master or Equivalent in Environmental Sciences, Land Management, Ecology, Agriculture, Development Studies, Geography Information System & Remote sensing, Management, Public Administration, Administrative Sciences, Hydrology, Civil Engineering; with 3 years of working experience. <u>Key Technical Skills & Knowledge required:</u> - Extensive knowledge and understanding of the Rwandan Natural Resources Management - Good knowledge of government policy on Natural Resources; - Knowledge of the Natural Resources sector policies and issues; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French, knowledge of all is an advantage	1

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	Administrative Assistant	Administrative Assistant to the Minister	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Social work , Sociology, Law <u>Key technical skills and knowledge required:</u> - Knowledge in Office management; - Knowledge of customer care satisfaction; - Excellent communication, organisation and interpersonal skills; - Fluent in Kinyarwanda, English and/or French, knowledge of all is an advantage	1
	Internal Auditor	Internal Auditor	A0 in Accounting, Public Finance or Management with specialization in Finance/Accounting. <u>Key technical skills and knowledge required:</u> - Detailed knowledge of financial and audit standards, HR and Financial regulations, procedures; - Knowledge of Financial software; - Planning skills; - Excellent communication, organisation and interpersonal skills; - Computer skills; - High analytical skills; - Report writing and presentation skills; - Time management skills; - Team working skills; - Excellent problem solving skills and clear logical sense; - Fluent in Kinyarwanda, English and/or French, knowledge of all is an advantage	1
Sub total				4
Office of the Minister of State	Minister	Minister of State	Political Appointee	1

	Advisor	Advisor to the Minister of State	A0 in Economics, Management, Public Administration, Administrative Sciences with 5 years of working experience including 2 years in a senior position or Master's Degree or Equivalent in Economics, Management, Public Administration, Administrative Sciences with 3 years of working experience <u>Key Technical Skills & Knowledge required:</u> - Extensive knowledge and understanding of the Rwandan Resources Management - Good knowledge of government policy on Natural Resources; - Knowledge of the Natural Resources sector policies and issues; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage	1
	Administrative Assistant	Administrative Assistant to the Minister of State	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Social work, Sociology, Law <u>Key technical skills and knowledge required:</u> - 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 French	1
Sub total				3
Office of the PS	Permanent Secretary	Permanent Secretary	Political Appointee	1

	Legal Advisor	Legal Advisor	A0 in law with 3 years of working experience; Or Master's Degree or Equivalent in Law with 1 year working experience. <u>Knowledge and technical skills required:</u> - Knowledge of Substantive Law and Legal Procedures; - Report writing and presentation skills; - Analytical and problem solving; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and French.knowledge of all is an advantage	1
	HRM Specialist	HRM Specialist	A0 in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Specialisation in Human Resource Management with 3 years of working experience or Master's Degree in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Specialization in Human Resource Management <u>Knowledge and technical skills required:</u> - Deep knowledge of Rwandan Public Service and Labor Law; - Knowledge in Conflict Management; - Knowledge of Human Resources Concepts, Practices, Policies and Procedures; - Problem Solving Skills; - Computer Skills; - Judgement and Decision Making Skills; - Time Management Skills; - Interview Skills; - High Analytical Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/or French ;knowledge of all is an advantage	1

	Procurement	Procurement Officer	A0 in Procurement, Management, Public Finance, Economics, Law, Accounting <u>Key technical skills and knowledge required:</u> - 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 trends of commodities; - Knowledge in contract drafting and negotiation; - Category management skills; - Time management skills; - Decision making skills; - Excellent communication skills; - Computer skills; - Fluent in Kinyarwanda, English and French. knowledge of all is an advantage	1
	Public Relations and Communication	Public Relations & Communication Officer	A0 in Journalism, Communication, International Relations, Marketing, Linguistics and Literature <u>Key technical skills and knowledge required:</u> - Excellent communication skills both orally and in writing; - Excellent interpersonal skills; - Report writing and presentation skills; - Computer skills; - Creativity and initiative; - Good organisational and time-management skills; - Team working skills; - Effective public relations and public speaking skills; - Interviewing skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage	1

	Administrative Assistant	Administrative Assistant to the PS	A1 in Secretariat Studies, Office Management; Or A0 in Secretariat Studies, Office Management, Administrative Sciences, Public Administration, Management, sociology, social work, Law Key technical skills and knowledge required: - Knowledge in Office management; - Knowledge of customer care satisfaction; - Excellent communication, organisation and interpersonal skills; - Computer knowledge (Word processing, Power Point and Internet); - Time management skills; - Analytical and problem solving; - Fluent in Kinyarwanda, English and/or French	1
Sub total				6
Planning, Monitoring and Evaluation Unit	Director	Director of Planning, Monitoring and Evaluation Unit	A0 in Management, Economics, Development Studies, Project Management, with 3 years of working experience or Master's Degree in Management, Economics, Public Policy, Development Studies, Project Management, with 1 year of working experience Key Technical Skills & Knowledge required: - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's Justice Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French, knowledge of all is an advantage	1

	Sector Strategic Planning	Sector Strategic Planning Officer	A0 in Management, Economics, Development Studies, Project Mngement Key Technical Skills & Knowledge required: - Knowledge of cost analysis techniques; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financia software (SMART IFMIS); - Judgment & Decision Making Skills; - Deep understanding of financial accounts; - High Analytical Skills - Interpersonal skills; - Time management Skills - Complex Problem solving; -Flexibility Skills; - fluent in Kinyarwanda, English and/ or French;knowledge of all is an advantage	1
	Sector M&E Officer	Sector M&E Officer	A0 in Management, Economics, Development Studies, Project Mngement Key Technical Skills & Knowledge required: - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Knowledge of Research and development policies and strategies; - Knowledge to conduct monitoring exercises; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Complex Problem Solving; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; - knowledge of all is an advantage	1

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

	Database Application Administrator	Database Application Administrator	A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage or A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering Key Technical Skills & Knowledge required: - Knowledge of Rwanda's ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems - Proficient in Microsoft Office products - Proficient in basic networking protocols and standards - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic equipment, and computer hardware and software, including applications and programming; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Statistics	Statistician	A0 in Applied Mathematics, Statistics, Economics. Key Technical Skills & Knowledge required: Knowledge of Strategic planning; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
Sub total				6

Mining and Petroleum Unit	Director	Director of Mining and Petroleum Unit	A0 in Geology, Mining Engineering, Petroleum Exploration with 3 years of working experience; Or Master's Degree or Equivalent in Geology, Mining Engineering, Petroleum Exploration with 3 years of working experience. Key technical skills and knowledge required: - Excellent organizational skills; - Ability to organize, schedule and utilize time well; - Ability to coordinate, organize and anticipate details for special programs and events; - Ability to coordinate and handle multiple priorities; - Ability to juggle multiple/conflicting priorities and set priorities; - Ability to manage multiple projects successfully; - Ability to work under pressure on a variety of projects simultaneously; - Effective management, organizational, budgeting and planning skills; - Successful experience in the areas of decision making, project management, and budgeting; - The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines; - Detail oriented and the ability to set priorities and objectives; - Organized, detail oriented, neat and able to meet deadlines; - Ability to work as a team coordinator; - Ability to work and make decisions with minimal supervision; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Geologist	Geologist Officer	A0 in Geology Key Technical Skills & Knowledge required: - High analytical and problem solving skills; - Knowledge of Geology sector; - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and French, knowledge of all is an advantage.	1

	Mining and Petroleum Contract Management	Mining and Petroleum Contract Management Specialist	A0 in Law in with 3 years of working experience in natural Resource Management; Or Master's Degree in Law. <u>Key Technical Skills & Knowledge required:</u> - High analytical and problem solving skills; - Knowledge of petroleum sector; - Decision making skills; - Experience in contract drafting and negotiation; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and French, knowledge of all is an advantage.	1
	Mining and Petroleum Economist	Mining and Petroleum Economist	A0 in Economics, Finance, Statistics with 3 years of working experience in Natural Resource Management ; Or Master's Degree in Economics, Finance, Statistics with experience in Natural Resource Management <u>Key technical skills and knowledge required:</u> - High analytical and problem solving skills; - Knowledge of petroleum sector; - Decision making skills; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and French, knowledge of all is an advantage.	1

	Mineral and Petroleum Permits specialist	Mineral Petroleum specialist	and Permits	A0 in Geography, Natural Sciences, Environment Sciences with Skill in GIS and 3 years of working experience; Or Master's Degree or Equivalent in Geography, Natural Sciences, Environment Sciences <u>Key technical skills and knowledge required:</u> - Good knowledge of government policy on Natural Resources; - Knowledge of the Natural Resources sector policies and issues; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills; - Fluent in Kinyarwanda, English and French, knowledge of all is an advantage.	1
Sub total					5

Land, Environment, Water and Forests Management Unit	Director of the Unit	Director of Land, Environment, Water and Forests Management Unit	A0 in Environmental Sciences with 3 years of working experience; Or Master's Degree or Equivalent in Environmental Sciences with 1 year of working experience. <u>Key technical skills and knowledge required:</u> - Excellent organizational skills; - Ability to organize, schedule and utilize time well; - Ability to coordinate, organize and anticipate details for special programs and events; - Ability to coordinate and handle multiple priorities; - Ability to juggle multiple/conflicting priorities and set priorities; - Ability to manage multiple projects successfully; - Ability to work under pressure on a variety of projects simultaneously; - Effective management, organizational, budgeting and planning skills; - Successful experience in the areas of decision making, project management, and budgeting; - The ability to independently manage the details of multiple programs and projects, to track activities and to meet deadlines; - Detail oriented and the ability to set priorities and objectives; - Organized, detail oriented, neat and able to meet deadlines; - Ability to work as a team coordinator; - Ability to work and make decisions with minimal supervision; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.	1

	Land Use and Administration Specialist	Land Use and Administration Specialist	A0 in Land Management, Land Law, Rural Engineering, Environmental Sciences; with 3 years of working experience; Or Master's Degree or Equivalent in Land Management, Land Law, Rural Engineering, Environmental Sciences. Key technical skills and knowledge required: - Extensive knowledge and understanding of the Rwandan Natural Resources Management - Good knowledge of Land use and management; - Knowledge of the Natural Resources sector policies and issues; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.	1
	Environmental Protection Specialist	Environmental Protection Specialist	A0 in Environmental Sciences, Natural Sciences, Ecology, Biology and Forestry, with 3 years of working experience; Or Master's Degree or Equivalent in Environmental Sciences, Natural Sciences, Ecology, Biology and Forestry. Key technical skills and knowledge required: - Extensive knowledge and understanding of the Rwandan Natural Resources Management - Good knowledge of government policy on Environment; - Knowledge of the Natural Resources sector policies and issues; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage.	1

	Water Resources Management Specialist	Water Resources Managemnt Specialist	A0 in Hydrology, Environmental and Civil Engineering, Water Resource Management, Water and Sanitation, with 3 years of working experience; Or Master's Degree or Equivalent in Hydrology, Environmental and Civil Engineering, Water Resource Management, Water and Sanitation. Key technical skills and knowledge required: - Extensive knowledge and understanding of the Rwandan Natural Resources Management - Good knowledge of Water resources management government policy; - Knowledge of the Natural Resources sector policies and issues; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills; - Fluent in Kinyarwanda, English and French. knowledge of all is an advantage.	1
	Forestry Specialist	Forestry Specialist	A0 in Forestry, Agronomy, Environmental Sciences, Ecology, with 3 years of working experience; Or Master's Degree or Equivalent in Forestry, Agriculture, Environmental Sciences, Ecology Key technical skills and knowledge required: - Extensive knowledge and understanding of the Rwandan Natural Resources Management - Good knowledge of Forestry management government policy; - Knowledge of the Natural Resources sector policies and issues; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills; - Fluent in Kinyarwanda, English and French, knowledge of all is an advantage.	1

	Meteorologist and Climate Specialist	Meteorologist and Climate Specialist	A0 in Meteorology, Climatology, Climate sciences, Agro meteorology with 3 years of working experience; Or Master's Degree or Equivalent in Meteorology, Climatology, Climate sciences, Agro meteorology. Key technical skills and knowledge required: - Extensive knowledge and understanding of the Rwandan Natural Resources Management - Advanced scientific skills in meteorological applications, - Knowledge of the Natural Resources sector policies and issues; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills; - Fluent in Kinyarwanda, English and French, knowledge of all is an advantage.	1
	Trans-boundary Water Resources Initiative Specialist	Trans-boundary Water Resources Initiative Specialist	A0 in Environmental Management, Political Science, Public Administration, International Relations with 3 years of working experience; Or Master's Degree or Equivalent in Environmental Management, Political Science, Public Administration, International Relations. Key technical skills and knowledge required: - Extensive knowledge and understanding of the Rwandan Natural Resources Management - Good knowledge of Trans-boundary Water management government policy; - Knowledge of the Natural Resources sector policies and issues; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - International Relations skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills; - Fluent in Kinyarwanda, English and French knowledge of all is an advantage.	1
Sub total				7

Finance & Administration Unit	Director	Director of Finance and Administration Unit	Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or Bachelor's degree in Accounting, Public Finance, Finance, or Management with specialisation in Finance with at least 3 years working experience <u>Key Technical Skills & Knowledge required:</u> - Leadership and management skills; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software(SMART IFMIS); - Knowledge of human resources concepts, practices, policies, and procedures; - Knowledge of organizational structure, workflow, and operating procedures; -Knowledge in Monitoring & System Evaluation; - Time management Skills- Interviewing Skills; - Judgment & Decision making skills; - Complex Problem solving; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

	Secretary	Secretary to DAF Unit	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Office Management, Social Work, Sociology, Law <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Budget Officer	Budget Officer	A0 in Finance, Accounting, Management, and Economics <u>Key Technical Skills & Knowledge required:</u> - Planning and organisational skills - Communication skills, Strong IT skills - Time management skills - Team working skills - Judgement and decision making - Skills interpersonal skills - Complex problem solving - Deep understanding of financial accounts - Flexibility skills - Knowledge of cost analysis technics - Fluent in kinyarwanda, English and French; knowledge of all is an advantage	1

	Accounting	Accountant	A0 in Accounting, Finance, Management with specialization in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA, etc) <u>Key Technical Skills & Knowledge required:</u> - 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 Financia software (SMART IFMIS); - Judgment & Decision Making Skills; - High Analytical Skills - Interpersonal skills; - Time management Skills - Complex Problem solving; - Flexibility Skills; - Fluent in Kinyarwanda, English and French ;knowledge of all is an advantage	1
	Logistics	Logistics Officer	A0 in Store Management, Management, Fianance, Accounting, Economics, Public Administration, Administrative Sciences, <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writting & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negociation Skills; - Team working Skills - Problem Solving Skills; - Fluent in Kinyarwanda, English and French ;knowledge of all is an advantage	1

	Documentation and Archives	Documentation and Archives Officer	A0 in Library & information Science or A1 in Library & information system, Office Management, and Biblioteconomy <u>Key Technical Skills & Knowledge required:</u> - proficiency in information technology; - Computer literacy Bookkeeping Skills; - Knowledge of integrated document management; - Knowledge of archive management software; - Knowledge of the documentation management system(DMS) would be an advantage; - Organizational Skills; - Interpersonal Skills; - Planning Skills; - Communication Skills; - Report writing & Presentation skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Central Secretariat	Head of Central Secretariat	A1 in Secretariat Studies, Office Management, Library and Information Science with 2 years of working experience or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law, Library and Information Science <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; -Bookkeeping Skills; -Analytical & Problem solving Skills; -Decision Making Skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

	Central Secretariat	Secretary in Central Secretariat	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
Sub total				8
TOTAL				39

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 47/03 ryo ku wa 27/2/2015 rigena inshingano, n'imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Umutungo Kamere (MINIRENA)

Kigali, ku wa 27/2/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

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

Seen to be annexed to Prime Minister's Order n° 47/03 of 27/2/2015 determining mission and functions, organisational structure, salaries and fringe benefits for employees in the Ministry of Natural Resources (MINIRENA)

Kigali, on 27/2/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n° 47/03 du 27/2/2015 portant mission fonctions, structure et organisationnelle, salaires et autres avantages accordés au personnel du Ministère des Ressources Naturelles (MINIRENA)

Kigali, le 27/2/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République:

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

UMUGEREKA WA III W'ITEKA RYA MINISITIRI W'INTEBE N° 47/03 RYO KU WA 27/2/2015 RIGENA INSHINGANO, N'IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'UMUTUNGO KAMERE (MINIRENA)	ANNEX III TO PRIME MINISTER'S ORDER N° 47/03 OF 27/2/2015 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE MINISTRY OF NATURAL RESOURCES (MINIRENA)	ANNEXE III A L'ARRETE DU PREMIER MINISTRE N° 47/03 DU 27/2/2015 PORTANT MISSION FONCTIONS, STRUCTURE ET ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DES RESSOURCES NATURELLES (MINIRENA)

MINIRENA SALARY STRUCTURE

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Permanent Secretary	441	F	2869	1,613,167
Advisor to the Minister	330	2.III	1890	892,962
Advisor to the State Minister	330	2.III	1890	892,962
Director of Planning, Monitoring and Evaluation Unit	330	3.II	1369	646,807
Director of Land, Environment, Water and Forest Unit	330	3.II	1369	670,524
Director of Mining and Petroleum Unit	330	3.II	1369	670,524
Director of Administration and Finance Unit	330	3.II	1369	646,807
Legal Advisor	330	3.II	1369	646,807
HRM Specialist	330	3.II	1369	646,807
Environment Protection Specialist	330	3.II	1369	646,807
Water Resources Management Specialist	330	3.II	1369	646,807
Land Use and Administration Specialist	330	3.II	1369	646,807
Forestry Specialist	330	3.II	1369	646,807
Geologist	330	3.II	1369	646,807
Trans-boundaries Water Resources Initiatives Specialist	330	3.II	1369	646,807
Mining and Petroleum Contract Management Specialist	330	3.II	1369	646,807
Mining and Petroleum Economist	330	3.II	1369	646,807
Mineral and Petroleum Permits Specialist	330	3.II	1369	646,807
Meteorologist and Climate Specialist	330	3.II	1369	646,807
Sector Strategic Planning Officer	300	4.II	1141	490,077
Statistician	300	4.II	1141	490,077
Public Relations and Communication Officer	300	4.II	1141	485,333
Network and System administrator	300	4.II	1141	485,333
Database and Application Officer	300	4.II	1141	485,333
Sector Monitoring and Evaluation Officer	300	4.II	1141	485,333
Procurement Officer	300	5.II	951	404,515
Budget Officer	300	5.II	951	404,515
Accountant	300	5.II	951	404,515
Internal Auditor	300	5.II	951	404,515
Logistics Officer	300	5.II	951	404,515
Administrative Assistant to the Minister	300	5.II	951	404,515
Administrative Assistant to the State Minister	300	5.II	951	404,515
Administrative Assistant to the PS	300	5.II	951	404,515
Documentation and Archives	300	6.II	793	337,308
Head of Central Secretariat	300	7.II	660	280,736
Secretary in Central Secretariat	300	8.II	508	216,081
Secretary to DAF	300	8.II	508	216,081

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 47/03 ryo ku wa 27/2/2015 rigena inshingano, n'imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Umutungo Kamere (MINIRENA)

Kigali, ku wa 27/2/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

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

Seen to be annexed to Prime Minister's Order n° 47/03 of 27/2/2015 determining mission and functions, organisational structure, salaries and fringe benefits for employees in the Ministry of Natural Resources (MINIRENA)

Kigali, on 27/2/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n° 47/03 du 27/2/2015 portant mission fonctions, structure et organisationnelle, salaires et autres avantages accordés au personnel du Ministère des Ressources Naturelles (MINIRENA)

Kigali, le 27/2/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République:

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

ITEKA RYA MINISITIRI W'INTEBE
N° 48/03 RYO KU WA 27/2/2015 RIGENA
INSHINGANO, N'IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO, IMISHAHARA
N'IBINDI BIGENERWA ABAKOZI MURI
MINISITERI Y'UBUZIMA (MINISANTE)

PRIME MINISTER'S ORDER N° 48/03 OF
27/2/2015 DETERMINING MISSION,
FUNCTIONS, AND ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES IN THE
MINISTRY OF HEALTH (MINISANTE)

ARRETE DU PREMIER MINISTRE N°
48/03 DU 27/2/2015 PORTANT MISSION
FONCTIONS ET STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DE LA SANTE
(MINISANTE)

ISHAKIRO

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**ITEKA RYA MINISITIRI W'INTEBE
N° 48/03 RYO KU WA 27/2/2015 RIGENA
INSHINGANO, N'IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO, IMISHAHARA
N'IBINDI BIGENERWA ABAKOZI MURI
MINISITERI Y'UBUZIMA (MINISANTE)**

**PRIME MINISTER'S ORDER N° 48/03 OF
27/2/2015 DETERMINING MISSION,
FUNCTIONS, AND ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES IN THE
MINISTRY OF HEALTH (MINISANTE)**

**ARRETE DU PREMIER MINISTRE N°
48/03 DU 27/2/2015 PORTANT MISSION
FONCTIONS ET STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DE LA SANTE
(MINISANTE)**

Minisitiri w'Intebe;

The Prime Minister;

Le Premier Ministre;

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo ku wa 04 Kamena 2003 nk'uko ryavugururwe kugeza ubu, cyane cyane mu ngingo zaryo, iya 118, iya 119, 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 118, 119, 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 118, 119, 121 et 201;

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

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

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

Asubiye ku Iteka rya Minisitiri w'Intebe n° 97/03 ryo ku wa 25/08/2011 rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimo bya Minisitiri y'Ubuzima;

Having reviewed Prime Minister's Order n° 97/03 of 25/08/2011 determining the mission, functions, organizational structure and summary of job positions of the Ministry of Health;

Revu l'Arrêté du Premier Ministre n° 97/03 du 25/08/2011 portant mission, fonctions, structure organisationnelle et synthèse des emplois du Ministère de la Santé;

Asubiye ku Iteka rya Minisitiri w'Intebe n° 53/03 ryo kuwa 14/07/2012 rishyiraho imishahara n'ibindi bigenerwa abakozi bo mu butegetsi bwite bwa Leta, nk'uko ryahinduwe kandi ryujijwe kugeza ubu;

Having reviewed Prime Minister's Order n° 53/03 of 14/07/2012 establishing salaries and fringe benefits for public servants of the Central Government as modified and complemented to date;

Revu l'Arrêté du Premier Ministre n° 53/03 du 14/07/2012 fixant les salaires et autres avantages accordés au personnel de l'Administration Centrale, tel que modifié et complété à ce jour;

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;

ATEGETSE:

HEREBY ORDERS:

ARRETE:

Ingingo ya mbere: Icyo iri teka rigamije

Iri teka rigena inshingano n'imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi bya Minisiteri y'Ubuzima (MINISANTE).

Ingingo ya 2: Inshingano

Minisiteri y'Ubuzima ifite inshingano rusange yo guteza imbere ubuzima bw'abaturage ibinyujije mu kubagezaho serivisi z'ubuzima zibarinda, zibakiza n'izituma basubirana ubuzima bwiza.

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

1 ° guteza imbere, kumenyekanisha no guhuza ishyingirwa mu bikorwa rya politiki, ingamba na gahunda z'ubuzima ibinyujije mu:

- a. gushyiraho politiki, ingamba na gahunda z'ubuzima;
- b. guhuza no gushyiraho politiki, ingamba na gahunda z'ubuzima mu bigo biyishamikiyeho;

2 ° gutunganya urwego rw'ubuzima binyuze mu:

- a. gutegura no kumenyekanisha amategeko n'amabwiriza agamije guteza imbere urwego rw'ubuzima;
- b. gushyiraho no kumenyekanisha ibipimo ngenderwaho bikoreshejwe mu buvuzi;

Article One: Purpose of this Order

This Order determines mission functions and organizational structure, salaries and fringe benefits for its employees in the Ministry of Health (MINISANTE).

Article 2: Mission and functions

The general mission of the Ministry of Health shall be to promote the health of the population through the delivery of preventive, curative and rehabilitative health services.

Specifically, the Ministry of Health shall be responsible for:

1 ° developing, disseminating and coordinating the implementation of health policies, strategies and programs through:

- a. elaboration of national health policies, strategies and programs;
- b. coordination and elaboration of policies, strategies and programs of the institutions under its supervision;

2 ° regulating the health sector through:

- a. Drafting and disseminating laws, regulations and instructions to promote the health sector ;
- b. setting up and disseminating standards applicable to health sector;

Article premier: Objet du présent arrêté

Le présent arrêté porte mission, fonctions, et structure organisationnelle ainsi que salaires et autres avantages accordés à au personnel du Ministère de la Santé (MINISANTE).

Article 2: Mission et fonctions

Le Ministère de la Santé a pour mission générale de promouvoir la santé de la population à travers les services sanitaires préventifs, curatifs et de réadaptation.

Plus particulièrement, le Ministère de la Santé est chargé de :

1 ° élaborer, disséminer et coordonner la mise en exécution des politiques, des stratégies et des programmes sanitaires à travers:

- a. l'élaboration des politiques, stratégies et programmes sanitaires;
- b. la coordination et l'élaboration des politiques, stratégies et programmes des établissements sous sa tutelle;

2 ° réglementer le secteur de la santé à travers:

- a. la préparation et la dissémination des lois, règlements et instructions visant la promotion du secteur de la santé ;
- b. l'élaboration et la dissémination des normes standards applicables au secteur de la santé;

c. guha ibigo by'abikorera ibya ngombwa bibemerera gukora akazi k'ubuvuzi; 3 ° gukurikirana no kugenzura ishyirwa mu bikorwa rya politiki, ingamba na gahunda z'ubuzima n'ibifitanye isano na bwo ibinyujije mu: a. guteza imbere uburyo bukoreshwa mu ikurikiranabikorwa n'igenzura ry'urwego rw'ubuzima; b. kugenzura imiyoborere, imikoreshereze y'imari, na teknikiki bikoreshwa mu rwego rw'ubuzima, ndetse ikanagenzura ibigo nderabuzima, farumasi na laboratwari z'ubuvuzi; c. kugenzura ibipimo no guhuza imibare byatanzwe n'inzego z'ibanze mu rwego rw'ubuzima; d. guha Guverinoma raporo mu gihe runaka na buri mwaka ku ruhare rwa politiki, ingamba, gahunda n'imishinga ku iterambere ry'urwego rw'ubuzima n'iry'inzego ireberera; 4 ° guteza imbere no kongerera ubushobozi ibigo n'abakozi bo mu rwego rw'ubuzima ibinyujije mu: a. kugenzura inyubako n'ibikoresho bikoreshwa mu nzego z'ubuzima, zaba iza Leta cyangwa iz'abikorera na za farumasi; b. gushyiraho integanyanyigisho z'amasomo n'iz'amahugurwa ahoraho zihabwa abakozi bo mu rwego rw'ubuzima;	c. authorizing private health institutions; 3 ° monitoring and evaluating the implementation of policies, strategies and programs of health sector and related sectors through: a. developing health sector monitoring and evaluating systems; b. ensuring the administrative, financial and technical control in the health sector and inspection of health centres, pharmacies and medical laboratories; c. monitoring the indicators and consolidating the data handled by the health decentralised institutions; d. reporting periodically and annually to the Cabinet on the impact of the policies, strategies, programs and projects on the development of the health sector and institutions under its supervision; 4 ° developing institutional and human resources capacities in health sector through: a. overseeing the premises and equipment of public and private health facilities and those of pharmacies; b. developing the content of courses and continuing training of health professionals;	c. l'agrément des établissements privés de santé ; 3 ° assurer le suivi et l'évaluation de l'exécution des politiques, stratégies et programmes dans le secteur de la santé et les secteurs connexes à travers: a. la mise en place des systèmes de suivi et d'évaluation dans le secteur de la santé ; b. le contrôle administratif, financier et technique dans le domaine de la santé et l'inspection des centres de santé, des pharmacies et des laboratoires médicaux ; c. le suivi des indicateurs et la consolidation des données remises par les organes de santé décentralisés ; d. les rapports périodiques et annuels soumis au Gouvernement sur l'impact des politiques, stratégies, programmes et projets sur le développement dans le secteur de la santé et des institutions sous sa tutelle ; 4 ° renforcer les capacités des institutions et du personnel œuvrant dans le domaine de la santé à travers : a. la supervision des bâtiments et des équipements des institutions de santé tant publiques que privées ainsi que ceux des pharmacies; b. l'élaboration du contenu des cours et des formations continues pour les professionnels de la santé ;

c. gushyiraho no kumenyekanisha politiki, ingamba n'imirongo ngenderwaho yo gushyira abakozi mu myanya, kubakundisha no kubagumisha mu kazi mu nzego z'ubuzima;	c. developing and disseminating the policies, strategies and guidelines for the deployment, motivation and retention of human resources in the health sector;	c. l'élaboration et la dissémination des politiques, stratégies et directives pour l'affectation, la motivation et la rétention des ressources humaines du secteur de la santé;
d. gutegura uburyo imiti igurwa ikanagemurwamo;	d. organizing the purchase and supply of drugs;	d. organisation de l'achat et de l'approvisionnement des médicaments;
5 ° guteza imbere uburyo bushya bwo gushaka amafaranga agenewe ubuvuzi kugira ngo bugere kuri bose ibinyujije mu:	5 ° developing innovative health financing approaches for accessibility to quality health services through:	5 ° développer les approches innovatrices du financement dans le domaine de santé en vue de rendre des services accessibles à travers:
a. kugeza ubuvuzi kuri bose kandi ku buryo buringaniye;	a. ensuring equitable access to health service;	a. l'accès équitable aux services de santé;
b. guteza imbere no gutera inkunga abatanga serivisi z'ubuzima mu nzego za Leta hashingiwe ku byagezweho na buri rwego;	b. developing and promoting the financing of public providers of health services based on their performance;	b. le développement et la promotion de financement basé sur la performance des prestataires publics des services de santé;
c. guteza imbere uburyo bwo gufata ubwishingizi mu buzima;	c. developing and promoting health insurance mechanisms.	c. le développement et la promotion des mécanismes d'assurance maladie ;
6 ° kugenzura inzego ireberera ibinyujije mu:	6 ° overseeing the institutions under supervision through:	6 ° superviser les institutions sous sa tutelle à traves:
a. kugenzura imikorere, ubushobozi ndetse n'imirungire y'inzego n'ibigo bya Leta by'ubuzima ireberera;	a. supervision of the functioning and ensure efficiency and quality of management of public institutions and agencies under its supervision;	a. la surveillance du fonctionnement et le maintien de l'efficacité et de la qualité de la gestion des institutions publiques et des organismes sous sa tutelle;
b. gutanga icyerekezo kuri gahunda zigomba gushyirwa mu bikorwa n'inzego ziyishamikiyeho;	b. giving orientations on specific programs to be realised by the institutions under supervision;	b. les orientations faites sur les programmes spécifiques à réaliser par les institutions sous sa supervision;
7 ° gukusanya ibikenewe mu rwego rwo guteza imbere gahunda z'ubuzima n'ibisa na byo	7 ° mobilizing resources for the development of the health sector and related programs	7 ° mobiliser les ressources nécessaires pour le développement du secteur de la santé et les

ibinyujije mu:	through:	programmes connexes à travers :
a. gukusanya ibikenewe no kugenzura ko imikoreshereze yabyo ikwiye;	a. mobilization of resources and monitoring their rational use by the health sector.	a. la mobilisation des ressources et le suivi de leur utilisation rationnelle par le secteur de la santé.
b. guteza imbere ubufatanye mu nzego za Leta n'iz'abikorera ndetse n'ishoramari ry'abikorera mu nzego z'ubuzima;	b. promotion of public-private partnership and private investment in the health sector.	b. la promotion du partenariat entre l'Etat et les particuliers ainsi que des investissements privés dans le secteur de la santé.
8 ° guteza imbere ubutwererane no guhuza abafatanyabikorwa mu bikorwa by'ubuzima ibinyujije mu:	8 ° developing medical cooperation and coordinate health sector partners through:	8 ° développer la coopération dans le domaine médical et coordonner les actions des partenaires sectoriels à travers:
a. kuzamura gahunda z'ubuzima, gufatanya n'ibindi bihugu, imiryango mpuzamahanga n'imiryango idashamikiye kuri Leta;	a. development of medical programs and cooperation with other countries, international organizations and non-government organizations in the health sector;	a. le développement des programmes de santé et la coopération avec d'autres pays, organisations internationales et organisations non gouvernementales dans le secteur de la santé;
b. guteza imbere urwego rwaguye rw'ubuzima;	b. development of health sector wide approach;	b. l'élaboration d'une approche élargie du secteur de la santé;
c. guhuza ibikorwa by'abafatanyabikorwa mu buzima.	c. coordination of health sector partners.	c. la coordination des programmes des partenaires dans le domaine de la santé.

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 muri Minisiteri y'Ubuzima biri ku mugereka wa I n'uwa II y'iri teka.

Ingingo 4: Igenwa ry'umushahara

Imishahara y'abakozi ba Minisiteri y'Ubuzima igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara

Article 3: Organizational structure and job profiles

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

Article 4: Determination of the salary

Salaries for employees of the Ministry of Health shall be determined basing on the job classification and in accordance with general principles on salary

Article 3: Structure organisationnelle et profils d'emplois

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

Article 4: Détermination du salaire

Les salaires accordés au personnel du Ministère de la Santé sont déterminés suivant la classification des emplois et conformément aux principes

imishahara y'abakozi ba Leta.

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

Ingingo 5: Ibigize umushahara mbumbe

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

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

Indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo ntigenerwa abayobozi bari ku nzego z'imirimo za "F" na "2.III" boroherezwa ingengo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze; ndetse n'abakozi bari ku rwego rwa "3" bagenerwa indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

Ingingo ya 6: Ibindi bigenerwa Umunyamabanga Uhoraho

Umunyamabanga Uhoraho agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

- 1° amafaranga yo kwishyura telefoni yo mu biro angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi, n'aya telefoni igendanwa angana n'ibihumbi ijana (100.000 Frw) buri

calculation in public service.

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

Article 5: Composition of the gross salary

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

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

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

Article 6: Fringe benefits for Permanent Secretary

The Permanent Secretary shall be entitled to the following fringe benefits:

- 1° one hundred thousand Rwandan francs (Rwf 100,000) per month for office land line and one hundred thousand Rwandan francs (Rwf 100,000) per month for mobile phone;

généraux de fixation des salaires dans la fonction publique.

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

Article 5: Composition du salaire brut

Le salaire brut mensuel pour chaque agent comprend principalement :

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

L'indemnité de transport visée à l'alinéa premier du présent article n'est pas allouée aux Agents aux postes de niveau "F" et "2.III" pour lesquels le transport est facilité conformément aux instructions du Ministre ayant le transport dans ses attributions, ainsi que ceux aux postes de niveau "3" qui bénéficient d'une indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Article 6: Autres avantages alloués au Secrétaire Permanent

Le Secrétaire Permanent bénéficie des avantages suivants :

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

kwezi;

2° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200. 000 frw) buri kwezi anyura kuri konti y'urwego bireba;

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

Ingingo ya 7: Ibindi bigenerwa Abayobozi Bakuru bari ku rwego rwa “H/2”

Abayobozi Bakuru bari ku rwego rwa “2.III” kandi bafite itsinda ry'abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe, bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

1° amafaranga ya telefone yo mu biro angana n'amafaranga y'u Rwanda ibihumbi mirongo irindwi (70.000 Frw) buri kwezi; n'aya telefoni igendanwa angana n'amafaranga ibihumbi mirongo irindwi y'u Rwanda (70. 000 Frw) buri kwezi;

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

Abandi Bayobozi Bakuru bari ku rwego rw'imirimo rwa “2.III ” ariko badafite itsinda ry'abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe y'urwego bakorera, bagenerwa buri wese kandi buri kwezi amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo irindwi y'u Rwanda

2° office guest's entertainment allowance of two hundred thousand Rwandan francs (Rwf 200,000) per month and transferred to the institution's account;

3° the Government shall facilitate his/her transport in accordance with the Instructions of the Minister in charge of transport.

Article 7: Fringe benefits for Senior Officials on “H/2” job level

Senior Officials on “2.III” job classification level with a pool of employees under their responsibilities in accordance with the approved organizational structure, shall each be entitled to the following fringe benefits:

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

2° the Government shall facilitate their transport in accordance with the Instructions of the Minister in charge of transport.

Other Senior Officials positioned on level “2.III ” without a pool of employees under their responsibilities in accordance with the approved organizational structure, shall each be entitled to a mobile phone communication allowance of seventy thousand Rwandan francs (70,000 Rwf) per month. They shall also benefit transport facilitation as

2° les frais de représentation au service équivalant à deux cent mille francs rwandais (200.000 Frw) chaque mois et domiciliés au compte de l'institution concernée;

3° l'Etat lui facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Article 7: Autres avantages alloués aux hauts cadres aux postes de niveau “H/2”

Les hauts cadres aux postes de niveau “2.III” et ayant des agents placés sous leurs responsabilités suivant la structure organisationnelle approuvée, bénéficient chacun des avantages suivants:

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

2° l'Etat leur facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Les autres hauts cadres aux postes de niveau “2.III” qui n'ont pas d'agents placés sous leurs responsabilités suivant la structure organisationnelle approuvée, bénéficient chacun des frais de communication par téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 Frw) par mois; ils bénéficient en plus la facilitation au transport conformément aux

(70.000 Frw). Boroherezwa kandi ingendo mu buryo buteganyijwe mu gika cya mbere cy'iyi ngingo.

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

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

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

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

Ingingo ya 9: Indamunite z'urugendo rw'imodoka

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

Ingingo ya 10: Abashinzwe kubahiriza iri teka

provided for under Paragraph One of this Article.

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

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

- 1° a mobile phone communication allowance of thirty thousand Rwandan francs (Rwf 30,000) per month;
- 2° a special transport allowance in accordance with instructions of the Minister in charge of public service.

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

Article 9: Mileage allowances

When senior officials on levels F and "2.III" go on official mission inside the country by using their vehicles, the State pay them mileage allowances in accordance with instructions of the Minister in transport.

Article 10: Authorities responsible for the implementation of this Order

dispositions de l'alinéa premier du présent article.

Article 8: Autres avantages alloués aux directeurs d'Unités et cadres aux postes de niveau "3"

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

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

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

Article 9: Indemnités kilométriques

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

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

Le Ministre de la Fonction Publique et du Travail,

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri w'Ubuzima, Minisitiri w'Ibikorwa Remezo na Minisitiri w'Imari n'Igenamigambi basabwe kubahiriza iri teka.

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

le Ministre de la Santé, le Ministre des Infrastructures et le Ministre des Finances et de la Planification Economique sont chargés de l'exécution du présent arrêté.

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

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

Article 11: Repealing provision

All prior provisions contrary to this Order are hereby repealed.

Article 11: Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Ingingoya 12: Igihe iteka ritangira gukurikizwa

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

Article 12: Commencement

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

Article 12: Entrée en vigueur

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

Kigali, ku wa.....

Kigali, on.....

Kigali, le.....

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo
Bibonywe kugira ngo bishyizweho Ikirango cya Repubulika:

(sé)
UWIZEYE Judith
Minister of Public Service and Labour
Seen and Sealed with the Seal of the Republic:

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail
Vu et scellé du Sceau de la République:

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

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

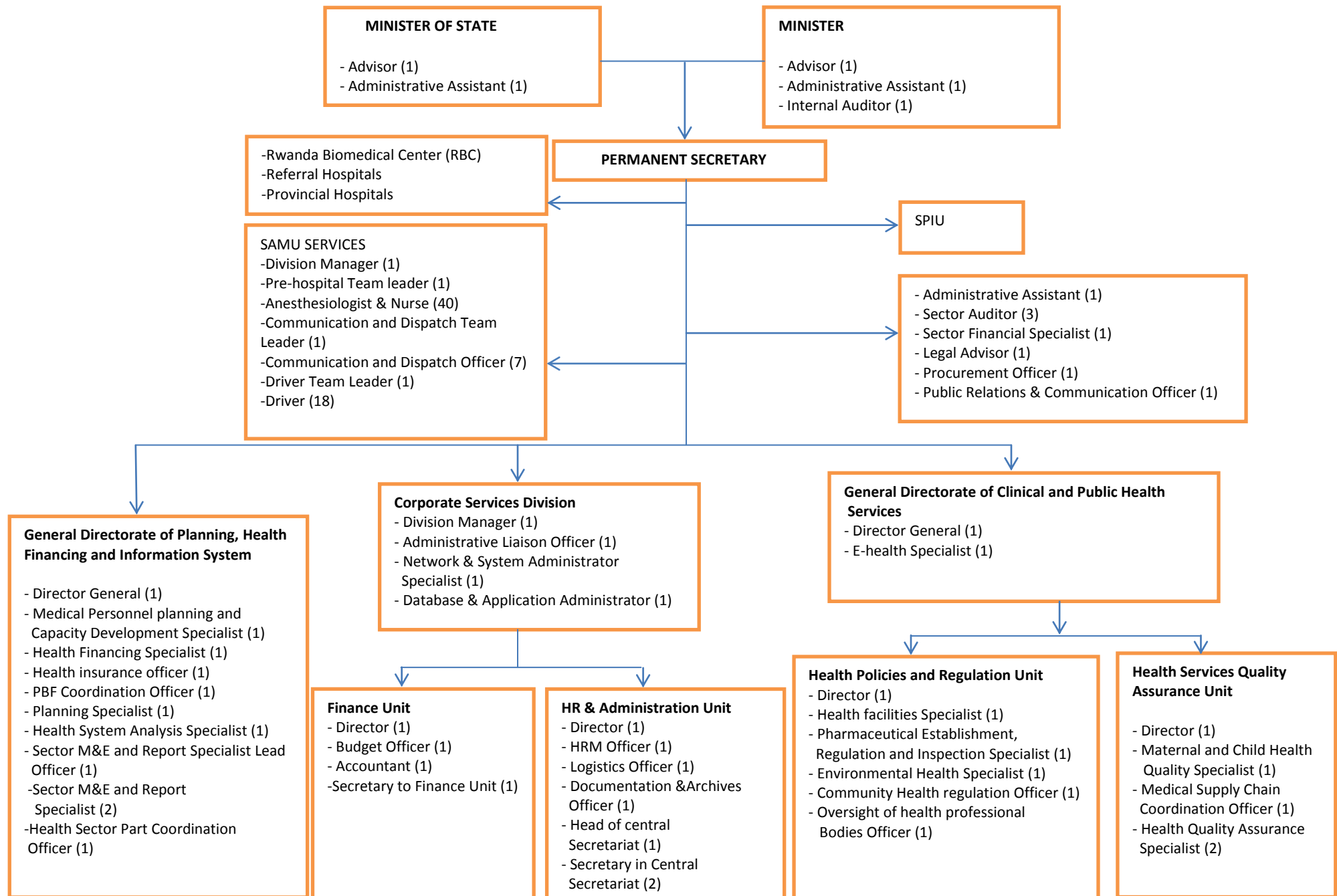
(sé)
BUSINGYE Johnston
Ministre de la Justice/ Garde des Sceaux

UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N° 48/03 RYO KU WA
27/2/2015 RIGENA INSHINGANO,
N'IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI MINISITERI
Y'UBUZIMA (MINISANTE)

ANNEX I TO PRIME MINISTER'S ORDER N°
48/03 OF 27/2/2015 DETERMINING
MISSION, FUNCTIONS, AND
ORGANISATIONAL STRUCTURE, SALARIES
AND FRINGE BENEFITS FOR EMPLOYEES
IN THE MINISTRY OF HEALTH
(MINISANTE)

ANNEXE I A L'ARRETE DU PREMIER
MINISTRE N° 48/03 DU 27/2/2015 PORTANT
MISSION FONCTIONS ET STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DE LA SANTE
(MINISANTE)

Official Gazette No. Special of 28/02/2015
MINISANTE ORGANIZATIONAL CHART



Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° **48/03** ryo ku wa **27/2/2015** rigena inshingano, n'imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Ubuzima (MINISANTE)

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kugira ngo bishyizweho Ikirango cya Repubulika:

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

Seen to be annexed to Prime Minister's Order n° **48/03** of **27/2/2015** determining mission, functions, and organisational structure, salaries and fringe benefits for employees in the Ministry of Health (MINISANTE)

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and Sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n° **48/03** du **27/2/2015** portant mission fonctions et structure organisationnelle, salaires et autres avantages accordés au personnel du Ministère de la Santé (MINISANTE)

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République:

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

UMUGEREKA WA II W'ITEKA RYA
MINISITIRI W'INTEBE N° 48/03 RYO KU WA
27/2/2015 RIGENA INSHINGANO,
N'IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI MINISITERI
Y'UBUZIMA (MINISANTE)

ANNEX II TO PRIME MINISTER'S ORDER N°
48/03 OF 27/2/2015 DETERMINING
MISSION, FUNCTIONS, AND
ORGANISATIONAL STRUCTURE, SALARIES
AND FRINGE BENEFITS FOR EMPLOYEES
IN THE MINISTRY OF HEALTH
(MINISANTE)

ANNEXE II A L'ARRETE DU PREMIER
MINISTRE N° 48/03 DU 27/2/2015 PORTANT
MISSION FONCTIONS ET STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DE LA SANTE
(MINISANTE)

MINISANTE JOB PROFILES

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
Office of the Minister of Health	Minister	Minister of Health	Political appointee	1
	Advisor	Advisor to the Minister	AO in Public Health, Medicine, Health Planning, Clinical Education, Health Administration, Hospital Administration with 5 years of working experience or Master's Degree in Public Health, Medicine, Health Planning, Clinical Education, Health Administration, Hospital Administration with 3 Years of working experience. Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Rwandan legal system - Good knowledge of government policy-making and legislative processes; - Knowledge of the justice sector policies and issues; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literacy; -Coordination, planning and organisational skills; - Interpersonal skills; -Collaboration and team working skills; -Effective communication skills; -Administrative skills; -Time management skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Administrative Assistant	Administrative Assistant	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluency in Kinyarwanda, English and/ or French; Knowledge of all is an advantage	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Internal Audit	Internal Auditor	A0 in Finance, Accounting or Management with specialization in Finance/Accounting Key Technical Skills & Knowledge required: - Detailed knowledge of financial and Audit Standards, HR & Financial regulations, Procedures and Financial software; - Planning Skill; - High Analytical skills; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
S/Total				4
	Minister of State for Public Health and Primary Care	Minister of State for Public Health and Primary Care	Political Appointee	1
	Advisor	Advisor to the Minister of State	A0 in Public Health, Medicine, Health Planning, Clinical Education, Health Administration, Hospital Administration with 5 years of working experience or Master's Degree in Public Health, Medicine, Health Planning, Clinical Education, Health Administration, Hospital Administration with 3 Years of working experience. Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Rwandan Health system - Good knowledge of government policy-making and legislative processes; - Knowledge of the justice sector policies and issues; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literacy; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Administrative Assistant	Administrative Assistant	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluency in Kinyarwanda, English and/ or French; Knowledge of all is an advantage	1
S/Total				3
Office of the Permanent Secretary	Permanent Secretary	Permanent Secretary	Political Appointee	1
	Administrative Assistant	Administrative Assistant	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Legal Advisor	Legal Advisor	A0 in Law with 3 years of working experience or Master's Degree in Law with 1 year of working experience <u>Key Technical skills and Knowledge required :</u> - Deep knowledge of Rwandan public service and labor law; - High analytical and problem solving skills; - Legal research and analysis in complex areas of law; - Knowledge of Substantive Law and Legal Procedures; - Decision making skills; - Experience in contract drafting and negotiation; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French.	1
	Public Relations & Communication	Public Relations & Communication Officer	A0 in Communication, International Relations, Journalism, Marketing, Linguistics and Literature. <u>Key technical skills and knowledge required:</u> - 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 - Teamworking skills - Effective public relations and public speaking skills - Interviewing skills - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Procurement	Procurement Officer	A0 in Procurement, Management, Accounting, Law, Public Finance, Economics <u>Key Technical Skills & Knowledge required:</u> - 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
	Sector Auditor	Sector Auditor	A0 in Finance, Accounting or Management with specialization in Finance/Accounting <u>Key Technical Skills & Knowledge required:</u> - Detailed knowledge of financial and Audit Standards, HR & Financial regulations, Procedures and Financial software; - Planning Skill; - High Analytical skills; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	3

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Sector Financial Specialist	Sector Financial Specialist	Accounting Professional Qualification recognised by IFAC (ACCA, CPA); Or A0 in Public Finance, Economics, Accounting or Management with specialization in Finance/Accounting with 3 years of working experience. <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting. - Knowledge of Rwanda Public Financial Law; - Leadership and management skills; - Planning and organisational, Budgeting skills; - Communication skills; - Strong IT skills, particularly in Financia software (SMART IFMIS); - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Proble solving; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
S/Total				9

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
General Directorate of Planning, Health Financing and Information System	Director General	Director General of Planning, Health Financing and Information System	Ao in Medecine, Public Health, Epidemiology, Economics, Development Studies, Management, Health Administration, Hospital Administration, Project Management, Business Administration with 5 Years of working experience or Master's Degree in Public Health, Epidemiology, Economics, Development Studies, Management, Health Administration, Hospital Administration, Project Management, Business Administration with 3 Years of working experience. <u>Key Technical Skills & Knowledge required:</u> - Extensive knowledge and understanding of the RwandanHealth 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 & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Medical Personnel planning and Capacity Development Specialist	Medical Personnel planning and Capacity Development Specialist	A0 in Human Resources Management, Management, Public administration, Administrative Sciences, Public Health with 3 Years of working experience; or Master's Degree in Human Resources Management, Management, Public administration, Administrative Sciences, Public Health. <u>Key Technical Skills & Knowledge required:</u> - Extensive knowledge and understanding of the RwandanHealth system; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Health Financing Specialist	Health Financing Specialist	A0 in Health Financing, Public Health, Economics with 3 years of working experience or Master or Equivalent in Health Financing, Public Health, Economics. <u>Key Technical Skills & Knowledge required:</u> - Extensive knowledge and understanding of the RwandanHealth system; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Health insurance Officer	Health insurance Officer	A0 in Health Financing, Public Health, Economics. <u>Key Technical Skills & Knowledge required:</u> - Knowledge and understanding of the RwandanHealth system; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	PBF Coordination Officer	PBF Coordination Officer	A0 in Economics, Management, Health Financing <u>Key Technical Skills & Knowledge required:</u> - Knowledge and understanding of the RwandanHealth system; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Planning Specialist	Planning Specialist	AO in Public Health, Epidemiology, Health Sciences, Management, Economics; Health Administration, Hospital Administration, Development Studies, Project Management, Business Administration with 3 years of working experience or Master's Degree or Equivalent in Public Health, Epidemiology, Health Sciences, Management, Economics; Health Administration, Hospital Administration, Development Studies, Project Management, Business Administration. <u>Key Technical Skills & Knowledge required:</u> - Extensive knowledge and understanding of the Rwandan Health system; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Health System Analysis Specialist	Health System Analysis Specialist	AO in Public Health, Health Administration, Hospital Administration, Health Sciences, Epidemiology Health Planning with 3 years of working experience or Master's Degree or Equivalent in Public Health, Health Administration, Hospital Administration, Health Sciences, Epidemiology. <u>Key Technical Skills & Knowledge required:</u> - Extensive knowledge and understanding of the Rwandan Health system; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Sector M&E and Report Specialist	Sector M&E and Report Specialist Lead	A0 in Public Health, Epidemiology, Health Sciences, Management, Economics; Health Administration, Hospital Administration, Development Studies, Project Management, Business Administration with 3 years of working experience or Master or Equivalent in Public Health, Epidemiology, Health Sciences, Management, Economics; Health Administration, Hospital Administration, Development Studies, Project Management, Business Administration with 1 year of working experience. Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Rwandan Health system; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Sector M&E and Report Specialist	Sector M&E and Report Specialist	A0 in Public Health, Health Administration, Hospital Administration, Health Sciences, Health Planning; or other relevant field with 3 years of working experience or Master's Degree or Equivalent in Public Health, Health Administration, Hospital Administration, Health Sciences, Health Planning, Management, Economics, Development Studies, Project Management. Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Rwandan Health system; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Health Sector Partners Coordination Officer	Health Sector Partners Coordination Officer	A0 in Public Health, Health Administration, Hospital Administration <u>Key Technical Skills & Knowledge required:</u> - knowledge and understanding of the Rwandan Health system; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
S/Total				11

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
Corporate Services Division	Division Manager	Corporate Services Division Manager	A0 in Economics, Management, Business Administration, Public Administration, Administrative Sciences, Strategic Management, Public Finance, Accounting, Human Resource Management, Development Studies with 5 years of working experience or Master's Degree in Economics, Management, Business Administration, Public Administration, Administrative Sciences, Strategic Management, Public Finance, Accounting, Human Resource Management, Development Studies with 3 years of working experience Key Technical Skills & Knowledge required: - Knowledge of Human Resources Policy and procedures; - Knowledge of Accounting principles and practices and financial data reporting. - Knowledge of Rwanda Public Servant & Labour laws and Financial Law; - Knowledge of Electronic equipment and computer hardware and software; - Leadership skills; - Coordination, Planning & Organizational Skills; - Interpersonal Skills; - Effective Communication Skills; - Judgment and Decision Making Skills; - Complex Problem Solving; - Negotiation Skills; - Time Management Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Administrative Liaison Officer	Administrative Liaison Officer	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Word Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Network & System Administrator Specialist	Network & System Administrator Specialist	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 3 years of working experience and Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added or Master's Degree in Computer Science, Software Engineering, Computer Engineering, Information Management System, Information and Communication Technology, Electronics and Telecommunication Engineering. <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Strategies of National ICT Policy; - Deep Understanding of information technology and telecommunications; - Knowledge to research and analyze technology problems, issues, and program requirements. - Knowledge of computer hardware/software technologies. - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Database & Application Administrator	Database & Application Administrator	A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 3 years of working experience and Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added OR Master's degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 1 year of working experience in ICT or advantage. Key Technical Skills & Knowledge required: - Knowledge of Strategies of National ICT Policy; - Deep Understanding of information technology and telecommunications; - Knowledge to research and analyze technology problems, issues, and program requirements. - Knowledge of computer hardware/software technologies. - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
S/Total				4

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
Finance Unit	Director of Unit	Director of Finance Unit	Accounting Professional Qualification recognised by IFAC (ACCA, CPA) with 1 year of working experience or A0 in Finance, Accounting, Management specialized in Finance/Accounting with 3 years of working experience or Master's Degree in Finance, Accounting with 1 Year of working experience. Key Technical Skills & Knowledge required: - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting; - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Knowledge of Rwanda Public Financial Law; - Leadership and management skills; - Planning and organisational, Budgeting skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Problem solving; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Budget management	Budget Officer	A0 in Finance, Accounting, Management, Economics Key Technical Skills & Knowledge required: - Knowledge of cost analysis techniques; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Judgment & Decision Making Skills; - Deep understanding of financial accounts; - High Analytical Skills - Interpersonal skills; - Time management Skills - Complex Problem solving; - Flexibility Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Accountant	Accountant	Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting Key Technical Skills & Knowledge required: - 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 Financia 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	1
	Secretary	Secretary to DAF Unit	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
S/Total				4

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
HR & Administration Unit	Director of Unit	Director of Human Resource & Administration Unit	A0 in Human Resources Management, Management with Specialization in Human Resource, Public Administration, Administrative Sciences with 3 years of working experience or Master's Degree in Human Resources Management, Management with Specialization in Human Resource, Public Administration, Administrative Sciences with 1 year of working experience Key Technical Skills & Knowledge required: - Knowledge of human resources concepts, practices, policies, and procedures; - Knowledge of organizational structure, workflow, and operating procedures; - Knowledge in Monitoring & System Evaluation; - Leadership and management skills; - Planning and organisational skills; - High Analytical Skills; - Communication skills; - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Problem Solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Human Resources	Human Resources Officer	A0 in Human Resource Management, Management, Public Administration, Administrative Sciences Key Technical Skills & Knowledge required: - Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources; - Knowledge in the Development of Human Resources Policies and procedures - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Logistics	Logistics Officer	A0 in Store Management, Management, Finance, Accounting, Economics, Administrative Sciences, Public Administration, and Finance. <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
	Documentation and Archives	Documentation and Archives Officer	A0 in Library & information Science or A1 in Library & information Science, Office Management, Bibliotheconomy <u>Key Technical Skills & Knowledge required:</u> - proficiency in information technology; - Computer literacy; - Book keeping Skills; - Knowledge of integrated document management - Knowledge of archive management software - Knowledge of the documentation management system(DMS) would be an advantage. - Organizational Skills; - Interpersonal Skills; - Planning Skills; - Communication Skills; - Report writing & Presentation skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Central Secretariat	Head of Central Secretariat	A1 in Secretariat Studies, Office Management, Library and Information Science or A0 in Public Administration, Management, Administrative Sciences, Sociology, Social Work, Law, Library and Information Science with 2 years of working experience Key Technical Skills & Knowledge required: - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Secretary in Central Secretariat	Secretary in Central Secretariat	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management, Administrative Sciences, Sociology, Social Work, Law Key Technical Skills & Knowledge required: - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2
S/Total				7

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
General Directorate of Clinical and Public Health Services	Director General	Director General of Clinical and Public Health Services	A0 in Medecine, Public Health, Health Administration, Hospital Administration with 5 years of working experience or Master's Degree or Equivalent in Medecine, Public Health, Health Administration, Hospital Administration with 3 years of working experience in Medecine, Public Health, Health Administration, Hospital Administration. Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Rwandan Health 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 & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	E-health Specialist	E-health Specialist	A0 in Computer Science, Software Engineering, Information Communication Technology, Electronics and Telecommunication with 3 years of working experience or Master's Degree or Equivalent in Computer Science, Software Engineering, Information Communication Technology, Electronics and Telecommunication. Key Technical Skills & Knowledge required: - Knowledge of Rwanda's Health ICT Policies and Strategies; -Proficiency in web application security and database security; - Knowledge of all database vendor versions; - Proficiency in designing, writing, editing, and debugging programs and databases; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
S/Total				2

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
Health Policies and Regulation Unit	Director of Unit	Director of Health Policies and Regulation Unit	A0 in Medecine, Public Health, Health Sciences, Health Administration, Hospital Administration with 3 years experience in clinics and/or Hospitals or Master's Degree or Equivalent in Public Health, Epidemiology, Health sciences, Health Administration, Hospital Administration with at least 1 year of working experience; or Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the RwandanHealth system; - Excellent leadership skills; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Health facilities Specialist	Health facilities Specialist	A0 in Medecine,Public Health, Epidemiology, Health Sciences,Health Administration, Hospital Administration with at least 3 years experience working experience in clinics and/or Hospitals or Master degree in Public Health, Epidemiology, Health Sciences,Health Administration, Hospital Administration. Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the RwandanHealth system; - Excellent leadership skills; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Pharmaceutical Establishment,Regulation and Inspection Specialist	Pharmaceutical Establishment,Regulation and Inspection Specialist	A0 in Medecine, Public Health, Health Sciences, Pharmacy, Health Administration, Hospital Administration with at least 3 years of working experience in clinics and/or Hospitals or Master degree or Equivalent in Public Health, Health Sciences, Pharmacy, Health Administration, Hospital Administration, Epidemiology, Health Sciences. Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the RwandanHealth system; - Excellent leadership skills; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Environmental Health Specialist	Environmental Health Specialist	A0 in Public Health, Health Sciences, Environment Science with 3 years of working experience or Master or Equivalent in Public Health, Epidemiology, Health Sciences, Environmental Science. Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Rwandan Health system; - Excellent leadership skills; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Community Health regulation Officer	Community Health regulation Officer	A0 in Medecine, Public Health, Epidemiology, Health Sciences; Health Administration , Hospital Administration. Key Technical Skills & Knowledge required: - knowledge and understanding of the Rwandan Health system; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Oversight of health professional Bodies Officer	Oversight of Health professional Bodies Officer	A0 in Public Health, Epidemiology, Health Sciences, Health Administration Key Technical Skills & Knowledge required: - knowledge and understanding of the Rwandan Health system; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
S/Total				6
Health Services Quality Assurance Unit	Director of Unit	Director of Health Services Quality Assurance Unit	A0 in Medecine, Public Health or Health sciences with 3 years of working experience or Master's Degree in Public Health, Epidemiology, Health sciences with 1 year of working experience; Key Technical Skills & Knowledge required: -Extensive knowledge and understanding of the Rwandan Health system; - Excellent leadership skills; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Maternal and Child Health Quality Specialist	Maternal and Child Health Quality Specialist	A0 in Medicine, Public Health, Epidemiology with 3 years of working experience or Master's Degree in Public Health, Epidemiology, Health sciences. Key Technical Skills & Knowledge required: -Extensive knowledge and understanding of the Rwandan Health system; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Medical Supply Chain Coordination Officer	Medical Supply Chain Coordination Officer	A0 in Pharmacy Key Technical Skills & Knowledge required: -Knowledge and understanding of the Rwandan Health system; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Health Quality Assurance Specialist	Health Quality Assurance Specialist	A0 in Medicine, Public Health, Health Sciences, Health Administration with 3 Years of working experience or Master's Degree or Equivalent in Medicine, Public Health, Health Sciences, Health Administration Key Technical Skills & Knowledge required: -Extensive knowledge and understanding of the Rwandan Health system; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2
S/Total				5
SAMU Services Division	Division Manager	SAMU Services Division Manager	Medical Doctor specialist in Emergency Medicine or Master's Degree in Anesthesia Key Technical Skills & Knowledge required: - Knowledge on pre-hospital care policies, strategies, norms, clinical protocols, guidelines and standards; - Knowledge on Pre-hospital Emergency Care Services - Knowledge and Understanding of the Rwandan Health system; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Pre- Hospital Team Leader	Pre- Hospital Team Leader	A1 in Nursing, Anesthetisy with 5 years of working experience or A0 in Anesthesia, Nurses with 2 years of working experience. Key Technical Skills & Knowledge required: - Knowledge on pre-hospital care policies, strategies, norms, clinical protocols, guidelines and standards; - Knowledge on Pre-hospital Emergency Care Services - Knowledge and Understanding of the Rwandan Health system; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Anesthesiologist & Nurse	Anesthesiologist & Nurse	A1 in Nursing, Anesthesia with 3 years of working experience or A0 in Anesthetisy, Nurse Key Technical Skills & Knowledge required: - Knowledge on pre-hospital care policies, strategies, norms, clinical protocols, guidelines and standards; - Knowledge on Pre-hospital Emergency Care Services - Knowledge and Understanding of the Rwandan Health system; - Organizational Skills; - Creative, proactive, customer focused, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Computer Skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	40

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Communication and Dispatch Team Leader	Communication and Dispatch Team Leader	A0 in Communication, International Relations, Journalism, Marketing, Linguistics and Literature. <u>Key technical skills and knowledge required:</u> - 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 - Teamworking skills - Effective public relations and public speaking skills - Interviewing skills - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage	1
	Communication and Dispatch Officer	Communication and Dispatch Officer	A1 in Communication, International Relations, Journalism, Marketing, Linguistics and Literature. <u>Key technical skills and knowledge required:</u> - 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 - Teamworking skills - Effective public relations and public speaking skills - Interviewing skills - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage	7

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Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Driver Team Leader	Driver Team Leader	Permit Driving licence B,C and D Category with good driving record and mechanical skills and 2 years of working experience. <u>Key Technical Skills & Knowledge required:</u> - Strong customer service orientation skills - Team Working and collaborative skills - General Mechanical Skills - Diligent attention to safety skills. - Organisational skills - Interpersonal skills - Communicational skills - Good knowledge of routes within main area of operation; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage.	1
	Driver	Driver	Permit Driving licence B,C and D Category with good driving record and mechanical skills <u>Key Technical Skills & Knowledge required:</u> - Customer service orientation skills - Team Working and collaborative skills - General Mechanical Skills - Diligent attention to safety skills. - Organisational skills - Interpersonal skills - Communicational skills - Good knowledge of routes within main area of operation; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage.	18
S/Total				69
MINISANTE, TOTAL				124

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° **48/03** ryo ku wa **27/2/2015** rigena inshingano, n'imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Ubuzima (MINISANTE)

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kugira ngo bishyizweho Ikirango cya Repubulika:

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

Seen to be annexed to Prime Minister's Order n° **48/03** of **27/2/2015** determining mission, functions, and organisational structure, salaries and fringe benefits for employees in the Ministry of Health (MINISANTE)

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and Sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n° **48/03** du **27/2/2015** portant mission fonctions et structure organisationnelle, salaires et autres avantages accordés au personnel du Ministère de la Santé (MINISANTE)

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République:

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

**UMUGEREKA WA III W'ITEKA RYA
MINISITIRI W'INTEBE N° 48/03 RYO KU WA
27/2/2015. RIGENA INSHINGANO,
N'IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI MINISITERI
Y'UBUZIMA (MINISANTE)**

**ANNEX III TO PRIME MINISTER'S ORDER
N° 48/03 OF 27/2/2015 DETERMINING
MISSION, FUNCTIONS, AND
ORGANISATIONAL STRUCTURE, SALARIES
AND FRINGE BENEFITS FOR EMPLOYEES
IN THE MINISTRY OF HEALTH
(MINISANTE)**

**ANNEXE III A L'ARRETE DU PREMIER
MINISTRE N° 48/03 DU 27/2/2015 PORTANT
MISSION FONCTIONS ET STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DE LA SANTE
(MINISANTE)**

MINISANTE SALARY STRUCTURE					
No	POST	I.V	Level	Index	Gross Salary (Rwf/Month)
3	Permanent Secretary	441	F	2869	1,613,167
4	Advisor to the Minister	330	2.III	1890	892,962
5	Advisor to the Minister of State	330	2.III	1890	892,962
6	Corporate Services Division Manager	330	2.III	1890	892,962
7	SAMU Services Division Manager	330	2.III	1890	892,962
8	Director General of Clinical & Public Health Services	330	2.III	1890	892,962
9	Director General of Planning, Health financing & Information System	330	2.III	1890	892,962
10	Sector M&E and Sector Report Lead Specialist	330	3.II	1369	646,807
11	Director of Human Resource & Administration Unit	330	3.II	1369	646,807
12	Director of Finance	330	3.II	1369	646,807
13	Director of Health Policies & Regulation	330	3.II	1369	670,524
14	Director of Health Services Quality Assurance	330	3.II	1369	670,524
15	E-Health Specialist	330	3.II	1369	646,807
16	Environmental Health Specialist	330	3.II	1369	646,807
17	Health Facilities Specialist	330	3.II	1369	646,807
18	Health Financing Specialist	330	3.II	1369	646,807
19	Health Quality Insurance Specialist	330	3.II	1369	646,807
20	Health System Analysis Specialist	330	3.II	1369	646,807
21	Legal Advisor	330	3.II	1369	646,807
22	Maternal and Child Health Quality Specialist	330	3.II	1369	646,807
23	Medical Personnel planning and Capacity Development Specialist	330	3.II	1369	646,807
24	Network & System Administrator Specialist	330	3.II	1369	646,807
25	Pharmaceutical Establishment Regulation and Inspection Specialist	330	3.II	1369	646,807
26	Planning Specialist	330	3.II	1369	646,807
27	Sector Financial Specialist	330	3.II	1369	646,807
28	Sector Monitoring & Evaluation and Sector Report Specialist	330	3.II	1369	646,807
29	Pre-Hospital Team Leader	300	4.III	1313	558,494
30	Community Health Regulation Officer	300	4.II	1141	485,333
31	Database & Application Administrator	300	4.II	1141	485,333
32	Health Insurance Officer	300	4.II	1141	485,333
33	Health Sector Partners Coordination Officer	300	4.II	1141	485,333

Official Gazette No. Special of 28/02/2015

No	POST	I.V	Level	Index	Gross Salary (Rwf/Month)
34	Human Resources Officer	300	4.II	1141	485,333
35	Medical Supply Chain Coordination Officer	300	4.II	1141	485,333
36	Oversight & Health Professional Bodies Officer	300	4.II	1141	485,333
37	PBF Coordination Officer	300	4.II	1141	485,333
38	Anesthesiologist & Nurse	300	4.II	1141	485,333
39	Public Relations and Communication Officer	300	4.II	1141	485,333
40	Communication and Dispatch Team Leader	300	4.II	1141	485,333
41	Accountant	300	5.II	951	404,515
42	Administrative Assistant to the Minister	300	5.II	951	404,515
43	Administrative Assistant to the Minister of State	300	5.II	951	404,515
44	Administrative Assistant to the PS	300	5.II	951	404,515
45	Administrative Liaison Officer	300	5.II	951	404,515
46	Budget Officer	300	5.II	951	404,515
47	Internal Auditor	300	5.II	951	404,515
48	Logistics Officer	300	5.II	951	404,515
49	Public Procurement Officer	300	5.II	951	404,515
50	Sector Auditor	300	5.II	951	404,515
51	Communication and Dispatch Officer	300	6.II	793	337,308
52	Documentation & Archives Officer	300	6.II	793	337,308
53	Head of Central Secretariat	300	7.II	660	280,736
54	Secretary	300	8.II	508	216,081
55	Secretary to Finance Unit	300	8.II	508	216,081
56	Driver Team Leader	300	9.III	449	190,985
57	Driver	300	9.II	391	166,315

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° **48/03** ryo ku wa **27/2/2015** rigena inshingano, n'imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Ubuzima (MINISANTE)

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kugira ngo bishyizweho Ikirango cya Repubulika:

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

Seen to be annexed to Prime Minister's Order n° **48/03** of **27/2/2015** determining mission, functions, and organisational structure, salaries and fringe benefits for employees in the Ministry of Health (MINISANTE)

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and Sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n° **48/03** du **27/2/2015** portant mission fonctions et structure organisationnelle, salaires et autres avantages accordés au personnel du Ministère de la Santé (MINISANTE)

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République:

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

ITEKA RYA MINISITIRI W'INTEBE N° 49/03
RYO KU WA 27/2/2015 RIGENA INSHINGANO
N'IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI MINISITERI YA
SIPORO N'UMUCO (MINISPOC)

PRIME MINISTER'S ORDER N° 49/03 OF
27/2/2015 DETERMINING MISSION
FUNCTIONS AND ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS OF EMPLOYEES IN THE
MINISTRY OF SPORTS AND CULTURE
(MINISPOC)

ARRETE DU PREMIER MINISTRE N° 49/03
DU 27/2/2015 PORTANT MISSION,
FONCTIONS ET STRUCTURE
ORGANISATIONNELLE SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DES SPORTS
ET CULTURE (MINISPOC)

ISHAKIRO

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ITEKA RYA MINISITIRI W'INTEBE N° 49/03 RYO KU WA 27/2/2015 RIGENA INSHINGANO N'IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI YA SIPORO N'UMUCO (MINISPOC)

Minisitiri w'Intebe;

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo ku wa 04 Kamena 2003 nk'uko ryavugururwe kugeza ubu, cyane cyane mu ngingo zaryo, iya 118, iya 119, iya 121 n'ya 201;

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

Asubiye ku Iteka rya Minisitiri w'Intebe n° 32/03 ryo ku wa 19/06/2012 rigena inshingano, imbonerahamwe n'incamake y'imyanya y'imirimo bya Minisiteri ya Siporo n'Umucyo;

Asubiye ku Iteka rya Minisitiri w'Intebe n° 53/03 ryo ku wa 14/07/2012 rishyiraho imishahara n'ibindi bigenerwa abakozi bo mu butegetsi bwite bwa Leta, nk'uko ryahinduwe kandi ryujijwe kugeza ubu;

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

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

ATEGETSE:

PRIME MINISTER'S ORDER N° 49/03 OF 27/2/2015 DETERMINING MISSION FUNCTIONS AND ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS OF EMPLOYEES IN THE MINISTRY OF SPORTS AND CULTURE (MINISPOC)

The Prime Minister;

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 118, 119, 121 and 201;

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

Having reviewed Prime Minister's Order n° 32/03 of 19/06/2012 determining the mission, functions, organizational structure and summary of job positions of the Ministry of Sports and Culture;

Having reviewed Prime Minister's Order n° 53/03 of 14/07/2012 establishing salaries and fringe benefits for public servants of the Central Government as modified and complemented to date;

On proposal by the Minister of Public Service and Labour;

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

HEREBY ORDERS:

ARRETE DU PREMIER MINISTRE N° 49/03 DU 27/2/2015 PORTANT MISSION, FONCTIONS ET STRUCTURE ORGANISATIONNELLE SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DES SPORTS ET CULTURE (MINISPOC)

Le Premier Ministre;

Vu la Constitution de la République du Rwanda du 04 juin 2003 telle que révisée à ce jour, spécialement en ses articles 118, 119, 121 et 201;

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

Revu l'Arrêté du Premier Ministre n° 32/03 du 19/06/2012 portant mission, fonctions, structure organisationnelle et synthèse des emplois du Ministère des Sports et Culture ;

Revu l'Arrêté du Premier Ministre n° 53/03 du 14/07/2012 fixant les salaires et autres avantages accordés au personnel de l'Administration Centrale, tel que modifié et complété à ce jour;

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

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

ARRETE:

Ingingo ya mbere: Icyo iri teka rigamije

Iri teka rigena inshingano, n'imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi Minisiteri ya Siporo n'Umuko (MINISPOC).

Ingingo ya 2: Inshingano

Minisiteri ya Siporo n'Umuko ifite inshingano rusange yo gutekura no gukurikirana ishyirwa mu bikorwa rya politiki n'ingamba biteza imbere ibikorwa by'umuko na siporo bigamije impinduka mu by'ubukungu n'imibereho.

By'umwihariko, Minisiteri ya Siporo n'Umuko ifite inshingano zikurikira:

1° gutekura no kumenyekanisha politiki, ingamba na gahunda biyanye na siporo n'umuko binyujijwe mu:

- a. Gutekura politiki, ingamba na gahunda bigamije iterambere rya siporo, imyidagaduro, umuko n'umurage w'Igihugu;
- b. kumenyekanisha politiki n'ingamba no gukurikirana ishyirwa mu bikorwa ryazo hagamijwe kugera ku ntego zashyiriweho;
- c. gushyiraho no gukurikirana ishyirwa mu bikorwa ry'ingamba ziteza imbere umubano hagati y'imiryango ya siporo yaba iy'imbere mu Gihugu, mu karere no ku rwego mpuzamahanga.

2° gutunganye urwego rwa siporo n'umuko binyujijwe mu:

Article One: Purpose of this Order

This Order determines mission, functions and organizational structure, salaries and fringe benefits of employees in the Ministry of Sports and Culture (MINISPOC).

Article 2: Mission and functions

The Ministry of Sports and Culture shall have the mission to develop and support implementation of policies and strategies that promote Sports and Cultural development initiatives that lead to the economic and social transformation.

Specifically, the Ministry of Sports and Culture shall be responsible for:

1° develop and disseminate the sector policies, strategies and programs through:

- a. elaboration of policies, strategies and programs that contribute to the promotion of sports, recreational, culture and national heritage;
- b. dissemination of policies and strategies and monitoring their implementation in order to attain the intended objectives;
- c. development and implementation of strategies that promote cooperation between sports organizations at national, regional and international level.

2° Regulate the sector of sports and culture through:

Article premier: Objet du présent arrêté

Le présent Arrêté porte mission, fonctions et structure organisationnelle salaires et autres avantages accordés au personnel du Ministère des Sports et Culture (MINISPOC).

Article 2: Mission et fonctions

Le Ministère des Sports et Culture a pour mission de développer et soutenir la mise en œuvre des politiques et des stratégies de promotion des Sports et des initiatives de développement culturel qui conduisent à la transformation économique et sociale.

Plus particulièrement, le Ministère des Sports et Culture est chargé de:

1° développer et diffuser les politiques, stratégies et programmes sectoriels à travers:

- a. l'élaboration des politiques, stratégies et programmes qui contribuent à la promotion du sport, de loisirs, culture et de l'héritage national;
- b. la diffusion des politiques et stratégies et le suivi de leur mise en œuvre pour atteindre les objectifs visés;
- c. le développement et la mise en œuvre de stratégies qui favorisent la coopération entre les organisations sportives au niveau national, régional et international.

2° réglementer le secteur des sports et de la culture à travers:

a. gushyiraho imirongo ngenderwaho igenewe abafatanyabikorwa mu bijyanye na siporo n'umuco mu rwego rwo guhuza ibikorwa no kwirinda gutatanyabaraga;	a. elaboration of guidelines to orient different stakeholders in the sector of Sports and Culture to ensure coordination and avoid duplication of efforts;	a. l'élaboration des directives destinées aux différents partenaires dans le secteur des Sports et de la culture pour assurer la coordination et éviter la duplication des efforts;
b. gushyiraho, kumenyekanisha no gukurikirana ishyirwa mu bikorwa ry'amabwiriza n'imirongo ngenderwaho mu bikorwa bijyanye na siporo n'umuco;	b. development, dissemination and monitoring the implementation of standards and norms applicable to the sector of sports and culture;	b. le développement, la diffusion et l'application des règles et normes applicables au secteur des sports et de la culture;
c. guharanira ko gahunda za Minisiteri zihuza n'ingamba za Guverinoma;	c. ensuring the alignment and harmonization of the ministry's programs with the Government strategies;	c. s'assurer de l'alignement et de l'harmonisation des programmes du Ministère avec les stratégies du Gouvernement;
3° kubaka ubushobozi bw'inzego n'abakozi binyujijwe mu:	3° developing Institutional and Human Resources through:	3° développer les ressources humaines et institutionnelles à travers:
a. guteza imbere ishyirwaho ry'inzego zifasha mu iterambere rya siporo n'umuco;	a. promotion of the development of institutions that support the development of Sports and Culture;	a. la promotion du développement des institutions qui soutiennent le développement des sports et de la culture;
b. kubaka ubushobozi bw'abakozi mu nzego zikora ibikorwa bijyanye na siporo n'umuco;	b. capacity building of human resources of the institutions that operate in the sector of sports and culture;	b. le renforcement des capacités des ressources humaines dans les institutions qui opèrent dans le secteur des sports et de la culture;
c. guteza imbere ishyirwaho ry'ibikorwa remezo biteza imbere gahunda zirambye za siporo, imyidagaduro n'umuco;	c. promotion of the development of infrastructural facilities that support the development and sustainability of sports, recreational and cultural programs;	c. la promotion du développement des infrastructures qui soutiennent le développement et la pérennité des programmes sportifs, loisirs et culturels;
d. guteza imbere ubushakashatsi n'ibikorwa bya siporon'umuco;	d. promotion of research and development of sport and cultural activities;	d. la promotion de la recherche et le développement des activités sportives et culturelles;
e. guteza imbere imikorere myiza mu bikorwa bijyanye na siporo n'umuco;	e. promotion of quality achievement and performance improvement throughout Sports and Culture sub-sectors;	e. la promotion des réalisations de qualité et l'amélioration des performances dans les sous-secteurs;

4° guhuza, gukurikirana no gusuzuma politiki, ingamba na gahunda bijyanye na siporo n'umuco binyujijwe mu:	4° coordinating, monitoring and evaluation of sector and sub-sectors policies, strategies and programs through:	4° coordonner, faire le suivi et évaluer des politiques, stratégies et programmes sectoriels et sous-sectoriels à travers:
a. gushyiraho no gukurikirana ikoreshwariyuburyo bwo gusuzuma bufasha gupima iterambere n'uruhare rwa siporo n'umuco mu iterambere;	a. setting up and monitoring the implementation of an evaluation system that helps to measure the progress and impact of Sports and Culture in the development;	a. la mise en œuvre d'un système de suivi et d'évaluation afin de mesurer les progrès et l'impact dans les secteurs des Sports et culture dans le développement;
5° kugenzura inzego ziyishamikiyeho binyujijwe mu:	5° overseeing the institutions under its supervision through:	5° superviser les institutions sous sa tutelle par le biais:
a. gutanga icyerekezo n'imirongo ngenderwaho kuri gahunda zihariye z'inzego ziyishamikiyeho hagamijwe ko zihuzwa na gahunda z'Igihugu;	a. provision of strategic guidance and orientations on specific programs to the institutions under its supervision to ensure alignment with Strategic vision of the country;	a. la prestation de conseils stratégiques et des orientations sur des programmes spécifiques pour les établissements sous sa tutelle pour assurer l'alignement avec la vision stratégique du pays;
b. kugenzura imikorere n'imirungire y'inzego za Leta n'izishamikiye kuri Minisiteri ifite umuco na siporo mu nshingano zayo hagamijwe imikorere inoze.	b. supervision of the functioning and management of public institutions and organs under the ministry in charge of sport and culture for efficiency and effectiveness.	b. la supervision du fonctionnement et de la gestion des institutions publiques et les organes sous tutelle du Ministère ayant le sport et la culture dans ses attributions en vue de leur efficacité.
6° gushaka umutungo ukenewe hagamijwe iterambere ry'ibikorwa bijyanye na siporo n'umuco binyujijwe mu:	6° mobilizing resources for the development of the sector and related programs through:	6° mobiliser des ressources pour le développement du secteur et des programmes connexes à travers:
a. gushakisha umutungo no kugenzura ibikorwa ukoreshwamo hagamijwe ko ukoreshwa neza mu bikorwa bijyanye na siporo n'umuco;	a. mobilization of resources and supervision of activities to ensure their rational utilization in the sub-sectors;	a. la mobilisation des ressources et la supervision des activités pour assurer leur utilisation rationnelle dans les sous-secteurs;
b. guteza imbere ubufatanye n'ishoramari ry'abikorera mu bikorwa bijyanye n'iterambere rya siporo n'umuco;	b. promotion of partnership and private investment in the sector development;	b. la promotion du partenariat et l'investissement privé dans le développement du secteur;
c. gushyiraho uburyo bw'ubuvugizi buteza imbere siporo n'umuco.	c. building a strong advocacy mechanism that promotes Sports and Culture development.	c. la mise en place d'un mécanisme de plaidoyer en vue de la promotion des Sports et de développement de la culture.

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

Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo bya Minisiteri ya Siporo n'Umucobiri ku mugereka wa I n'uwa II y'iri teka.

Ingingo 4: Igenwa ry'Umushahara

Imishahara y'Abakoziba Minisiteri ya Siporo n'Umuco
igenwa hashingiwe ku mbonerahamwe y'urutonde
rw'imirimo kandi hakurikijwe amahame ngenderwaho
mu kubara imishahara mu butegetsi bwa Leta.

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

Ingingo 5: Ibigize umushahara mbumbe

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

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

Indamunite y’urugendo ivugwa mu gika cya mbere cy’iyi ngingingo ntigenerwa abayobozi bari ku nzego

Article 3: Organizational structure and job profiles

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

Article 4: Determination of the Salary

Salaries for employees of the Ministry of Sports and Culture shall be determined basing on the job classification and in accordance with general principles on salary calculation in public service.

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

Article 5: Composition of the gross salary

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

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

The transport allowance specified in Paragraph One of this shall not be granted to officials positioned on

Article 3: Structure organisationnelle et profils d'emplois

La structure organisationnelle et les profils d'emplois du Ministère des Sports et Culture sont respectivement en annexes I et II du présent arrêté.

Article 4: Détermination du Salaire

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

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

Article 5: Composition du salaire brut

Le salaire brut mensuel pour chaque agent comprend principalement:

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

L'indemnité de transport visée à l'alinéa premier du présent article n'est pas allouée aux agents aux

z'imirimo za "F" na "2.III" boroherezwa ingengo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze; ndetse n'abakozi bari ku rwego rwa "3" bagenerwa indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

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

postes de niveau "F" et "2.III" pour lesquels le transport est facilité selon les instructions du Ministre ayant le transport dans ses attributions, ainsi que ceux aux postes de niveau "3" qui bénéficient d'une indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Ingingo ya 6: Ibindi bigenerwa Umunyamabanga Uhoraho

Umunyamabanga Uhoraho muri Minisitiri ya Siporo n'Umuco agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

- 1° amafaranga yo kwishyura telefoni yo mu biro angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi, n'aya telefoni igendanwa angana n'ibihumbi ijana (100.000 Frw) buri kwezi;
- 2° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200. 000 frw) buri kwezi anyura kuri konti y'urwego bireba;
- 3° Leta imworohereza ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

Article 6: Fringe benefits for Permanent Secretary

The Permanent Secretary in the Ministry of Sports and Culture shall be entitled to the following fringe benefits:

- 1° Communication allowance of one hundred thousand Rwandan francs (Rwf 100,000) per month for office land line and one hundred thousand Rwandan francs (Rwf 100,000) per month for mobile phone;
- 2° office guest's entertainment allowance of two hundred thousand Rwandan francs (Rwf 200,000) per month and transferred to the institution's account;
- 3° the Government shall facilitate his/her transport in accordance with the Instructions of the Minister responsible for transport.

Article 6: Autres avantages alloués au Secrétaire Permanent

Le Secrétaire Permanent au sein du Ministère des Sports et Culture bénéficie des avantages suivants:

- 1° les frais de communication par téléphone de bureau équivalent à cent mille francs Rwandais (100.000 Frw) et de téléphone portable équivalent à cent mille francs rwandais (100.000 Frw) par mois;
- 2° les frais de représentation au service équivalent à deux cent mille francs rwandais (200.000 Frw) chaque mois et domiciliés au compte de l'institution concernée;
- 3° l'Etat lui facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 7: Ibindi bigenerwa Umujyanama wa Minisitiri uri ku rwego rwa "2.III"

Umujyanama wa Minisitiri agenerwa ibindi bimufasha gutunganya imirimo mu buryo bukurikira:

- 1° Umujyanama wa Minisitiri agenerwa

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

Advisor to the Minister shall be entitled to fringe benefits as follows:

- 1° the Advisor to the Minister shall be entitled

Article 7: Autres avantages alloués au conseiller du Ministre au poste de niveau "2.III"

Le conseiller du Ministre bénéficie des avantages comme suit:

- 1° le conseiller du Ministre bénéficie des frais

amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw) buri kwezi;

to seventy thousand Rwandan francs (Rwf 70,000) per month for mobile phone;

de communication par téléphone portable équivalent à soixante-dix mille francs rwandais (70.000 Frw) par mois;

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

2° the Government shall facilitate his/her transport in accordance with instructions of the Minister in charge of transport.

2° l'Etat lui facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

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

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

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

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

Directors of Units and officials on "3" job classification level shall each be entitled to fringe benefits as follows:

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

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

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

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

2° indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

2° a special transport allowance in accordance with instructions of the Minister in charge of public service.

2° indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Abayobozi b'Amashami bari ku rwego rw'imirimo rwa "3" bafite itsinda ry'abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe, bagenerwa kandi amafaranga ibihumbi ijana y'u Rwanda (Rwf 100,000) buri kwezi ya telefoni yo mu biro.

Directors of Units on level "3" with a pool of employees under their responsibilities in accordance with the approved organizational structure shall also each be entitled to communication allowance of an office telephone of one hundred thousand Rwandan francs (Rwf 100,000) per month.

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

Ingingo ya 9: Indamunite z'urugendo rw'imodoka

Article 9: Mileage allowances

Article 9: Indemnités kilométriques

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

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

Lorsque les hauts cadres aux postes de niveaux F et "2.III" vont en missions officielles à l'intérieur du pays en utilisant leurs véhicules, l'Etat leur octroie des indemnités kilométriques

ufite gutwara abantu mu nshingano ze.

charge of transport.

conformément aux instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 10: Abashinzwe kubahiriza iri teka

Article 10: Authorities responsible for the implementation of this Order

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

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri wa Siporo n'Umuko, Minisitiri w'Ibikorwa Remezo na Minisitiri w'Imari n'Igenamigambi basabwe kubahiriza iri teka.

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

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

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

Article 11: Repealing provision

Article 11: Disposition abrogatoire

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

All prior provisions contrary to this Order are hereby repealed.

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Ingingoya 12: Igihe iteka ritangira gukurikizwa

Article 12: Commencement

Article 12: Entrée en vigueur

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

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

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

Kigali, ku wa **27/2/2015**

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya
Repubulika:

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

Kigali, on **27/2/2015**

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Kigali, le **27/2/2015**

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République:

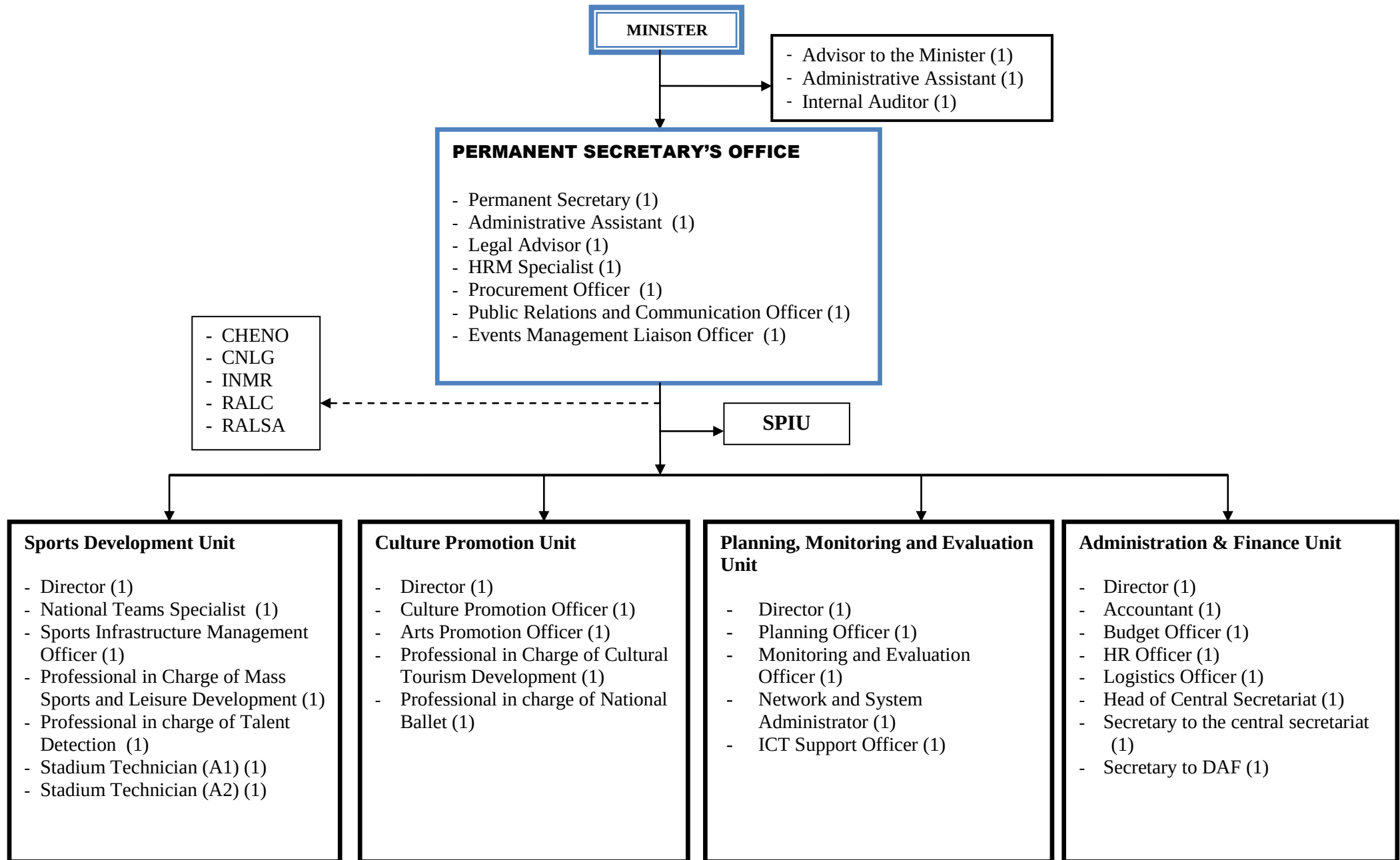
(sé)
BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N° 49/03 RYO KU WA
27/2/2015 RIGENA INSHINGANO
N'IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI MINISITERI
YA SIPORO N'UMUCO (MINISPOC)

ANNEX I TO PRIME MINISTER'S ORDER N°
49/03 OF 27/2/2015 DETERMINING MISSION
FUNCTIONS AND ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS OF EMPLOYEES IN THE
MINISTRY FOR SPORTS AND CULTURE
(MINISPOC)

ANNEXE I A L'ARRETE DU PREMIER
MINISTRE N° 49/03 DU 27/2/2015 PORTANT
MISSION, FONCTIONS ET STRUCTURE
ORGANISATIONNELLE SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DES SPORTS
ET CULTURE (MINISPOC)

Official Gazette No. Special of 28/02/2015
MINISPOC ORGANIZATIONAL CHART



Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° **49/03** ryo ku wa 27/2/2015 rigena inshingano n'imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri ya Siporo n'Umuco (MINISPOC)

Kigali, ku wa 27/2/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya
Repubulika:**

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

Seen to be annexed to Prime Minister's Order n° **49/03** of 27/2/2015 determining mission functions and organisational structure, salaries and fringe benefits of employees in the Ministry for Sports and Culture (MINISPOC)

Kigali, on 27/2/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n° **49/03** du 27/2/2015 portant mission, fonctions et structure organisationnelle salaires et autres avantages accordés au personnel du Ministère des Sports et Culture (MINISPOC)

Kigali, le 27/2/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République:

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

**UMUGEREKA WA II W'ITEKA RYA
MINISITIRI W'INTEBE N° 49/03 RYO KU WA
27/2/2015 RIGENA INSHINGANO
N'IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI MINISITERI
YA SIPORO N'UMUCO (MINISPOC)**

**ANNEX II TO PRIME MINISTER'S ORDER N°
49/03 OF 27/2/2015 DETERMINING MISSION
FUNCTIONS AND ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS OF EMPLOYEES IN THE
MINISTRY FOR SPORTS AND CULTURE
(MINISPOC)**

**ANNEXE II A L'ARRETE DU PREMIER
MINISTRE N° 49/03 DU 27/2/2015 PORTANT
MISSION, FONCTIONS ET STRUCTURE
ORGANISATIONNELLE SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DES SPORTS
ET CULTURE (MINISPOC)**

MINISPOC - JOB PROFILES

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
Office of the Minister of Sports and Culture	Minister of Sports and Culture	Minister of Sports and Culture	Political appointee	1
	Advisor	Advisor to the Minister	A0 in Sociology, History, Law, Anthropology, Physical Education, Literature, Political Science, Public Administration, Administrative Sciences ,Cultural Heritage Management, Heritage Studies, Development Studies with 5 years of working experience or 2 years in sinior position or Master's Degree or Equivalent in Sociology, History, Law, Anthropology, Physical Education, Literature, Political Science, Administrative Sciences ,Public Administration, Cultural Heritage Management, Heritage Studies, Development Studies with 3 years of working experience. Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Rwandan Culture System - Good knowledge of government policy-making ; - Knowledge of the Sports policies and issues ; - Knowledge of Culture policies and issues - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literacy; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Internal Audit	Internal Auditor	A0 in Finance, Accounting or Management with specialization in Finance/Accounting <u>Key Technical Skills & Knowledge required:</u> - Detailed knowledge of financial and Audit Standards, HR & Financial regulations, Procedures and Financial software; - Planning Skill; - High Analytical skills; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Administrative Assistant	Administrative Assistant	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Management, Sociology, Social Work, Law <u>Key Technical Skills & Knowledge required:</u> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage	1
S/Total				4
Office of the Permanent Secretary	Permanent Secretary	Permanent Secretary	Political appointee	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Administrative Assistant	Administrative Assistant	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences , Management, Sociology , Social Work, Law <u>Key Technical Skills & Knowledge required:</u> - 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
	Legal Advisor	Legal Advisor	A0 in Law with 3 years of working experience or Master's Degree in Law with 1 year of working experience <u>Key Technical skills and Knowledge required :</u> - Deep knowledge of Rwandan public service and labor law; - High analytical and problem solving skills; - Legal research and analysis in complex areas of law; - Knowledge of Substantive Law and Legal Procedures; - Decision making skills; - Experience in contract drafting and negotiation; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills;	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	HRM Specialist	HRM Specialist	A0 in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Human Resource Management with 3 years of working experience or Master's Degree in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Specialization in Human Resource Management <u>Key Technical Skills & Knowledge required:</u> -Deep knowledge of Rwandan public service and labor law; - Knowledge in Conflict Management; - knowledge of the regulations applying to payroll procedures; - Knowledge of human resources concepts, practices,policies, and procedures; - Problem Solving Skills; - Computer Skills; - Judgment & Decision Making Skills; - Time management Skills; - Interview Skills; - High analytical Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Public Relations & Communication	Public Relations & Communication Officer	A0 in Communication, International Relations, Journalism, Marketing, Linguistics and Literature. <u>Key technical skills and knowledge required:</u> - 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 - Teamworking skills - Effective public relations and public speaking skills - Interviewing skills - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Events Management Liaison Officer	Events Management Liaison Officer	A0 in Events Management, Communication, International Relations, Journalism, Marketing and Hospitality Management. Key Technical Skills & Knowledge required: - Communication Skills - Negotiation Skills - Time management - Attention to details and high level of accuracy - Very effective organisational skills - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Procurement	Procurement Officer	A0 in Procurement, Management, Accounting, Law, Public Finance, Economics <u>Key Technical Skills & Knowledge required:</u> - 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; - Decesion making Skills; - Computer Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1
S/Total				7

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
Planning, M & E Unit	Director of Unit	Director of Planning, M&E Unit	A0 in Economics, Management, Development Studies, Project Management, Business Administration with 3 years of working experience; Or Master' or Equivalent in Economics, Management, Development Studies, Project Management, Business Administration with 1 year of working experience Key Technical Skills & Knowledge required: - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's Public service and labour Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Leadership Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Planning	Planning Officer	A0 in Economics, Project Management, Management, Development Studies, Business Administration Key Technical Skills & Knowledge required: - Knowledge of results based management, logical framework approach, strategic planning processess and tools; - Knowledge of Rwanda's Public service and Labour Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decission Making Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Monitoring and Evaluation Officer	Monitoring and Evaluation Officer	A0 in Economics, Project Management, Management, Development Studies, Business Administration Key Technical Skills & Knowledge required: - Knowledge and understanding of the Rwandan Public Service and Labor sector; - Excellent leadership skills; - Coordination, Planning & Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills - Effective communication skills; - Time Management Skills; - Decesion making Skills; - Computer Skills; - Judgment & Decision making skills; - High Analytical & Complex Proble solving Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage .	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Network and System Administrator	Network and System Administrator	A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage or A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering. Key Technical Skills & Knowledge required: - Knowledge of Rwanda's ICT policies and strategies; - Highly proficient with Microsoft Windows operating systems - Proficient in Microsoft Office products - Proficient in basic networking protocols and standards - Knowledge of AD, Exchange, VPN, routers, and wireless internet access; - Knowledge of circuit boards, processors, electronic 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.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	ICT Support Officer	ICT Support Officer	A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSD, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage or A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering Key Technical Skills & Knowledge required: - Knowledge of Rwanda's ICT Policies and Strategies; - Proficient in web application security and database security; - Knowledge of all database vendor versions; - Proficient in designing, writing, editing, and debugging programs and databases; - Interpersonal Skills; - Communication skills - Negotiation Skills; - Problem-solving skills; - Analytical skills a - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
S/Total				5

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
Culture Promotion Unit	Director of Unit	Director of Culture Promotion Unit	A0 in History, Culture Heritage Management, Heritage Studies, Culture Studies, Anthropology, Sociology, Hospitality, Tourism, Literature with 3 years of working experience or Master's Degree or Equivalent in History, Culture Heritage Management, Heritage Studies, Culture Studies, Anthropology, Sociology, Hospitality, Tourism, Literature with 1 year of working experience Key Technical Skills & Knowledge required: - Extensive knowledge and understanding of the Rwandan Culture and Rwandan History; - Organizational Skills; - Creative, proactive, customer focussed, solutions led and outcome driven Skills; - Interpersonal Skills; - Advanced Negotiation skills; - High Communication skills; - Time Management Skills; - Decision Making Skills; - Computer Skills; - Judgment & Decision making skills; - Complex Problem solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Culture Promotion	Culture Promotion Officer	A0 in Culture Studies, Studio arts, Drama and Dramatics, Theatre arts, Literature, Musicology, Plastic arts, painting, Scripture, Design, Arts and Crafts, Culture Heritage Management, History, Anthropology, Heritage Studies Key Technical Skills & Knowledge required: - Leadership skills - Communication skills, organisation and interpersonal skills - High analytical skills - Time management - Knowledge of strategic planning, monitoring and evaluation - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Arts promotion	Arts Promotion Officer	A0 in Culture Studies, Studio arts, Drama and Dramatics, Theatre arts, Musicology, Plastic arts, painting, Scripture, Design, Arts and Crafts Key Technical Skills & Knowledge required: - Leadership and Management; - Excellent Communication, organization and interpersonal skills; - High analytical skills; - Time management skills -Knowledge of strategic planning knowledge in monitoring and evaluation systemst; -Talent management; -Psychoanalytical skills; -Problem solving skills;	1
	Cultural Tourism Development	Culture Tourism Development Officer	A0 in History, Tourism and hospitality, Culture heritage, Management, Anthropology, Literature, Sociology, History, Key Technical Skills & Knowledge required: - Leadership & Management skills - Excellent Communication, organization and interpersonal skills - High analytical skills -Time mangement -Talent management -Problem solving skills -Knowledge of strategic planning, monitoring and evaluation - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	National Ballet	National Ballet Officer	A0 in Culture Heritage Management, History, Anthropology, Literature, Education, Sociology, Management, Culture Studies, Drama and Dramatics, Musicology. Key Technical Skills & Knowledge required: - Leadership and Management - Excellent Communication, organization and interpersonal skills - High analytical skills - Talent Management - Talent detection skills - Time management skills - Selecting skills - Psychoanalytical skills - Knowledge of strategic planning knowledge in - Monitoring and evaluation systems Computer skills - Judgment and decision making skills - Complex problem solving - Fluent in Kinyarwanda, English and / French, knowledge of both is an advantage	1
S/Total				5

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
Sports Development Unit	Director of Unit	Director of Sports Development Unit	A0 in Physical Education, Sports management, Sports Science, Leisure, Business Studies, Management, Marketing, Economics, Sociology, Administrative Sciences , Public Administra with 3 years of working experience or Master's Degree or Equivalent in Physical Education,Sports management, Sports Science, Leisure, Business Studies, Management, Marketing, Economics, Sociology, Administrative Sciences, Public Administration with 1 year of working experience. Key Technical Skills & Knowledge required: - Good knowledge of government policy-making ; - Knowledge of the Sports policies and issues ; - Knowledge of Culture policies and issues - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literacy; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Excellent interpersonal skills; - Communication skills; - Time management skills; - Good team working skills; - Adaptability Skills; - Enthusiasm; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	National Teams	National Teams Specialist	A0 in Physical Education, Sports Management, Sports Science, Leisure, Business Studies, Management with 3 years of working experience or Masters or equivalent in Physical Education, Sports Management, Sports Science, Leisure, Business Studies, Management. Key Technical Skills & Knowledge required: - Good knowledge of government policy-making ; - Knowledge of the Sports policies and issues ; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literacy; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Good team working skills; - Adaptability Skills; - Enthusiasm Skills; - Time management skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Mass Sports and Leisure Development	Mass Sports and Leisure Development Officer	A0 in Physical Education, Sports Management, Sociology, Education Science, Education Psychology. Key Technical Skills & Knowledge required: - Knowledge of the Sports policies and issues ; - Leadership and Management - Excellent Communication, organization and interpersonal skills - High analytical skills - Talent Management - Time management skills - Selecting skills - Psychoanalytical skills - Knowledge of strategic planning knowledge in monitoring and evaluation systems - Computer skills - Judgment and decision making skills - Complex problem solving - High analytical skills - Fluent in Kinyarwanda, English and / French, knowledge of both is an advantage	1
	Sports Infrastructure Management	Sports Infrastructure Management Officer	A0 in Civil Engineering, Sport Management, Economics and Management Key Technical Skills & Knowledge required: - Knowledge of the Sports policies and issues ; - Leadership and Management - Excellent Communication, organization and interpersonal skills - High analytical skills - Time management skills - Knowledge of strategic planning knowledge in monitoring and evaluation systems - Computer skills - Judgment and decision making skills complex problem solving and analytical skills - Fluent in Kinyarwanda, English and / French, knowledge of both is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Talent Detection	Talent Detection Officer	A0 in Physical Education, Sports Management, Sociology, Education Science, Education Psychology, Psychology, Management. Key Technical Skills & Knowledge required: - Leadership and Management - Excellent Communication, organization and interpersonal skills - High analytical skills - Talent detection skills Talent Management - Time management skills - Selecting skills - Psychoanalytical skills - Knowledge of strategic planning knowledge in monitoring and evaluation systems - Computer skills Judgment and decision making skills - Complex problem solving - High analytical skills - Fluent in Kinyarwanda, English and / French, knowledge of both is an advantage.	1
	Stadium Technician	Stadium Technician	A1 in Electronic, Electricity, Computer Sciences, Public Works and Construction. Key Technical Skills & Knowledge required: - Negotiation skills; - Communication Skills; - Balancing and climbing skills - Technical skills - Time management - Attention to detail and high level of accuracy; - Very effective organizational skills - Fluent in Kinyarwanda, English and/or French.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Stadium Technician	Stadium Technician	A2 in Electronic, Electricity, Computer Sciences, Public Works and Construction. Key Technical Skills & Knowledge required: - Technical skills - Communication skills - Balancing and climbing skills - Very effective organisational skills - Attention to detail and high level of accuracy - Fluent in Kinyarwanda, English and/or French	1
S/Total				7
Administration & Finance Unit	Director of Unit	Director of Administration & Finance Unit	Accounting Professional Qualification recognised by IFAC (ACCA, CPA); Or A0 Public Finance, Finance, Accounting or Management with specialization in Finance/Accounting with 3 years of working experience Key Technical Skills & Knowledge required: - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting. - Knowledge of Rwanda Public Financial Law; - Leadership and management skills; - Planning and organisational, Budgeting skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Problem solving; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Accountant	Accountant	Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting <u>Key Technical Skills & Knowledge required:</u> - 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 Financia 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	1
	Budget management	Budget Officer	A0 in Finance, Accounting, Management, Economics <u>Key Technical Skills & Knowledge required:</u> - Knowledge of cost analysis techniques; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Judgment & Decision Making Skills; - Deep understanding of financial accounts; - High Analytical Skills - Interpersonal skills; - Time management Skills - Complex Problem solving; - Flexibility Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Human Resources	Human Resources Officer	A0 in Human Resource Management, Management, Public Administration, Administrative Sciences Key Technical Skills & Knowledge required: - Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources; - Knowledge in the Development of Human Resources Policies and procedures - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Logistics	Logistics Officer	A0 in Store Management, Management, Finance, Accounting, Economics, Administrative Sciences and Public Administration. <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Central Secretariat	Head of Central Secretariat	A1 in Secretariat Studies, Office Management, Library and Information Science or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law, Library and Information Science with 2 years of working experience. <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Secretary	Secretary to the Central secretariat	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative Unit	Job Title	Title of Job positions linked to the Job	Job Profile	Number of Jobs
	Secretary	Secretary to Daf Unit	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
S/Total				8
Grand / Total				36

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° **49/03** ryo ku wa 27/2/2015 rigena inshingano n'imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri ya Siporo n'Umuco (MINISPOC)

Kigali, ku wa 27/2/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya
Repubulika:**

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

Seen to be annexed to Prime Minister's Order n° **49/03** of 27/2/2015 determining mission functions and organisational structure, salaries and fringe benefits of employees in the Ministry for Sports and Culture (MINISPOC)

Kigali, on 27/2/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n° **49/03** du 27/2/2015 portant mission, fonctions et structure organisationnelle salaires et autres avantages accordés au personnel du Ministère des Sports et Culture (MINISPOC)

Kigali, le 27/2/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République:

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

**UMUGEREKA WA III W'ITEKA RYA
MINISITIRI W'INTEBE N° 49/03 RYO KU WA
27/2/2015 RIGENA INSHINGANO
N'IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI MINISITERI
YA SIPORO N'UMUCO (MINISPOC)**

**ANNEX III TO PRIME MINISTER'S ORDER
N° 49/03 OF 27/2/2015 DETERMINING
MISSION FUNCTIONS AND
ORGANISATIONAL STRUCTURE, SALARIES
AND FRINGE BENEFITS OF EMPLOYEES IN
THE MINISTRY FOR SPORTS AND
CULTURE (MINISPOC)**

**ANNEXE III A L'ARRETE DU PREMIER
MINISTRE N° 49/03 DU 27/2/2015 PORTANT
MISSION, FONCTIONS ET STRUCTURE
ORGANISATIONNELLE SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DES SPORTS
ET CULTURE (MINISPOC)**

MINISPOC SALARY STRUCTURE

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Permanent Secretary	441	F	2,869	1,613,167
Advisor to the Minister	330	2.III	1,890	892,962
Director of Sports Development Unit	330	3.II	1,369	670,524
Director of Culture Promotion Unit	330	3.II	1,369	646,807
Director of Planning, Monitoring and Evaluation Unit	330	3.II	1,369	646,807
Director of Administration & Finance Unit	330	3.II	1,369	646,807
Legal Advisor	330	3.II	1,369	646,807
HRM Specialist	330	3.II	1,369	646,807
National Teams Specialist	330	3.II	1,369	646,807
Arts Promotion Officer	300	4.II	1,141	485,333
Culture Promotion Officer	300	4.II	1,141	485,333
Sports Infrastructure Management Officer	300	4.II	1,141	485,333
Public Relations and Communication Officer	300	4.II	1,141	485,333
Human Resources Officer	300	4.II	1,141	485,333
Mass Sports & Leisure Development Officer	300	4.II	1,141	485,333
Talent Detection Officer	300	4.II	1,141	485,333
Cultural Tourism Development Officer	300	4.II	1,141	485,333
National Ballet Officer	300	4.II	1,141	485,333
Events Management Liaison Officer	300	4.II	1,141	485,333
Planning Officer	300	4.II	1,141	485,333
Monitoring & Evaluation Officer	300	4.II	1,141	485,333
ICT Support Officer	300	4.II	1,141	485,333
Network and System Administrator	300	4.II	1,141	485,333
Internal Auditor	300	5.II	951	404,515
Accountant	300	5.II	951	404,515
Procurement Officer	300	5.II	951	404,515
Budget Officer	300	5.II	951	404,515
Logistics Officer	300	5.II	951	404,515
Stadium Technician (A1)	300	5.II	951	404,515
Administrative Assistant to the Minister	300	5.II	951	404,515
Administrative Assistant to the Permanent Secretary	300	5.II	951	404,515
Head of Central Secretariat	300	7.II	660	280,736
Stadium Technician (A2)	300	8.II	508	216,081
Secretary to DAF	300	8.II	508	216,081
Secretary in Central Secretariat	300	8.II	508	216,081

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° **49/03** ryo ku wa 27/2/2015 rigena inshingano n'imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri ya Siporo n'Umuco (MINISPOC)

Kigali, ku wa 27/2/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango cya
Repubulika:**

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

Seen to be annexed to Prime Minister's Order n° **49/03** of 27/2/2015 determining mission functions and organisational structure, salaries and fringe benefits of employees in the Ministry for Sports and Culture (MINISPOC)

Kigali, on 27/2/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n° **49/03** du 27/2/2015 portant mission, fonctions et structure organisationnelle salaires et autres avantages accordés au personnel du Ministère des Sports et Culture (MINISPOC)

Kigali, le 27/2/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République:

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

ITEKA RYA MINISITIRI W'INTEBE N° 50/03
RYO KU WA 27/2/2015 RIGENA INSHINGANO
N'IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI MINISITERI
Y'URUBYIRUKO, IKORANABUHANGA MU
ITUMANAHU N'ISAKAZABUMENYI (MYICT)

PRIME MINISTER'S ORDER N°50/03 OF
27/2/2015 DETERMINING THE MISSION,
FUNCTIONS AND ORGANISATIONAL
STRUCTURE SALARIES AND FRINGE
BENEFITS OF EMPLOYEES IN THE
MINISTRY OF YOUTH AND INFORMATION
AND COMMUNICATION TECHNOLOGY
(MYICT)

ARRETE DU PREMIER MINISTRE N°50/03
DU 27/2/2015 PORTANT MISSION,
FONCTIONS ET STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
PERSONNEL DU MINISTERE DE LA
JEUNESSE, DE LA TECHNOLOGIE DE
L'INFORMATION ET DE LA
COMMUNICATION (MYICT)

ISHAKIRO

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ITEKA RYA MINISITIRI W'INTEBE N° 50/03 RYO KU WA 27/2/2015 RIGENA INSHINGANO N'IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'URUBYIRUKO, IKORANABUHANGA MU ITUMANAHU N'ISAKAZABUMENYI (MYICT)

PRIME MINISTER'S ORDER N°50/03 OF 27/2/2015 DETERMINING THE MISSION, FUNCTIONS AND ORGANISATIONAL STRUCTURE SALARIES AND FRINGE BENEFITS OF EMPLOYEES IN THE MINISTRY OF YOUTH AND INFORMATION AND COMMUNICATION TECHNOLOGY (MYICT)

ARRETE DU PREMIER MINISTRE N°50/03 DU 27/2/2015 PORTANT MISSION, FONCTIONS ET STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DE LA JEUNESSE, DE LA TECHNOLOGIE DE L'INFORMATION ET DE LA COMMUNICATION (MYICT)

Minisitiri w'Intebe;

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo ku wa 04 Kamena 2003, nk'uko ryavugururwe kugeza ubu, cyane cyane mu ngingo zaryo, iya 118, iya 119, iya 121 n'iya 201;

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

Asubiye ku Iteka rya Minisitiri w'Intebe n° 81/03 ryo ku wa 21/08/2012 rigena kandi rishyiraho inshingano, imbonerahamwe n'incamake y'imyanya y'imirimo bya Minisiteri y'Urubyiruko, Ikoranabuhanga mu Itumanaho n'Isakazabumenyi (MYICT);

Asubiye ku Iteka rya Minisitiri w'Intebe n° 53/03 ryo ku wa 14/07/2012 rishyiraho imishahara n'ibindi bigenerwa abakozi bo mu butegetsi bwite bwa Leta, nk'uko ryahinduwe kandi ryujijwe kugeza ubu;

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

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

The Prime Minister;

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 118, 119, 121 and 201;

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

Having reviewed Prime Minister's Order n° 81/03 of 21/08/2012 determining the mission, organisational structure and summary of job positions of the Ministry of Youth and Information and Communication Technology (MYICT);

Having reviewed Prime Minister's Order n° 53/03 of 14/07/2012 establishing salaries and fringe benefits for public servants of the Central Government as modified and complemented to date;

On proposal by the Minister of Public Service and Labour;

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

Le Premier Ministre;

Vu la Constitution de la République du Rwanda du 04 juin 2003, telle que révisée à ce jour, spécialement en ses articles 118, 119, 121 et 201;

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

Revu l'Arrêté du Premier Ministre n° 81/03 du 21/08/2012 portant mission, structure organisationnelle et synthèse des emplois du Ministère de la Jeunesse, de la Technologie de l'Information et de la Communication (MYICT);

Revu l'Arrêté du Premier Ministre n° 53/03 du 14/07/2012 fixant les salaires et autres avantages accordés au personnel de l'Administration Centrale, tel que modifié et complété à ce jour;

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

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

ATEGETSE:

HEREBY ORDERS:

ARRETE:

Ingingo ya mbere: Icyo iri teka rigamije

Article One: Purpose of this Order

Article premier: Objet du présent Arrêté

Iri teka rigena inshingano, imbonerahamwe n'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi bya Minisiteri y'Urubyiruko Ikoranabuhanga mu Itumanaho n'Isakazabumenyi (MYICT).

This Order determines the mission, functions and Organizational Structure, salaries and fringe benefits for its employees of the Ministry of Youth and Information and Communication Technology (MYICT).

Le présent arrêté porte mission, fonctions et structure organisationnelle, salaires et autres avantages accordés au personnel du Ministère de la Jeunesse, de la Technologie de l'Information et de la Communication (MYICT).

Ingingo ya 2: Inshingano

Article 2: Mission and functions

Article 2: Mission et fonctions

Minisiteri y'Urubyiruko n'Ikoranabuhanga mu Itumanaho n'Isakazabumenyi ifite inshingano rusange yo kwita kuri gahunda z'Igihugu zihutirwa mu bijyanye n'iterambere ry'ubukungu no kugabanya ubukene ibinyujije mu gushyiraho no guhuza politiki na porogaramu zerekeye ikoranabuhanga mu itumanaho n'isakazabumenyi ndetse n'izerekeye kubaka ubushobozi bw'urubyiruko.

The Ministry of Youth and Information and Communication Technology shall have the mission of addressing national priorities for economic growth and poverty reduction through the development and coordination of national information and communication technology policies and programs as well as through youth empowerment.

Le Ministère de la Jeunesse et de la Technologie de l'Information et de la Communication a pour mission de soutenir les priorités nationales en rapport avec la croissance économique et la réduction de la pauvreté à travers l'élaboration et la coordination des politiques et programmes nationaux relatifs à la technologie de l'information et de la communication ainsi qu'à travers le renforcement des capacités de la Jeunesse.

By'umwihariko, Minisiteri y'Urubyiruko n'Ikoranabuhanga mu Itumanaho n'Isakazabumenyi ifite inshingano zikurikira:

Specifically, the Ministry of Youth and Information and Communication Technology shall be responsible for:

Plus particulièrement, le Ministère de la Jeunesse et de la Technologie de l'Information et de la Communication est chargé de:

1° gushyiraho no kumenyekanisha politiki, ingamba na gahunda bijyanye n'urubyiruko binyujijwe mu:

1° developing and disseminating the sector policies, strategies and programs of youth through:

1° développer et diffuser les politiques, des stratégies et des programmes sectoriels de la jeunesse par le biais de:

a. gushyiraho za politiki, ingamba na gahunda zijyanye n'ikoranabuhanga mu itumanaho n'isakazabumenyi;

a. the elaboration of policies, strategies and programs for Information and Communication Technology;

a. l'élaboration des politiques, stratégies et programmes concernant la Technologie de

		l'Information et de la Communication;
b. gushyiraho za politiki, ingamba na gahunda ziteza imbere urubyiruko, zigisha urubyiruko uburere mboneragihugu kandi ziteza imbere urubyiruko mu bukungu n'imiberereho; c. gutegeza imishinga yerekeye ikoranabuhanga mu itumanaho n'isakazabumenyi ndetse n'imishinga yibanda ku rubyiruko hagamijwe guhanga imirimo; d. igenamigambi, gutegeza no kumenyekanisha ibikorwa bya Minisiteri n'abafatanyabikorwa mu gihe gito no mu gihe kiringaniye; e. gushyiraho gahunda ziteza imbere ibikorwa remezo, kubaka no gusana ndetse no gushakira ibikoresho ibigo by'urubyiruko hagamijwe iterambere ry'ubukungu n'imiberereho y'urubyiruko.	b. the elaboration of policies, strategies and programs contributing to the promotion of the youth, to youth civic education and to youth social and economic empowerment; c. the development of projects regarding youth and information and communication technology with an aim of creating jobs; d. the planning, preparation and dissemination of any short and medium term work plan for the Ministry and its partners; e. the development of infrastructure, construction and rehabilitation programs, and equipment of youth friendly centers for the socio-economic development of youth.	b. l'élaboration des politiques, stratégies et programmes qui contribuent à la promotion de la jeunesse, à l'éducation civique des jeunes et à leur émancipation socio-économique; c. le développement des projets concernant la jeunesse et des projets en rapport avec la technologie de l'information et de la communication en vue de la création d'emplois; d. la planification, la préparation et la diffusion des plans d'action à court et à moyen terme pour le Ministère et les partenaires; e. l'élaboration des programmes de développement des infrastructures de réhabilitation et de réparation, et l'équipement des centres des jeunes en vue de leur développement socio-économique.
2 ° gushyiraho amategeko ajyanye n'urubyiruko binyujijwe mu: a. gukorera ubuvugizi urubyiruko kugira ngo rugire uruhare mu iterambere rirambye ry'ibidukikije; b. gushyiraho amategeko akoreshwa mu bikorwa by'urubyiruko, mu	2° regulating the youth sectors through: a. the advocacy for youth participation to building a sustainable environment; b. the elaboration of the rules applicable to youth and information	2° réglementer le secteur de la jeunesse à travers: a. le plaidoyer en faveur de la participation des jeunes à construire un environnement durable; b. l'élaboration des règles applicables aux activités des jeunes et à la

ikoranabuhanga mu itumanaho n'isakazabumenyi no kuyamenyekanisha;	and communication technology activities and their dissemination;	technologie de l'information et de la communication et la diffusion de ses règles;
c. kugira uruhare mu gushyiraho amabwiriza agenga ibikorwa biyanye n'urubyiruko n'ikoranabuhanga mu itangazamakuru n'isakazabumenyi;	c. the contribution in the elaboration of norms in information and communication technology and youth related matters;	c. la contribution à l'élaboration de normes relatives à la jeunesse et à la technologie de l'information et de la communication;
d. guhuzabikorwa bya Minisiteri na EDPRS;	d. the harmonization of the Ministry's activities with the Government's EDPRS;	d. l'harmonisation des activités du Ministère avec l'EDPRS ;
3 ° kubaka ubushobozi bw'inzego n'abakozi binyujijwe mu:	3° developing institutional and human resources capacities through:	3° développer les capacités institutionnelles et humaines à travers:
a. guteza imbere imikorere myiza n'umugaruro ufatika muri Minisiteri;	a. the promotion of quality achievement and performance improvement throughout the Ministry;	a. la promotion des services de qualité et l'amélioration des performances au sein du Ministère;
b. guteza imbere ibikorwa bigamije kubaka ubushobozi bw'abakozi mu rwego rwo kubaza umugaruro ubumenyi bafite;	b. the development of the capacity building initiatives relating to optimal use of knowledge;	b. le développement des initiatives de renforcement des capacités relatives à l'utilisation optimale des connaissances;
c. kubaka ubushobozi bw'inzego n'abakozi bakora muri gahunda z'urubyiruko n'iz'ikoranabuhanga mu itangazamakuru n'isakazabumenyi;	c. the capacity building of the institutional and human resources operating in youth and information and communication technology sectors;	c. le renforcement des capacités institutionnelles et humaines opérant dans les secteurs de la jeunesse et de la technologie de l'information et de la communication;
d. kugira inama za Minisiteri n'Ibigo bya Leta ku buryo bwo kubona ubumenyi bukwiriye mu rwego rw'ikoranabuhanga mu itumanaho n'isakazabumenyi;	d. the advice to the Ministries and Public agencies for access to relevant domain knowledge and information and communication technology sector expertise;	d. des conseils aux Ministères et aux établissements publics en ce qui concerne l'accès à la connaissance et à l'expertise du secteur de la technologie de l'information et de la communication;
e. gushyiraho inzego z'urubyiruko	e. the establishment of youth	e. la mise en place des structures de

n'amashyirahamwe y'urubyiruko na gahunda zo kubyongerera ubushobozi;	development structures, organizations and their capacity building mechanisms;	la jeunesse et des organisations de développement ainsi que des mécanismes de renforcement de leurs capacités;
f. gushishikariza urubyiruko kwishyira hamwe no kuruha uburyo bukwiye bwo kwiteza imbere no kugira uruhare muri gahunda rusange z'iterambere ry'Igihugu;	f. the encouragement the youth to get together in order to and provide them adequate means to develop themselves and participate in collective programs to develop the country;	f. l'encouragement aux jeunes pour s'unir et la fourniture des moyens adéquats pour se développer et participer aux programmes collectifs en vue du développement du pays;
g. gushyiraingufu no guhuzaibikorwaby'urubyiruko mu nzegozaLeta, abikorera, sosiyetesivili, Umuryangow'Abibumbye, imiryangompuzamahangan'iyi mu karere, hagamiywegufashaurubyirukokurushahogukund algihugu no guteraimbere mu mibereho;	g. the strengthening, rationalization and coordination of actions within Government institutions, private sector, civil society, United Nations, regional and international organizations with an aim uplifting and promoting youth patriotism and economic welfare;	g. le renforcement et la rationalisation et la coordination des actions au sein des Institutions du Gouvernement, du secteur privé, de la société civile, des Nations Unies, des organisations régionales et internationales, dans le but de promouvoir le patriotisme des jeunes et leur bien-être économique;
h. guteza imbere gahunda n'ibikorwa bigamije iterambere mu bukungu n'imibereho n'iterambere ry'ibikorwa remezo by'urubyiruko;	h. the promotion of initiatives and programs contributing to the creation of socio-economic activities and to infrastructures for the youth benefit;	h. la promotion des initiatives et des programmes qui contribuent à la création d'activités socio-économiques et aux infrastructures au profit des jeunes;
i. guteza imbere ubufatanye hagati y'imiryango y'urubyiruko haba imbere mu gihugu, mu karere no mu rwego mpuzamahanga;	i. the promotion of cooperation between national, regional and international youth organizations;	i. la promotion de la coopération entre les organisations de la jeunesse au niveau national, régional et international.
4° gukurikirana no gusuzuma ishyirwa mu bikorwa rya politiki, ingamba na gahunda zo guteza imbere urubyiruko n'ikoranabuhanga mu itangazamakuru n'isakazabumenyi binyujijwe mu:	4° monitoring and evaluation of the implementation of national policies, strategies and programs to promote youth and information and communication technology through:	4° faire le suivi et l'évaluation de la mise en œuvre des politiques, stratégies et programmes nationaux visant à promouvoir les jeunes et la technologie de l'information et de la communication à

travers:

a. kugenzura no gusuzuma ishyirwa mu bikorwa rya za politiki na gahunda bya Minisiteri bijyanye n'iterambere ry'urubyiruko ndetse n'ikoranabuhanga mu itangazamakuru n'isakazabumenyi no gufasha inzego mu gushyira mu bikorwa izo politiki na gahunda;

b. gushyiraho uburyo rusange bwo gukurikira no gusuzuma ibikorwa bya Minisiteri n'iby'inzego Minisiteri ireberera;

c. gushyiraho no gushyira mu bikorwa ibipimo ngenderwaho mu gusuzuma politiki, ingamba na gahunda bigamije iterambere ry'urubyiruko n'ikoranabuhanga mu itumanaho n'isakazabumenyi; no guhuriza hamwe imibare ijyanye na byo iva mu Turere;

d. raporo nyuma y'igihe runaka na buri mwaka zishyikirizwa Guverinoma zerekana uruhare rwa za politiki, ingamba, gahunda n'imishinga ku iterambere ry'urubyiruko n'ikoranabuhanga mu itumanaho n'isakazabumenyi;

5° kugenzura inzego zirebererwa na Minisiteri binyuze mu:

a. gutanga umurongo ngenderwaho muri gahunda runaka zigomba gushyirwa mu bikorwa n'inzego zirebererwa na

a. the overseeing of the monitoring and evaluation aspects of the Ministry policies and programs concerning information and communication technology and youth development and assistance for their relevant and effective implementation;

b. the development of an overall framework for monitoring and evaluating the Ministry and institutions under its supervision;

c. the setting up and implementation of indicators to evaluate the impact of the policies, strategies and programs on the development of youth and information and communication technology into the Country; and consolidation of the related data produced on these matters by the Districts;

d. the preparation of periodic and annual reports to the Government on the impact of the policies, strategies, programs and projects on the development of the sectors and sub-sectors;

5° overseeing the institutions under supervision through:

a. the orientations on specific programs realised by the institutions under supervision;

a. la supervision des politiques et programmes du Ministère concernant le développement de la jeunesse et la technologie de l'information et de la communication et assistance pour leur mise en œuvre de façon pertinente et efficace;

b. le développement d'un cadre global de suivi et d'évaluation des activités du Ministère et celles des institutions sous sa tutelle;

c. la mise en place et la mise en œuvre des indicateurs d'évaluation de l'impact des politiques, stratégies et programmes sur le développement des secteurs de la jeunesse et de la technologie de l'information et de la communication; ainsi que la consolidation des données en provenance des Districts;

d. la production des rapports périodiques et annuels soumis au Gouvernement sur l'impact des politiques, stratégies, programmes et projets sur le développement des secteurs et des sous-secteurs;

5° superviser les institutions sous-tutelle du Ministère par:

a. l'orientation sur les programmes spécifiques réalisés par les institutions sous tutelle du

Minisiteri;

- b. kugenzura imikorere n'imirungire by'inzeho zirebererwa na Minisiteri;

6° gushaka ibikenewe mu iterambere ry'urubyiruko n'ikorabuhanga mu itumanaho n'isakazabumenyi binyuze mu:

- a. gushaka umutungo no kugenzura uko ukoresheka mu rwego rwo gukoresha neza umutungo mu iterambere ry'urubyiruko;
- b. gushyiraho ibigega bigamije guteza imbere umurimo mu rubyiruko;
- c. guteza imbere ubufatanye n'ishoramari ry'abikorera mu guteza imbere urubyiruko n'ikorabuhanga mu itumanaho n'isakazabumenyi habaye gufatanye na Minisiteri y'Ubucuruzi n'Inganda na Minisiteri y'Imari n'Igenamigambi;
- d. guteza imbere ubufatanye kugira ngo abafatanyabikorwa bese basenyere umugozi umwe mu gukemura ibyo bibazo biri mu rubyiruko no mu ikorabuhanga mu itangazamakuru n'isakazabumenyi.

- b. the supervision the functioning and management of institutions under the Ministry;

6° mobilizing resources for the development of the youth and information and communication technology sector through:

- a. the mobilization of resources for information and communication technology programs relating to knowledge creation, transfer and utilization;
- b. the creation of youth employment funds;
- c. the promotion of partnership and private investment in youth and information and communication technology development in collaboration with the Ministry of Trade and Industry and the Ministry of Finance and Economic Planning;
- d. the establishment of partnerships to ensure all stakeholders are working together to address youth and information and communication technology economic needs.

Ministère;

- b. la supervision du fonctionnement et de la gestion des institutions sous- tutelle du Ministère;

6° mobiliser des ressources pour le développement de la jeunesse et de la technologie de l'information et de la communication à travers:

- a. la mobilisation des ressources pour développer les programmes de la technologie de l'information et de la communication relatifs à la création des connaissances, leur transfert et leur utilisation;
- b. la création d'un fonds de promotion de l'emploi des jeunes;
- c. la promotion du partenariat et de l'investissement privé dans le développement de la jeunesse et de la technologie de l'information et de la communication en collaboration avec le Ministère de Commerce et de l'Industrie et le Ministère des Finances et de la Planification Economique;
- d. l'établissement des partenariats pour s'assurer que tous les intervenants travaillent en collaboration pour répondre aux besoins économiques de la jeunesse et de la technologie de l'information et de la communication.

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

Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo bya Minisiteri y'Urubyiruko Ikoranabuhanga mu Itumanaho n'Isakazabumenyi biri ku mugereka wa I n'uwa II y'iri teka.

Ingingo 4: Igenwa ry'umushahara

Imishahara y'abakozi muri Minisiteri y'Urubyiruko Ikoranabuhanga mu Itumanaho n'Isakazabumenyi igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara y'abakozi ba Leta.

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

Ingingo 5: Ibigize umushahara mbumbe

Umushahara mbumbe wa buri kwezi ukubiyemo iby'ingenzi bikurikira:

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

Article 3: Organizational structure and job profiles

The organizational structure and job profiles of the Ministry of Youth and Information and Communication Technology are respectively in annex I and II of this Order.

Article 4: Determination of the salary

Salaries for employees of the Ministry of Youth and Information and Communication Technology shall be determined basing on job classification and in accordance with general principles on salary calculation in Public Service.

The level, index value and the gross salary corresponding to each job position in the Ministry of Youth and Information and Communication Technology are in annex III of this Order.

Article 5: Composition of gross salary

The monthly gross salary shall mainly be composed of the following:

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

Article 3: Structure organisationnelle et profils d'emplois

La structure organisationnelle et profils d'emplois du Ministère de la Jeunesse, de la Technologie de l'Information et de la Communication sont respectivement en annexe I et II du présent arrêté.

Article 4: Détermination du salaire

Les salaires accordés aux agents du Ministère de la Jeunesse, de la Technologie de l'Information et de la Communication sont déterminés suivant la classification des emplois et conformément aux principes généraux de fixation des salaires dans la fonction publique.

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

Article 5: Composition du salaire brut

Le salaire brut mensuel comprend principalement:

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

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

Ingingo ya 6: Ibindi bigenerwa Umunyamabanga Uhoraho

Umunyamabanga Uhoraho agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

- 1° amafaranga y'itumanaho rya telefoni yo mu biro angana n'ibihumbi ijana y'u Rwanda (100,000 Frw) n'irya telefone igendanwa angana n'ibihumbi ijana y'u Rwanda (100,000 Frw) buri kwezi;
- 2° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200.000 Frw) buri kwezi anyura kuri konti y'urwego bireba ;
- 3° Leta imworohereza ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

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

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

Article 6: Fringe benefits for the Permanent Secretary

The Permanent Secretary shall be entitled to the following fringe benefits:

- 1° an office telephone communication allowance of one hundred thousand Rwandan francs (Rwf 100,000) and a mobile phone communication allowance of one hundred thousand Rwandan francs (Rwf 100,000) per month;
- 2° office entertainment allowance of two hundred thousand Rwandan francs (Rwf 200,000) per month payable at the concerned institution's bank account ;
- 3° the Government shall facilitate his/her transport in accordance with instructions of the Minister responsible for transport.

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

L'indemnité de transport visée à l'alinéa premier du présent article n'est pas allouée aux agents aux postes de niveau "F" et "2.III" pour lesquels le transport est facilité conformément aux instructions du Ministre ayant le transport dans ses attributions, ainsi que ceux aux poste de niveau "3" qui bénéficient d'une indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Article 6: Autres avantages alloués au Secrétaire Permanent

Le Secrétaire Permanent bénéficie des avantages suivants:

- 1° les frais de communication par téléphone de bureau équivalant à cent mille francs Rwandais (100.000 Frw) et de téléphone portable équivalant à cent mille francs rwandais (100.000 Frw) par mois;
- 2° les frais de représentation au service équivalant à deux cent mille francs rwandais (200.000 Frw) chaque mois payable au compte de l'institution concernée;
- 3° l'Etat lui facilite en ce qui concerne le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Article 7: Autres avantages alloués aux hauts cadres aux postes de niveau de "2.III"

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

1° amafaranga ya telefone yo mu biro angana n’amafaranga y’u Rwanda ibihumbi mirongo irindwi (70.000 Frw) buri kwezi; n’aya telefoni igendanwa angana n’amafaranga ibihumbi mirongo irindwi y’u Rwanda (70. 000 Frw) buri kwezi;

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

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

Ingingo ya 8: Ibindi bigenerwa Abayobozi n’abakozi bari ku rwego rw’imirimo rwa “3”

Abayobozi b’Amashami n’abakozi bari ku rwego rw’imirimo rwa “3” bagenerwa buri wese ibindi bibafasha gutunganya imirimo ku buryo bukurikira:

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

Senior Officials on “2.III” job classification level with a pool of employees under their responsibilities in accordance with the approved organizational structure, shall each be entitled to the following fringe benefits:

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

2° the Government shall facilitate their transport in accordance with the Instructions of the Minister responsible for transport.

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

Article 8: Fringe benefits for Officials on “3” job classification level

Directors of Units and officials on “3” job classification level shall each be entitled to fringe benefits as follows:

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

Les hauts cadres aux postes de niveau “2.III” et ayant des agents placés sous leurs responsabilités suivant la structure organisationnelle approuvée, bénéficient chacun des avantages suivants:

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

2° l’Etat leur facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Les autres hauts cadres aux postes de niveau “2.III” qui n’ont pas d’agents placés sous leur responsabilité suivant la structure organisationnelle approuvée, bénéficient chacun des frais de communication par téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 Frw) par mois. Ils bénéficient aussi la facilitation au transport conformément aux dispositions de l’alinéa premier du présent article.

Article 8: Autres avantages alloués aux cadres aux postes de niveau “3”

Les Directeurs d’Unités et cadres aux postes de niveau “3” bénéficient chacun d’autres avantages comme suit:

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

2° indemnité spéciale de transport

2° indamunite yihariye y’urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.	2° a special transport allowance in accordance with instructions of the Minister in charge of public service.	conformément aux Instructions du Ministre ayant la fonction publique dans ses attributions.
Abayobozi b’Amashami bari ku rwego rw’imirimo rwa “3” bafite itsinda ry’abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe, bagenerwa kandi amafaranga ibihumbi ijana y’u Rwanda (Rwf 100,000) buri kwezi ya telefoni yo mu biro.	Directors of Units on level “3” with a pool of employees under their responsibilities in accordance with the approved organizational structure shall also each be entitled to an office telephone of one hundred thousand Rwandan francs (Rwf 100,000) per month.	Les Directeurs d’Unités aux postes de niveau “3” ayant des agents placés sous leur responsabilité suivant la structure organisationnelle approuvée, bénéficient aussi chacun des frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) par mois.
<u>Ingingo ya 9: Indamunite z’urugendo rw’imodoka</u>	<u>Article 9: Mileage allowances</u>	<u>Article 9 : Indemnités kilométriques</u>
Iyo Abayobozi Bakuru bari ku rwego rwa F, na “2.III” bagiyemo mu butumwa imbere mu Gihugu bakoresheje imodoka zabo, Leta ibagenera indamunite y’urugendo hakurikijwe ibiteganywa n’amabwiriza ya Minisitiri ufite gutwara abantu mu nshinganoze.	When Senior Officials on levels F and “2.III” go on official mission inside the country by using their vehicles, the State pay them mileage allowances in accordance with Instructions of the Minister in charge of transport.	Lorsque les hauts cadres aux postes de niveaux F et “2.III” vont en missions officielles à l’intérieur du pays en utilisant leurs véhicules, l’Etat leur octroie des indemnités kilométriques conformément aux Instructions du Ministre ayant le transport dans ses attributions.
<u>Ingingo ya 10: Abashinzwe kubahiriza iri teka</u>	<u>Article 10: Authorities responsible for the implementation of this Order</u>	<u>Article 10 : Autorités chargées de l’exécution du présent arrêté</u>
Minisitiri w’Abakozi ba Leta n’Umurimo, Minisitiri y’Urubyiruko Ikoranabuhanga mu Itumanaho n’Isakazabumenyi, Minisitiri w’Ibikorwa Remezo na Minisitiri w’Imari n’Igenamigambi basabwe kubahiriza iri teka.	The Minister of Public Service and Labour, the Ministry of Youth and Information and Communication Technology, the Minister of Infrastructure and the Minister of Finance and Economic Planning are entrusted with the implementation of this Order.	Le Ministre de la Fonction Publique et du Travail, le Ministère de la Jeunesse, de la Technologie de l’Information et de la Communication, le Ministre des Infrastructures et le Ministre des Finances et de la Planification Economique sont chargés de l’exécution du présent arrêté.
<u>Ingingo ya 11: Ivanwaho ry’ingingo zinyuranyije n’iri teka</u>	<u>Article 11: Repealing provision</u>	<u>Article 11: Disposition abrogatoire</u>
Ingingo zose z’amateka abanziriza iri kandi zinyuranyije na ryo zivanyweho.	All prior provisions contrary to this Order are hereby repealed.	Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.
<u>Ingingoya12:Igihe iteka ritangira gukurikizwa</u>	<u>Article 12: Commencement</u>	<u>Article 12: Entrée en vigueur</u>
Iri teka ritangira gukurikizwa ku munsu ritangarijweho	This Order shall come into force on the date of its	Le présent arrêté entre en vigueur le jour de sa

Official Gazette No. Special of 28/02/2015

mu Igazeti ya Leta ya Repubulika y'u Rwanda. Agaciro karyo gahera ku wa 29/07/2014.

publication in the Official Gazette of the Republic of Rwanda. It takes effect as of 29/07/2014.

publication au Journal Officiel de la République du Rwanda. Il produit ses effets à partir du 29/07/2014.

Kigali, ku wa 27/2/2015

Kigali, on 27/2/2015

Kigali, le 27/2/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Bibonywe kandi bishyizweho Ikirango cya
Repubulika:

Seen and Sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République:

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

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

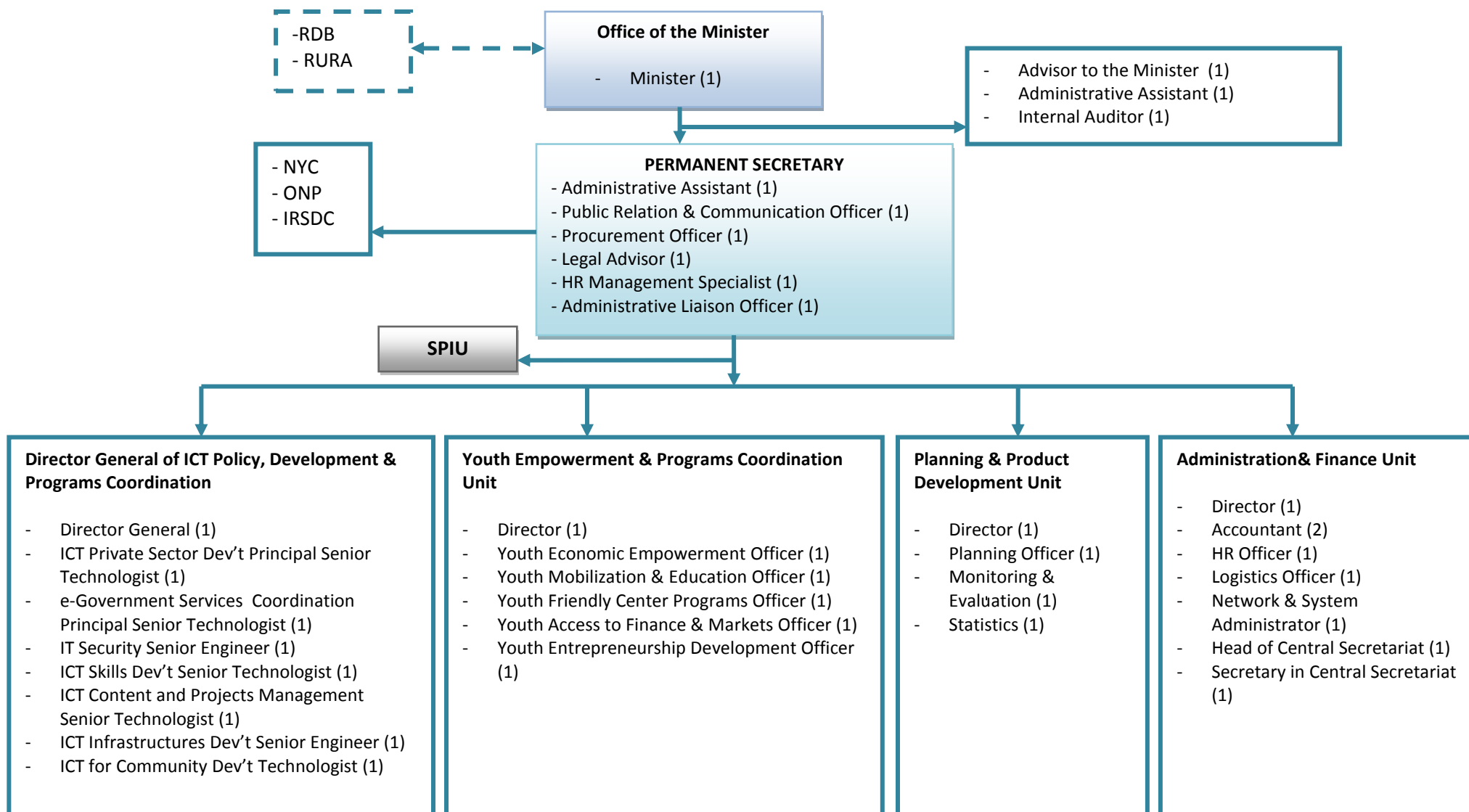
(sé)
BUSINGYE Johnston
Ministre de la Justice / Garde des Sceaux

UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N° 50/03 RYO KU WA
27/2/2015 RIGENA INSHINGANO,
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO BYA MINISITERI
Y'URUBYIRUKO, IKORANABUHANGA MU
ITUMANAHU N'ISAKAZABUMENYI
(MYICT), IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI BAYO

ANNEX I TO PRIME MINISTER'S ORDER N°
50/03 OF 27/2/2015 DETERMINING THE
MISSION, FUNCTIONS AND
ORGANISATIONAL STRUCTURE SALARIES
AND FRINGE BENEFITS OF EMPLOYEES IN
THE MINISTRY OF YOUTH AND
INFORMATION AND COMMUNICATION
TECHNOLOGY (MYICT)

ANNEX I TO PRIME MINISTER'S ORDER N°
50/03 OF 27/2/2015 DETERMINING THE
MISSION, FUNCTIONS, ORGANISATIONAL
STRUCTURE OF THE MINISTRY OF YOUTH
AND INFORMATION AND
COMMUNICATION TECHNOLOGY
(MYICT), SALARIES AND FRINGE
BENEFITS FOR ITS EMPLOYEES

MYICT ORGANIZATIONAL CHART



Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 50/03 ryo ku wa 27/2/2015 rigena inshingano n'imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Urubiruko, Ikoranabuhanga mu Itumanaho n'Isakazabumenyi (MYICT)

Kigali, ku wa 27/2/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo
Bibonywe kandi bishyizweho Ikirango cya Repubulika:

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

Seen to be annexed to Prime Minister's Order n° 50/03 of 27/2/2015 determining the mission, functions and organisational structure salaries and fringe benefits of employees in the Ministry of Youth and Information and Communication Technology (MYICT)

Kigali, on 27/2/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour
Seen and Sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

Vu pour être annexé à l'arrêté du Premier Ministre n°50/03 du 27/2/2015 portant mission, fonctions et structure organisationnelle, salaires et autres avantages accordés au personnel du Ministère de la Jeunesse, de la Technologie de l'Information et de la Communication (MYICT)

Kigali, le 27/2/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail
Vu et scellé du Sceau de la République:

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

UMUGEREKA WA II W'ITEKA RYA
MINISITIRI W'INTEBE N° 50/03 RYO KU WA
27/2/2015 RIGENA INSHINGANO
N'IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI MINISITERI
Y'URUBYIRUKO, IKORANABUHANGA MU
ITUMANAHU N'ISAKAZABUMENYI
(MYICT)

ANNEX II TO PRIME MINISTER'S ORDER N°
50/03 OF 27/2/2015 DETERMINING THE
MISSION, FUNCTIONS AND
ORGANISATIONAL STRUCTURE SALARIES
AND FRINGE BENEFITS OF EMPLOYEES IN
THE MINISTRY OF YOUTH AND
INFORMATION AND COMMUNICATION
TECHNOLOGY (MYICT)

ANNEXE II A L'ARRETE DU PREMIER
MINISTRE N° 50/03 DU 27/2/2015
PORTANT MISSION, FONCTIONS ET
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AUTRES AVANTAGES
ACCORDES AU PERSONNEL DU
MINISTERE DE LA JEUNESSE, DE LA
TECHNOLOGIE DE L'INFORMATION ET DE
LA COMMUNICATION (MYICT)

MYICT JOB PROFILES

Administrative Unit	Job Title	Title of job position linked with the job	Required qualification, Experience and Profiles	Number of Job Positions
Office of the Minister	Minister	Minister	Political Appointee	1
	Advisor	Advisor to the Minister	A0 in Computer Science, Computer Engineering, Information and Communication Technology, Electronics and Telecommunication Engineering, Political Science, Public Administration, Management, Administrative Sciences, Development Studies, Marketing, Economics, Project Management, Public Policy 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 and Telecommunication Engineering, Political Science, Administrative Sciences, Public Administration, Management, Development Studies, Marketing, Economics, Project Management with 3 years of working experience; Knowledge in A+, N+ and CCNA is an advantage. <u>Key Technical Skills & Knowledge required:</u> - Extensive knowledge and understanding of ICT - Good knowledge of government policies; - Knowledge of youth sector policies, issues and programs; - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Time management skills;	1

	Administrative Assistant	Administrative Assistant to the Minister	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Management, Sociology, Social Work, Law <u>Key Technical Skills & Knowledge required:</u> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Word 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
	Internal Auditor	Internal Auditor	A0 in Finance, Accounting or Management with specialization in Finance/Accounting <u>Key Technical Skills & Knowledge required:</u> - Detailed knowledge of financial and Audit Standards, HR & Financial regulations, Procedures and Financial software; - Planning Skill; - High Analytical skills; - Report writing and presentation skills. - Time management skills; - Excellent problem-solving skills and clear logical thinking; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
Sub total				4
Office of the PS	Permanent Secretary	Permanent Secretary	Political Appointee	1

	Administrative Assistant	Administrative Assistant to the PS	A1 in Secretarial Studies, Office Management or A0 in Public Administration, Management, Sociology, Social Work, Law <u>Key Technical Skills & Knowledge required:</u> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Word 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
	Public Relations and Communication	Public Relations & Communication Officer	A0 in Communication, International Relations, Journalism, Marketing, Linguistics and Literature. <u>Key technical skills and knowledge required:</u> - 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 - Teamworking skills - Effective public relations and public speaking skills - Interviewing skills - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage	1

	Procurement	Procurement Officer	A0 in Procurement, Management, Accounting, Law, Public Finance, Economics <u>Key Technical Skills & Knowledge required:</u> - 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
	Legal Advisor	Legal Advisor	A0 in law with 3 years of working experience; Or Master's Degree or Equivalent in Law with 1 year working experience. <u>Knowledge and technical skills required:</u> - Knowledge of Substantive Law and Legal Procedures; - Report writing and presentation skills; - Analytical and problem solving; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and French; knowledge of all is an advantage	1

	Administrative Liaison Officer	Administrative Liaison Officer	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	HRM Specialist	HRM Specialist	A0 in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Human Resource Management with 3 years of working experience or Master's Degree in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Specialization in Human Resource Management <u>Knowledge and technical skills required:</u> - Deep knowledge of Rwandan Public Service and Labor Law; - Knowledge in Conflict Management; - Knowledge of Human Resources Concepts, Practices, Policies and Procedures; - Problem Solving Skills; - Computer Skills; - Judgement and Decision Making Skills; - Time Management Skills; - Interview Skills; - High Analytical Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/or French ;knowledge of all is an advantage	1

Sub total				7
Director General of ICT Policy, Development and Programs Coordinator	Director General	Director General of ICT Policy, Development and Programs Coordinator	A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, 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, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 3 years of working experience, Knowledge in A+, N+ and CCNA is an advantage; <u>Key Technical Skills & Knowledge required:</u> - 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.	1

	ICT Private Sector Development Principle Senior Technologist	ICT Private Sector Development Principle Senior Technologist	A0 in Computer Science, Computer Engineering, Information and Communication Technology, Information Management System, 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, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 3 years of working experience, Knowledge in A+, N+ and CCNA is an advantage; <u>Key Technical Skills & Knowledge required:</u> - 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.	1

	E-Government Services Coordination Principal Senior Technologist	E-Government Services Coordination Principal Senior Technologist	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 or Equivalent in Computer Science, Information Management System, 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; Key Technical Skills & Knowledge required: - 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.	1

	ICT Security Senior Engineer	ICT Security Senior Engineer	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, Information Management System, 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; <u>Key Technical Skills & Knowledge required:</u> - 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.	1

	ICT Skills Development Senior Technologist	ICT Skills Development Senior Technologist	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, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 1 year of working experience, Knowledge in A+, N+ and CCNA is an advantage; <u>Key Technical Skills & Knowledge required:</u> - 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.	1

	ICT Content and Projects Management Senior Technologist	ICT Content and Projects Management Senior Technologist	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, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 1 year of working experience, Knowledge in A+, N+ and CCNA is an advantage; Key Technical Skills & Knowledge required: - 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.	1

	ICT Infrastructure Development Senior Engineer	ICT Infrastructure Development Senior Engineer	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, Information Management System, Electronics, Software Engineering, Telecommunication Engineering, with 1 year of working experience, Knowledge in A+, N+ and CCNA is an advantage; <u>Key Technical Skills & Knowledge required:</u> - 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.	1

	ICT for Community Development Technologist	ICT for Community Development Technologist	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. <u>Key Technical Skills & Knowledge required:</u> - 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.	1
				8

Youth Empowerment and Programs Coordination Unit	Director of Unit	Director Youth Empowerment and Programs Coordination Unit	A0 in Economics, Development Studies, Business Administration, Sociology, Development Studies, Rural Development, Project management , Planning, with 3 years of working experience; Or Master's Degree or Equivalent in Economics, Development Studies, Business Administration, Sociology, Development Studies, Rural Development, Project management , Planning with 1 year of working experience. Key technical skills and knowledge: -Leadership and management skills; -Knowledge of results based management, -Logical framework approach, - Strategic planning processes and tools; - organisational skills; - Coordination skills - Communication skills; - knowledge in monitoring and evaluation systems; - Computer skills; -Time management skills; -Team working skills; -Judgement and decision making skills; -Complex problem solving; -High analytical skills ; Project Design& Management -Fluent in kinyarwanda, English and / French,knowledge of both is an advantage	1

	Youth Economic Empowerment Officer	Youth Economic Empowerment Officer	A0 in Economics, Development Studies, Business Administration, Finance, Project management , Planning, Marketing. <u>Key technical skills and knowledge:</u> -Leadership and management skills; -Knowledge of results based management, logical framework approach, strategic planning processes and tools; -organisational skills; - Communication skills; -knowledge in monitoring and evaluation systems; -Computer skills; -Time management skills; -Team working skills; -Judgement and decision making skills; -Complex problem solving; -High analytical skills ; Project Design& Management -Fluent in kinyarwanda, English and / French, knowledge of both is an advantage	1

	Youth Mobilization and Education Officer	Youth Mobilization and Education Officer	A0 in Political Sciences, Public administration, Administrative Sciences, Social Works, Economics, Development Studies, Project management , Planning, Education Science, Psychology, Sociology <u>Key technical skills and knowledge:</u> -Leadership and management skills; -Knowledge of results based management, logical framework approach, - strategic planning processes and tools; - Psychological Skills; -organisational skills; - Communication skills; -knowledge in monitoring and evaluation systems; -Computer skills; -Time management skills; -Team working skills; -Judgement and decision making skills; -Complex problem solving; -High analytical skills ; Project Design& Management -Fluent in kinyarwanda, English and / French, knowledge of both is an advantage	1

	Youth Friendly Center Programs Officer	Youth Friendly Center Programs Officer	A0 in Business Administration; Law, Public Administration, Administrative Sciences, Sociology, Economics, Development Studies, Project management , Planning, Education Science, Key technical skills and knowledge: -Leadership and management skills; -Knowledge of results based management, logical framework approach, - strategic planning processes and tools; - Psychological Skills; -organisational skills; - Communication skills; -knowledge in monitoring and evaluation systems; -Computer skills; -Time management skills; -Team working skills; -Judgement and decision making skills; -Complex problem solving; -High analytical skills ; Project Design& Management -Fluent in kinyarwanda, English and / French,knowledge of both is an advantage	1

	Youth Access to Finance and Markets Officer	Youth Access to Finance and Markets Office	A0 in Economics, Development Studies, Business Administration, Management, Finance, Project management , Planning, Marketing. <u>Key technical skills and knowledge:</u> -Leadership and management skills; -Knowledge of results based management,logical framework approach, - strategic planning processes and tools; -organisational skills; - Communication skills; -knowledge in monitoring and evaluation systems; -Computer skills; -Time management skills; -Team working skills; -Judgement and decision making skills; -Complex problem solving; -High analytical skills ; Project Design& Management -Fluent in kinyarwanda, English and / French, knowledge of both is an advantage	1

	Youth Entrepreneurship Development Officer	Youth Entrepreneurship Development Officer	A0 in Economics, Development Studies, Business Administration, Sociology, Finance, Economics, Development Studies, Project management , Planning. Key technical skills and knowledge: -Leadership and management skills; -Knowledge of results based management, logical framework approach, - strategic planning processes and tools; -organisational skills; - Communication skills; - Entrepreneurship skills; -knowledge in monitoring and evaluation systems; -Computer skills; -Time management skills; -Team working skills; -Judgement and decision making skills; -Complex problem solving; -High analytical skills ; Project Design& Management -Fluent in kinyarwanda, English and / French, knowledge of both is an advantage	1
				6

Planning and Product Development Unit	Director of Unit	Director of Planning and Product Development Unit	A0 in Management, Economics, Public Policy, Development Studies, Strategic Management, Project Management, Business Administration with 3 years of working experience or Master's Degree or Equivalent in Management, Economics, Public Policy, Development Studies, Strategic Management, Project Management, Business Administration with 1 year of working experience. Key Technical Skills & Knowledge required: - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's Justice Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

	Planning Officer	Planning Officer	A0 in Economics, Project Management, Management, Development Studies, Business Administration Key Technical Skills & Knowledge required: - Knowledge of results based management, logical framework approach, strategic planning processess and tools; - Knowledge of Rwanda's Public service and Labour Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decission Making Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

	M & E Officer	M & E Officer	A0 in Economics, Project Management, Management, Development Studies, Business Administration Key Technical Skills & Knowledge required: - Knowledge of results based management, logical framework approach, strategic planning processess and tools; - Knowledge of Rwanda's Public service and Labour Sector Policies and Strategies; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decission Making Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

	Statistician	Statistician	A0 in Statistics, Applied Mathematics, Economics <u>Key Technical Skills & Knowledge required:</u> - Deep understanding of Research Methodologies and Statistics Concepts; - Knowledge of Rwanda's Trade and Industrial Policies and Strategies; - Knowledge of various statistical software packages; - Knowledge to Prepares and publishes statistical and technical reports and research papers; - Knowledge of the theory, systems and application of statistical research methodology; - Computer Skills; - Organizational Skills; - Communication Skills; - High analytical Skills; - Time management Skills; - Team working Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1
				4

Finance & Administration Unit	Director of Unit	Director of Finance and Administration Unit	Accounting Professional Qualification recognised by IFAC (ACCA, CPA); Or A0 Public Finance, Finance, Accounting or Management with specialization in Finance/Accounting with 3 years of working experience Key Technical Skills & Knowledge required: - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting. - Knowledge of Rwanda Public Financial Law; - Leadership and management skills; - Planning and organisational, Budgeting skills; - Communication skills; - Strong IT skills, particularly in Financia software (SMART IFMIS); - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Proble solving; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

	Accounting	Accountant	A0 in Accounting, Public Finance, Management specialised in Accounting; Or Accounting Professional Qualification recognised by IFAC(ACCA, CPA). <u>Key Technical Skills & Knowledge required:</u> - Knowledge of cost analysis techniques; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software(SMART IFMIS); - Judgment & Decision Making Skills; - Knowledge to analyse complex financial information & Produce reports; - Deep understanding of financial accounts; - High Analytical Skills - Interpersonal skills; - Time management Skills - Complex Problem solving; -Flexibility Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2

	Human Resources Officer	Human Resources Officer	A0 in Human Resource Management, Management, Public Administration, Administrative Sciences Key Technical Skills & Knowledge required: - Knowledge of analysis of the existing system including policies, strategies and plans related to Human Resources; - Knowledge in the Development of Human Resources Policies and procedures - Leadership skills; - High analytical skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

	Logistics	Logistics Officer	A0 in Store Management, Management, Finance, Accounting, Economics, Administrative Sciences, Public Administration <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

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

	Central Secretariat	Head of Central Secretariat	A1 in Secretariat Studies, Office Management, Library and Information Science or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law, Library and Information Science with 2 years of working experience <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

	Secretary	Secretary in Central Secretariat	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
Sub total				8
TOTAL				37

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 50/03 ryo ku wa 27/2/2015 rigena inshingano n'imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisitiri y'Urubyiruko, Ikoranabuhanga mu Itumanaho n'Isakazabumenyi (MYICT)

Kigali, ku wa 27/2/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo
Bibonywe kandi bishyizweho Ikirango cya Repubulika:

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

Seen to be annexed to Prime Minister's Order n° 50/03 of 27/2/2015 determining the mission, functions and organisational structure salaries and fringe benefits of employees in the Ministry of Youth and Information and Communication Technology (MYICT)

Kigali, on 27/2/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour
Seen and Sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

Vu pour être annexé à l'arrêté du Premier Ministre n°50/03 du 27/2/2015 portant mission, fonctions et structure organisationnelle, salaires et autres avantages accordés au personnel du Ministère de la Jeunesse, de la Technologie de l'Information et de la Communication (MYICT)

Kigali, le 27/2/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail
Vu et scellé du Sceau de la République:

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

UMUGEREKA WA III W'ITEKA RYA
MINISITIRI W'INTEBE N° 50/03 RYO KU WA
27/2/2015 RIGENA INSHINGANO
N'IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI MINISITERI
Y'URUBYIRUKO, IKORANABUHANGA MU
ITUMANAHO N'ISAKAZABUMENYI
(MYICT)

ANNEX III TO PRIME MINISTER'S ORDER
N° 50/03 OF 27/2/2015 DETERMINING THE
MISSION, FUNCTIONS AND
ORGANISATIONAL STRUCTURE SALARIES
AND FRINGE BENEFITS OF EMPLOYEES IN
THE MINISTRY OF YOUTH AND
INFORMATION AND COMMUNICATION
TECHNOLOGY (MYICT)

ANNEXE III A L'ARRETE DU PREMIER
MINISTRE N° 50/03 DU 27/2/2015
PORTANT MISSION, FONCTIONS ET
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AUTRES AVANTAGES
ACCORDES AU PERSONNEL DU
MINISTERE DE LA JEUNESSE, DE LA
TECHNOLOGIE DE L'INFORMATION ET DE
LA COMMUNICATION (MYICT)

MYICT SALARY STRUCTURE

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Permanent Secretary	441	F	2869	1,613,167
Director General of ICT	330	2.III	1890	925,706
Advisor to the Minister	330	2.III	1890	892,962
ICT Private Sector Development Principal Senior Technologist	330	2.III	1890	892,962
e - Government Services Coordination Principal Senior Technologist	330	2.III	1890	892,962
IT Security Senior Engineer	330	3.II	1369	646,807
ICT Content and Projects Management Senior Technologist	330	3.II	1369	646,807
ICT Infrastructure Development Senior Engineer	330	3.II	1369	646,807
ICT Skills Development Senior Technologist	330	3.II	1369	646,807
Legal Advisor	330	3.II	1369	646,807
HR Management Specialist	330	3.II	1369	646,807
Director of Empowerment & Programs Coordination Unit	330	3.II	1369	646,807
Director of Planning & Product Development Unit	330	3.II	1369	646,807
Director of Finance and Administration	330	3.II	1369	646,807
Youth Economics Empowerment Officer	300	4.II	1141	485,333
Youth Mobilization & Education Officer	300	4.II	1141	485,333
ICT for Community Development Technologist	300	4.II	1141	485,333
Public Relations & Communication Officer	300	4.II	1141	485,333
Youth Entrepreneurship Development Officer	300	4.II	1141	485,333
Youth Friendly Center Programs Officer	300	4.II	1141	485,333
Access to Finance & Markets Officer	300	4.II	1141	485,333
Planning Officer	300	4.II	1141	485,333
M&E Officer	300	4.II	1141	485,333
Statistics	300	4.II	1141	485,333
Network & System Administrator	300	4.II	1141	485,333
Human Resources Officer	300	4.II	1141	485,333
Administrative Assistant to the Minister	300	5.II	951	404,515
Administrative Assistant to the PS	300	5.II	951	404,515
Internal Auditor	300	5.II	951	404,515
Procurement Officer	300	5.II	951	404,515
Accountant	300	5.II	951	404,515
Logistics Officer	300	5.II	951	404,515
Administrative Liaison Officer	300	5.II	951	404,515
Head of Central Secretariat	300	7.II	660	280,736
Secretary in Central Secretariat	300	8.II	508	216,081

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 50/03 ryo ku wa 27/2/2015 rigena inshingano n'imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Urubiruko, Ikoranabuhanga mu Itumanaho n'Isakazabumenyi (MYICT)

Kigali, ku wa 27/2/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo
Bibonywe kandi bishyizweho Ikirango cya Repubulika:

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

Seen to be annexed to Prime Minister's Order n° 50/03 of 27/2/2015 determining the mission, functions and organisational structure salaries and fringe benefits of employees in the Ministry of Youth and Information and Communication Technology (MYICT)

Kigali, on 27/2/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour
Seen and Sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

Vu pour être annexé à l'arrêté du Premier Ministre n°50/03 du 27/2/2015 portant mission, fonctions et structure organisationnelle, salaires et autres avantages accordés au personnel du Ministère de la Jeunesse, de la Technologie de l'Information et de la Communication (MYICT)

Kigali, le 27/2/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail
Vu et scellé du Sceau de la République:

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

ITEKA RYA MINISITIRI W'INTEBE N° 82/03 RYO KU WA 27/02/2015 RISHYIRAHU IMISHAHARA N'IBINDI BIGENERWA ABAKOZI BA MINISITERI Y'UBUTABERA / SERIVISI Z'INTUMWA NKURU YA LETA (MINIJUST)

PRIME MINISTER'S ORDER N° 82/03 OF 27/02/2015 DETERMINING SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE MINISTRY OF JUSTICE/OFFICE OF THE ATTORNEY GENERAL (MINIJUST)

ARRETE DU PREMIER MINISTRE N° 82/03 DU 27/02/2015 DETERMINANT LES SALAIRES ET AVANTAGES ACCORDES AUX AGENTS DU MINISTERE DE LA JUSTICE/ SERVICES DU GARDE DES SCEAUX (MINIJUST)

ISHAKIRO

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**ITEKA RYA MINISITIRI W'INTEBE
N°82/03 RYO KU WA 27/02/2015
RISHYIRAHU IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI BA MINISITERI
Y'UBUTABERA/SERIVISI Z'INTUMWA
NKURU YA LETA**

**PRIME MINISTER'S ORDER N°82/03 OF
27/02/2015 DETERMINING SALARIES
AND FRINGE BENEFITS FOR
EMPLOYEES OF THE MINISTRY OF
JUSTICE/OFFICE OF THE ATTORNEY
GENERAL**

**ARRETE DU PREMIER MINISTRE N° 82/03
DU 27/02/2015 DETERMINANT LES
SALAIRES ET AVANTAGES ACCORDES
AUX AGENTS DU MINISTERE DE LA
JUSTICE/ SERVICES DU GARDE DES
SCEAUX**

Minisitiri w'Intebe;

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo kuwa 04 Kamena 2003 nk'uko ryavugururwe kugeza ubu, cyane cyane mu ngingo zaryo iya 37, iya 118, iya 119, iya 121 n'ya 201;

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

Asubiye ku Iteka rya Minisitiri w'Intebe n° 53/03 ryo kuwa 14/07/2012 rishyiraho imishahara n'ibindi bigenerwa Abakozi bo mu Butegetsi Bwite bwa Leta, nk'uko ryahinduwe kandi ryujijwe kugeza ubu;

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

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

ATEGETSE:

The Prime Minister;

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date, especially in Articles 37, 118, 119, 121 and 201;

Pursuant to Law n° 86/2013 of 11/09/2013 establishing the general statutes for Public Service, especially in article 52;

Having reviewed the Prime Minister's Order n° 53/03 of 14/07/2012 establishing salaries and fringe benefits for public servants of the Central Government as modified and complemented to date;

On proposal by the Minister Public Service and Labour;

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

ORDERS:

Le Premier Ministre;

Vu la Constitution de la République du Rwanda du 04 juin 2003 telle que révisée à ce jour, spécialement en ses articles 37, 118, 119, 121 et 201;

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

Revu l'Arrêté du Premier Ministre n° 53/03 du 14/07/2012 fixant les salaires et autres avantages accordés au personnel de l'Administration Centrale, tel que modifié et complété à ce jour;

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

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

ARRETE :

**UMUTWE WA MBERE: INGINGO
RUSANGE**

CHAPTER ONE: GENERAL PROVISIONS

**CHAPITRE PREMIER : DISPOSITIONS
GENERALES**

Ingingo ya mbere: Icyo iri teka rigamije

Iri teka rishyiraho imishahara n'ibindi bigenerwa Abakozi ba Minisiteri y'Ubutabera/Serivisi z'Intumwa Nkuru ya Leta.

Article One: Purpose of this Order

This Order determines salaries and fringe benefits for employees of the Ministry of Justice/Office of the Attorney General.

Article premier: Objet du présent arrêté

Le présent arrêté détermine les salaires et autres avantages alloués aux agents du Ministère de la Justice/Services du Garde des Sceaux.

Ingingo ya 2: Igenwa ry'umushahara

Imishahara y'abakozi ba Minisiteri y'Ubutabera/Serivisi z'Intumwa Nkuru ya Leta, igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara mu Butegetsi bwa Leta.

Article 2: Determination of the salary

Salaries for employees of the Ministry of Justice/Office of the Attorney General shall be determined basing on job classification and in accordance with general principles on salary calculation in Public Service.

Article 2 : Détermination du salaire

Les salaires accordés aux agents du Ministère de la Justice/Services du Garde des Sceaux, sont déterminés suivant la classification des emplois et conformément aux principes généraux de fixation des salaires dans la fonction publique.

Urwego, umubare fatizo, agaciro k'umubare fatizo n'umushahara mbumbe bigendana na buri mwanya w'umurimo muri Minisiteri y'Ubutabera / Serivisi z'Intumwa Nkuru ya Leta, biri ku mugereka w'iri teka.

The level, index, index value and the gross salary corresponding to each job position in the Ministry of Justice/Office of the Attorney General, are annexed to this Order.

Le niveau, l'indice, la valeur indiciaire et le salaire brut correspondant à chaque emploi au sein du Ministère de la Justice / Services du Garde des Sceaux, sont en annexe du présent arrêté.

Ingingo ya 3: Umushahara mbumbe

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

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

Article 3: Gross salary

The monthly gross salary of employees shall mainly be composed of the following:

- 1 ° basic salary;
- 2 ° housing allowance;
- 3 ° transport allowance;

Article 3: Salaire brut

Le salaire brut mensuel des agents comprend principalement :

- 1 ° le salaire de base;
- 2 ° l'indemnité de logement ;
- 3 ° l'indemnité de transport ;

4 ° inkunga ya Leta mu bwiteganyirize bw'umukozi;

4 ° State contribution for social security;

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

5 ° inkunga ya Leta yo kuvuza umukozi.

5 ° State contribution for medical care.

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

Indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo ntigenerwa Abakozi bari ku nzego z'imirimu za "F", "G/1.IV", na "H/2" boroherezwa ingengo hakurikijwe amabwiriza ya Minisitiri ufite autwara abantu mu nshingano ze; ndetse n'Abakozi bari ku rwego rwa "3" bagenerwa indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite Abakozi ba Leta mu nshingano ze.

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

L'indemnité de transport visée à l'alinéa premier du présent article n'est pas allouée aux agents aux postes de niveau "F", "G/1.IV" et "H/2" pour lesquels le transport est facilité selon les Instructions du Ministre ayant le transport dans ses attributions, ainsi que ceux aux poste de niveau "3" qui bénéficient l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

UMUTWE WA II: IBINDI BIGENERWA ABAKOZI BA MINISITERI Y'UBUTABERA/SERIVISI Z'INTUMWA NKURU YA LETA

CHAPTER II: FRINGE BENEFITS FOR EMPLOYEES OF THE MINISTRY OF JUSTICE/OFFICE OF THE ATTORNEY GENERAL

CHAPITRE II: AVANTAGES ALLOUES AUX AGENTS DU MINISTERE DE LA JUSTICE/SERVICES DU GARDE DES SCEAUX

Ingingo ya 4: Ibindi bigenerwa Umunyamabanga Uhoraho/Solicitor General

Article 4: Fringe benefits for the Permanent Secretary Solicitor General

Article 4: Avantages alloués au Secrétaire Permanent/Solliciteur Général

Umunyamabanga Uhoraho/Solicitor General agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

The Permanent Secretary/Solicitor General shall be entitled to the following fringe benefits:

Le Secrétaire Permanent/Solliciteur Général bénéficie des avantages suivants :

1 ° amafaranga y'itumanaho rya telefone na fax byo mu biro angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) n'irya telefone igendanwa angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) buri

1 ° one hundred thousand Rwandan francs (Rwf 100,000) each month for office telephone and fax communication allowance and one hundred thousand Rwandan francs (Rwf 100,000) per

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

kwezi;

month for mobile phone communication allowance;

2 ° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200.000 Frw) buri kwezi anyura kuri konti y'urwego bireba;

2 ° office guest's entertainment allowance of two hundred thousand Rwandan francs (Rwf 200,000) per month and transferred to the relevant institution's bank account.

2 ° les frais de représentation au service équivalent à deux cent mille francs rwandais (200.000 Frw) chaque mois payable au compte bancaire de l'institution concernée;

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

3 ° the Government shall facilitate his/her transport in accordance with the Instructions of the Minister in charge of transport.

3 ° l'Etat lui facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 5: Ibindi bigenerwa abayobozi bakuru bari ku rwego rwa "G/1.V"

Article 5: Fringe benefits for senior officials on "G/1.V" job classification level

Article 5: Avantages alloués aux hauts cadres aux postes de niveau "G/1.V"

Umuyobozi mukuru uri ku rwego rwa "G/1.V" agenerwa ibindi bimufasha gutunganya imirimo bikurikira:

The senior official on "G/1.V" job classification level shall be entitled to the following fringe benefits:

Le haut cadre aux postes de niveau "G/1.V" bénéficie des avantages suivants:

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

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

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

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

2 ° the Government shall facilitate his/her transport in accordance with the Instructions of the Minister in charge of transport.

2 ° l'Etat lui facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 6: Ibindi bigenerwa abayobozi bakuru bari ku rwego rwa “H/2”

Umuyobozi mukuru bari ku rwego rwa “H/2” kandi ufite itsinda ry’abakozi ayobora hashingiwe ku mbonerahamwe y’imyanya y’imirimo yemewe, agenerwaibindi bimufasha gutunganya imirimo bikurikira:

1 ° amafaranga yitumanaho rya telefone yo mu biro angana n’amafaranga y’u Rwanda ibihumbi mirongo irindwi (70.000 Frw) buri kwezi; n’ay’irya telefone igendanwa angana n’amafaranga ibihumbi mirongo irindwi y’u Rwanda (70. 000 Frw) buri kwezi;

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

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

Article 6: Fringe benefits for senior officials on “H/2” job classification level

The senior official on “H/2” job classification level with a pool of employees under his/her responsibilities in accordance with the approved organizational structure, shall be entitled to the following fringe benefits:

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

2 ° the Government shall facilitate his/her transport in accordance with the Instructions of the Minister in charge of transport.

Other senior officials positioned on level H/2 without a pool of public servants under their responsibilities in accordance with the approved organizational structure, shall each be entitled to a mobile phone communication allowance of seventy thousand Rwandan francs (Rwf 70,000) per month. They shall also benefit transport facilitation as provided for under the Paragraph One of this Article.

Article 6: Avantages alloués aux hauts cadres aux postes de niveau “H/2”

Le hauts cadre au poste de niveau “H/2” et ayant des agents placés sous ses responsabilités suivant la structure organisationnelle approuvée, bénéficie des avantages suivants:

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

2 ° l’Etat lui facilite en ce qui concerne le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Les autres hauts cadres aux postes de niveau H/2 qui n’ont pas d’Agents de l’Etat placés sous leurs responsabilités suivant la structure organisationnelle approuvée, bénéficient chacun des frais de communication par téléphone portable équivalant à soixante-dix mille francs rwandais (70.000 Frw) par mois; ils bénéficient aussi la facilitation de transport conformément aux dispositions de l’alinéa premier du présent article.

Ingingo ya 7: Ibigenerwa abayobozi n'abakozi bari ku rwego rw'imirimo rwa "3"

Abayobozi bari ku rwego rwa "3" kandi bafite itsinda ry'abakozi bayobora hashingiwe ku mbonerahamwe y'imyanya y'imirimo yemewe, bagenerwa buri wese ibindi bibafasha gutunganya imirimo bikurikira:

1 ° amafaranga y'itumanaho rya telefone igendanwa angana n'ibihumbi mirongo itatu y' u Rwanda (30.000 Frw) buri kwezi n'amafaranga ibihumbi ijana y'u Rwanda (Rwf 100,000) buri kwezi y'irya telefone yo mu biro;

2 ° indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite Abakozi ba Leta mu nshingano ze.

Abandi Bakozi bari ku rwego rw'imirimo rwa "3" ariko badafite itsinda ry'abakozi bayobora hashingiwe ku mbonerahamwe y'imyanya y'imirimo yemewe, bagenerwa buri wese kandi buri kwezi amafaranga y'itumanaho rya telefone igendanwa angana n'ibihumbi mirongo itatu y'u Rwanda (30.000 Frw). Boroherezwa kandi ingendo mu buryo buteganyijwe mu gika cya mbere cy'iyi ngingo.

Article 7: Fringe benefits for officials on "3" job classification level

Officials on "3" job classification level with a pool of employees under their responsibilities in accordance with the approved organizational structure, shall each be entitled to the following fringe benefits:

1 ° a mobile phone communication allowance of thirty thousand Rwandan francs (Rwf 30, 000) per month and office telephone communication allowance of one hundred thousand Rwandan francs (Rwf 100,000) per month;

2 ° a special transport allowance as determined by the Minister in charge of public service.

Other Officials positioned on level "3" without a pool of employees under their responsibilities in accordance with the approved organizational structure, shall each be entitled to a mobile phone communication allowance of thirty thousand Rwandan francs (Rwf 30,000) per month. They shall also benefit transport facilitation as provided for under the Paragraph One of this Article.

Article 7: Avantages alloués aux cadres aux postes de niveau "3"

Les cadres aux postes de niveau "3" qui ont des agents placés sous leurs responsabilités suivant la structure organisationnelle approuvée, bénéficient chacun des avantages suivants:

1° les frais de communication par téléphone portable équivalant à trente mille francs rwandais (30. 000 Frw) par mois et ceux de téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) par mois ;

2° l'indemnité spéciale de transport conformément aux Instructions du Ministre ayant la fonction publique dans ses attributions.

Les autres cadres aux postes de niveau "3" qui n'ont pas d'agents placés sous leurs responsabilités suivant la structure organisationnelle approuvée, bénéficient chacun des frais de communication par téléphone portable équivalant à trente mille francs rwandais (30.000 Frw) par mois; ils bénéficient aussi la facilitation de transport conformément aux dispositions de l'alinéa premier du présent article.

Ingingo ya 8: Indamunite z'urugendo rw'imodoka

Iyo Umuyobozi Mukuru uri ku rwego rwa F, G/1.IV na H/2 agiye mu butumwa imbere mu Gihugu akoresheje imodoka ye, Leta imugenera indamunite y'urugendo hakurikijwe ibiteganywa n'amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

Ingingo ya 9: Abashinzwe kubahiriza iri teka

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri w'Ibikorwa Remezo na Minisitiri w'Imari n'Igenamigambi bashinzwe kubahiriza iri teka.

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

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

Ingingo ya 11: Igihe iteka ritangira gukurikizwa

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

Kigali, ku wa 27/02/2015

Article 8: Mileage allowances

When a senior officials on levels F, G/1.IV and H/2 goes on official mission inside the country by using his/her vehicle, the State shall pay him/her mileage allowances specified in the relevant Ministerial instructions of the Minister in charge of transport.

Article 9: Authorities responsible for the implementation of this Order

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

Article 10: Repealing provision

All prior provisions contrary to this Order are hereby repealed.

Article 11: Commencement

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

Kigali, on 27/02/2015

Article 8 : Indemnités kilométriques

Lorsqu'un haut cadre aux postes de niveaux F, G/1.IV, et H/2 va en mission officielle à l'intérieur du pays en utilisant son véhicule, l'Etat lui octroie une indemnité kilométrique conformément aux instructions du Ministre ayant le transport dans ses attributions.

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

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

Article 10: Disposition abrogatoire

Toutes les dispositions antérieures contraires au présent Arrêté sont abrogées.

Article 11: Entrée en vigueur

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

Kigali, le 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

**Bibonywe kandi bishyizweho Ikirango cya
Repubulika:**

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

Vu et scellé du Sceau de la République :

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

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

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

UMUGEREKA W'ITEKA RYA
MINISITIRI W' INTEBE N°82/03 RYO KU
WA 27/02/2015 RISHYIRAHU
IMISHAHARA N'IBINDI BIGENERWA
ABAKOZI BA MINISITERI
Y'UBUTABERA/ SERIVISI Z'INTUMWA
NKURU YA LETA (MINIJUST)

ANNEX TO PRIME MINISTER'S
ORDER N°82/03 OF 27/02/2015
DETERMINING SALARIES AND
FRINGE BENEFITS FOR
EMPLOYEES OF THE MINISTRY OF
JUSTICE/OFFICE OF THE
ATTORNEY GENERAL (MINIJUST)

ANNEXE A L'ARRETE DU PREMIER
MINISTRE N°82/03 DU 27/02/2015
DETERMINANT LES SALAIRES ET
AVANTAGES ACCORDES AUX AGENTS DU
MINISTERE DE LA JUSTICE/SERVICES DU
GARDE DES SCEAUX (MINIJUST)

MINIJUST SALARY STRUCTURE

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Permanent Secretary /Solicitor General	441	F	2869	1613167
Head of Legal Services Department/ Principal State Attorney	330	1.IV	2608	1097316
Head of Access to Justice Services Department/ Principal State Attorney	330	1.IV	2608	1097316
Government Legal Advisory Service Division Manager / Senior State Attorney	330	2.IV	2173	1026670
Civil Litigation Service Division Manager /Senior State Attorney	330	2.IV	2173	1026670
International Justice & Jurisdiction Cooperation Division Manager / Senior State Attorney	330	2.IV	2173	1026670
Community Justice Division Manager / Senior State Attorney	330	2.IV	2173	1026670
Corporate Services Director General	330	2.III	1890	892962
Coordinator of Justice Sector Secretariat	330	2.III	1890	892962
Contract Drafting Analyst / Senior State Attorney	330	2.III	1890	892962
Civil Litigation Analyst / Senior State Attorney	330	2.III	1890	892962
Advisor to the Minister	330	2.III	1890	892962
Public Seal & Quality Assurance Specialist	330	3.II	1369	646807
Director of Public Legal Aid Services Unit	330	3.II	1369	670524
Director of AJS, Abunzi & GBV Coordination Unit	330	3.II	1369	646807
Director of Abandoned Property Mgt	330	3.II	1369	646807
Director of Planning, M&E Unit	330	3.II	1369	646807
Director of ICT Unit	330	3.II	1369	646807
Director of Finance Unit	330	3.II	1369	646807
Director of HR and Administration Unit	330	3.II	1369	646807
Human Rights & Treaty Body Reporting Specialist / State Attorney	330	3.II	1369	646807
International Justice & Jurisdiction Cooperation / State Attorney	330	3.II	1369	646807
Civil Litigation Assistant / State Attorney	330	3.II	1369	646807
Public Legal Aid & Judgment Execution Specialist / State Attorney	330	3.II	1369	646807
Notary Services Specialist / State Attorney	330	3.II	1369	646807
Justice Sector Policy, Planning & Strategy Specialist	330	3.II	1369	646807

Official Gazette No. Special of 28/02/2015

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Justice Sector M&E Specialist	330	3.II	1369	646807
E-Justice Specialist	330	3.II	1369	646807
Capacity Development & Public Awareness Specialist	330	3.II	1369	646807
Inspector	330	3.II	1369	646807
District MAJ Coordinator	300	4.V	1444	694516
District MAJ Assistant	300	4.III	1313	558494
Legal Officer Abandoned Property Mgt	300	4.II	1141	485333
Financial Officer Abandoned Property Mgt	300	4.II	1141	485333
Access to Justice M&E Officer	300	4.II	1141	485333
Planning Officer	300	4.II	1141	485333
M&E Officer	300	4.II	1141	485333
Research & Statistics Officer	300	4.II	1141	485333
System & Network Administrator	300	4.II	1141	485333
Database and applications Administrator	300	4.II	1141	485333
Human Resources Officer	300	4.II	1141	485333
Public Relations and Communication Officer	300	4.II	1141	485333
Internal Auditor	300	5.II	951	404515
Budget Officer	300	5.II	951	404515
Accountant	300	5.II	951	404515
Procurement Officer	300	5.II	951	404515
Logistics Officer	300	5.II	951	404515
Administrative Assistant to the Minister/ Attorney General	300	5.II	951	404515
Administrative Assistant to the PS / Solicitor General	300	5.II	951	404515
Documentalist	300	6.II	793	337308
Administrative Assistant to the Head of Department / Principal State Attorney	300	7.II	660	280736
Administrative Assistant to the Corporate Service Division Manager	300	7.II	660	280736
Administrative Assistant to the Public Legal Aid Services & Abandoned Property Division Manager	300	7.II	660	280736
Administrative Assistant to the Coordinator of Justice Sector Secretariat	300	7.II	660	280736
Head of Central Secretariat	300	7.II	660	280736
Secretary	300	8.II	508	216081

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n° 82/03 ryo ku wa 27/02/2015 rishyiraho imishahara n'ibindi bigenerwa Abakozi ba Minisiteri y'Ubutabera/Serivisi z'Intumwa Nkuru ya Leta (MINIJUST)

Kigali, ku wa 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

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

Seen to be annexed to Prime Minister's Order n° 82/03 of 27/02/2015 determining salaries and fringe benefits for Employees of the Ministry of Justice/ Office of the Attorney General (MINIJUST)

Kigali, on 27/02/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n°82/03 du 27/02/2015 déterminant les salaires et avantages alloués aux agents du Ministère de la Justice / Services du Garde des Sceaux (MINIJUST)

Kigali, le 27/02/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République :

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

ITEKA RYA MINISITIRI W'INTEBE N°
N° 60/03 RYO KU WA 27/02/2015
RIGENA IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI BIGENERWA
ABAKOZI B'INTARA

PRIME MINISTER'S ORDER N° 60/03 OF
27/02/2015 DETERMINING THE
ORGANISATIONAL STRUCTURE, THE
SALARIES AND THE FRINGE BENEFITS
FOR EMPLOYEES OF THE PROVINCE

ARRETE DU PREMIER MINISTRE N° 60/03
DU 27/02/2015 PORTANT STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AVANTAGES ACCORDES AU
PERSONNELS DE LA PROVINCE

ISHAKIRO

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ITEKA RYA MINISITIRI W'INTEBE N° 60/03 RYO KU WA 27/02/2015 RIGENA IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'INTARA

PRIME MINISTER'S ORDER N° 60/03 OF 27/02/2015 DETERMINING ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF THE PROVINCE

ARRETE DU PREMIER MINISTRE N° 60/03 DU 27/02/2015 PORTANT STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DE LA PROVINCE

Minisitiri w'Intebe;

Ashingiye ku Itegeko Nshinga rya Repubulika y'u Rwanda ryo ku wa 04 Kamena 2003 nk'uko ryavugururwe kugeza ubu, cyane cyane mu ngingo zayo, iya 118, iya 119, iya 121 n'ya 201;

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

Ashingiye ku Itegeko n° 14/2013 ryo ku wa 25/03/2013 rigena imitunganyirize n'imikorere by'Intara, cyane cyane mu ngingo zayo, iya 10 n'ya 14;

Asubiye ku Iteka rya Minisitiri w'Intebe n° 53/03 ryo ku wa 14/07/2012 rishyiraho imishahara n'ibindi bigenerwa abakozi bo mu Butegetsi Bwite bwa Leta, nk'uko ryahinduwe kandi ryujijwe kugeza ubu;

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

Inama y'Abaminisitiri yateranye ku wa

The Prime Minister;

Pursuant to the Constitution of the Republic of Rwanda of 04 June 2003 as amended to date especially in Articles 118, 119, 121 and 201;

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

Pursuant to Law n° 14/2013 of 25/03/2013 determining the organization and functioning of the Province, especially in Articles 10 and 14;

Having reviewed the Prime Minister's Order n° 53/03 of 14/07/2012 establishing salaries and fringe benefits for public servants of the Central Government as modified and complemented to date;

On proposal by the Minister Public Service and Labour;

After consideration and approval by the Cabinet

Le Premier Ministre;

Vu la Constitution de la République du Rwanda du 04 juin 2003 telle que révisée à ce jour, spécialement en ses articles 118, 119, 121 et 201;

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

Vu la Loi n° 14/2013 du 25/03/2013 portant organisation et fonctionnement de la Province, spécialement en ses articles 10 et 14;

Revu l'Arrêté du Premier Ministre n° 53/03 du 14/07/2012 fixant les salaires et autres avantages accordés au personnel de l'Administration Centrale tel que modifié et complété à ce jour;

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

Après examen et adoption par le Conseil des

29/07/2014 imaze kubisuzuma no in session of 29/07/2014;
kubyemeza.

Ministres en sa séance du 29/07/2014 ;

ATEGETSE:

HEREBY ORDERS:

ARRETE :

Ingingo ya mbere: Icyo iri teka rigamije

Iri teka rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi b'Intara.

Article One: Purpose of this Order

This Order determines organizational structure, the salaries and the fringe benefits for employees of the Province.

Article premier: Objet du présent arrêté

Le présent arrêté détermine la structure organisationnelle, les salaires et les avantages accordés au personnel du la Province.

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

Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo by'Intara biri ku migereka wa I n'uwa II y'iri teka.

Article 2: Organizational structure and job profiles

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

Article 2: Structure organisationnelle et profils d'emplois

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

Ingingo ya 3: Igenwa ry'umushahara

Imishahara y'abakozi b'Intara igenwa hashingiwe ku mbonerahamwe y'urutonde rw'imirimo kandi hakurikijwe amahame ngenderwaho mu kubara imishahara mu Butegetsi bwa Leta.

Article 3: Determination of the Salary

Salaries for employees of Province shall be determined basing on the job classification and in accordance with general principles on salary calculation in Public Service.

Article 3: Détermination du salaire

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

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

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

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

Ingingo ya 4: Ibigize umushahara mbumbe

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

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

Indamunite y'urugendo ivugwa mu gika cya mbere cy'iyi ngingo ntigenerwa abayobozi bari ku rwego rw'imirimo rwa "H/2" boroherezwa ingengo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze; ndetse n'abakozi bari ku rwego rwa "3" bagenerwa indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite abakozi ba Leta mu nshingano ze.

Ingingo ya 5: Ibindi bigenerwa Umujyanama wa Guverineri uri ku rwego rwa "2.III"

Umujyanama wa Guverineri agenerwa ibindi bimufasha gutunganya imirimo mu buryo bukurikira:

Article 4: Composition of the gross salary

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

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

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

Article 5: Fringe benefits for Advisor to the Governor on "2.III" job level

Advisor to the Governor shall be entitled to fringe benefits as follows:

Article 4: Composition du salaire brut

Le salaire brut mensuel pour chaque agent comprend principalement:

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

L'indemnité de transport visée à l'alinéa premier du présent article n'est pas allouée aux Agents de l'Etat au poste de niveau "H/2" pour lesquels le transport est facilité selon les instructions du Ministre ayant le transport dans ses attributions, ainsi qu' à ceux au poste de niveau "3" qui bénéficient de l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Article 5: Avantages alloués au conseiller du Gouverneur au poste de niveau "2.III"

Le conseiller du Gouverneur bénéficie des avantages suivants :

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

2 ° Leta imworohereza ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

1 ° seventy thousand Rwandan francs (70,000 Rwf) per month for mobile phone;

2 ° the Government shall facilitate his/her transport in accordance with Instructions of the Minister in charge of transport.

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

2 ° l'Etat lui facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 6: Ibindi bigenerwa Abayobozi b'Amashami n'Abakozi bari ku rwego rw'imirimo rwa "3"

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

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

2 ° indamunite yihariye y'urugendo hakurikijwe amabwiriza ya Minisitiri ufite Abakozi ba Leta mu nshingano ze.

Article 6: Fringe benefits for Directors and Officials on "3" job level

Directors of Units and Officials on "3" job level shall each be entitled to the following fringe benefits :

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

2 ° a special transport allowance in accordance with the Instructions of the Minister in charge of public service.

Article 6: Avantages alloués aux Directeurs d'Unités et cadres au poste de niveau "3"

Les directeurs d'Unités et cadres au poste de niveau "3" bénéficient chacun d'autres avantages suivants :

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

2 ° l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Abayobozi b'Amashami bari ku rwego rw'imirimo rwa "3" bafite itsinda ry'abakozi bayobora hashingiwe ku mbonerahamwe yemewe, bagenerwa kandi amafaranga ibihumbi ijana y'u Rwanda (Rwf 100.000)

Directors of Units on level "3" with a pool of public employees under their responsibilities in accordance with the approved organizational structure shall also each be entitled to an office telephone communication allowance of one

Les Directeurs au poste de niveau "3" ayant des agents placés sous leurs responsabilités suivant la structure organisationnelle approuvée, bénéficient aussi chacun des frais de communication par téléphone de bureau équivalant à cent mille francs

buri kwezi ya telefoni yo mu biro.

hundred thousand Rwandan francs (100,000 Rwf) per month.

rwandais (100.000 Frw) par mois.

Ingingo ya 7: Indamunite z'urugendo rw'imodoka

Article 7: Mileage allowances

Article 7: Indemnités kilométriques

Iyo Umuyobozi Mukuru uri ku rwego rwa H/2 bagiye mu butumwa imbere mu Gihugu bakoresheje imodoka zabo, Leta ibabagenera indamunite y'urugendo hakurikijwe ibiteganywa n'Amabwiriza ya Minisitiri ufite gutwara abantu mu nshingano ze.

When a senior official on level H/2 goes on official mission inside the country by using his/her vehicle, the State shall pay him/her mileage allowances in accordance with instructions by the Minister in charge of transport.

Lorsqu'un haut cadre au poste de niveau H/2 va en mission officielle à l'intérieur du pays en utilisant son véhicule, l'Etat lui octroie une indemnité kilométrique conformément aux instructions du Ministre ayant le transport dans ses attributions.

Ingingo ya 8: Abashinzwe kubahiriza iri teka

Article 8: Authorities responsible for the implementation of this Order

Article 8: Autorités chargées de l'exécution du présent arrêté

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri w'Ibikorwa Remezo na Minisitiri w'Imari n'Igenamigambi basabwe kubahiriza iri teka.

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

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

Ingingo ya 9: Ivanwaho ry'ingingo zinyuranyije n'iri teka

Article 9: Repealing provision

Article 9: Disposition abrogatoire

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

All other prior provisions contrary to this Order are hereby repealed.

Toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Ingingo ya 10: Igihe iteka ritangira gukurikizwa

Article 10: Commencement

Article 10: Entrée en vigueur

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

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

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

Kigali, ku wa 27/02/2015

Kigali, on 27/02/2015

Kigali, le 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

**Bibonywe kandi bishyizweho Ikirango cya
Repubulika:**

Seen and sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République:

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

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

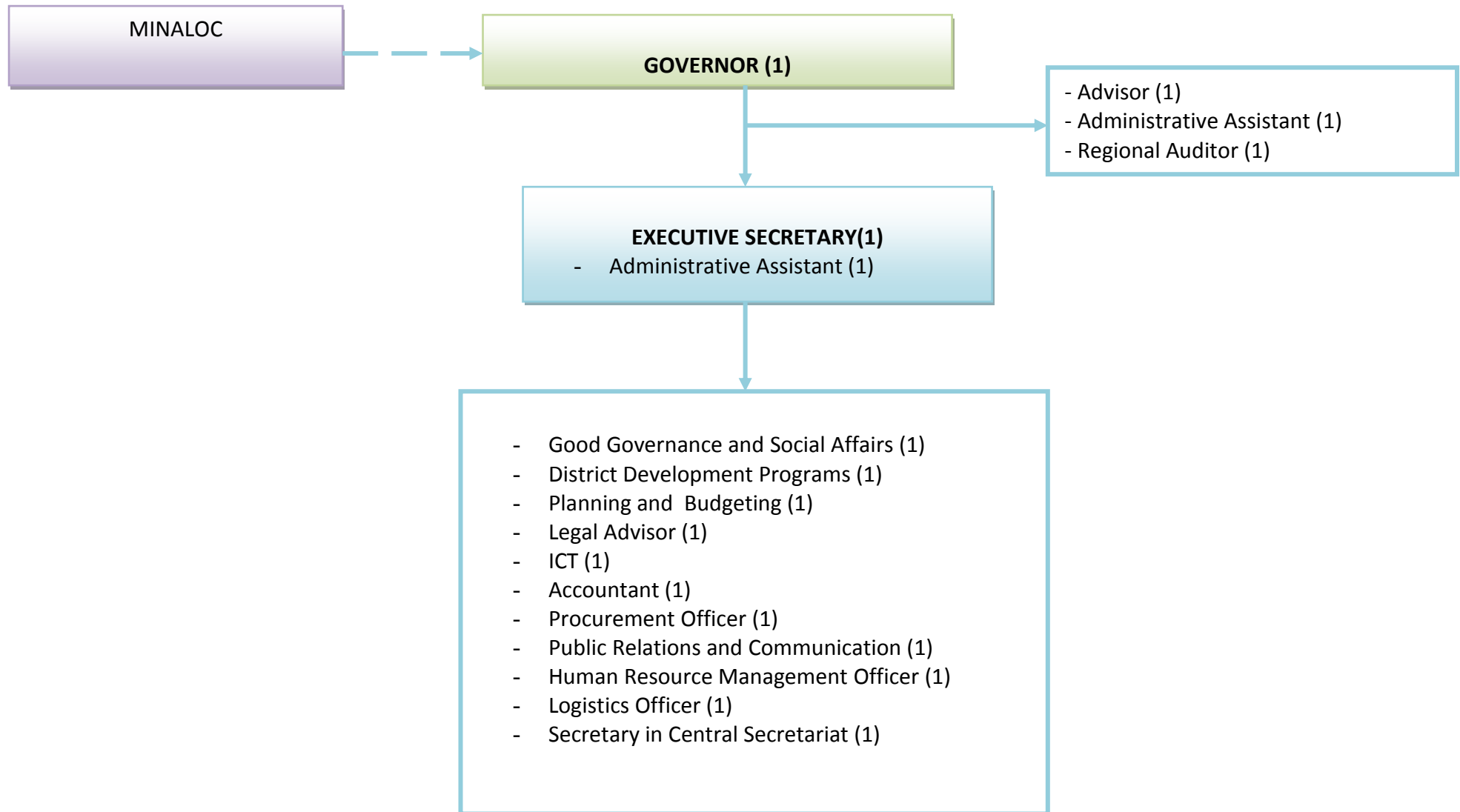
(sé)
BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

**UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N⁰ 60/03 RYO
KU WA 27/02/2015 RIGENA
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI B'INTARA**

**ANNEX I TO PRIME MINISTER'S
ORDER N⁰ 60/03 OF 27/02/2015
DETERMINING THE
ORGANISATIONAL STRUCTURE,
THE SALARIES AND THE FRINGE
BENEFITS FOR EMPLOYEES OF
THE PROVINCE**

**ANNEXE I DE L'ARRETE DU PREMIER
MINISTRE N⁰ 60/03 DU 27/02/2015
PORTANT STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
PERSONNEL DE LA PROVINCE**

PROVINCE ORGANIZATIONAL CHART



Bibonywe kugira ngo bishyirwe ku mugereka y'Iteka rya Minisitiri w'Intebe n° 60/03 ryo ku wa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi b'Intara

Seen to be annexed to Draft Prime Minister's Order n° 60/03 of 27/02/2015 determining mission and functions, organizational structure, salaries and fringe benefits for employees of the Province

Vu pour être annexés à l'Arrêté du Premier Ministre n° 60/03 du 27/02/2015 portant structure organisationnelle, salaires et avantages accordés au personnel de la Province

Kigali, ku wa 27/02/2015

Kigali, on 27/02/2015

Kigali, le 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

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BUSINGYE Johnston
Minister of Justice / Attorney General

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

**UMUGEREKA WA II W'ITEKA RYA
MINISITIRI W'INTEBE N⁰ 60/03 RYO
KU WA 27/02/2015 RIGENA
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI B'INTARA**

**ANNEX II TO PRIME MINISTER'S
ORDER N⁰ 60/03 OF 27/02/2015
DETERMINING THE
ORGANISATIONAL STRUCTURE,
THE SALARIES AND THE FRINGE
BENEFITS FOR EMPLOYEES OF THE
PROVINCE**

**ANNEXE II DE L'ARRETE DU
PREMIER MINISTRE N⁰ 60/03 DU
27/02/2015 PORTANT STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
PERSONNEL DE LA PROVINCE**

PROVINCE - JOB PROFILES

Administrative unit	Title of Job position	Title of Job position linked to Job	Job Profile	Proposed Jobs
Office of the Governor	Governor	Governor of the Province	Political Appointee	1
	Advisor to the Governor	Advisor to the Governor	A0 in Public Administration, Law, Development Economics, Development Studies, Rural Development, Population Studies, Arts and Humanities, Sociology and Management with 5 years of working experience; Or Master or Equivalent in Public Administration, Development Economics, Development Studies, Rural Development, Arts and Humanities, Sociology and Business Administration and Management with 3 years of working experience <u>Key Technical Skills & Knowledge required:</u> - Extensive knowledge and understanding of the Central and Local Government Functionality; - Good knowledge of government policy-making processes; - Analytical, problem-solving and critical thinking skills. -Technical understanding of system being analyzed and how it affects the various business units. -Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. -Able to work well with both internal and external clients. - Leadership skills; - Report writing and presentation skills; - Computer Literate; -Coordination, planning and organisational skills; - Interpersonal skills; -Collaboration and team working skills; -Effective communication skills; -Administrative skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Official Gazette No. Special of 28/02/2015

Administrative unit	Title of Job position	Title of Job position linked to Job	Job Profile	Proposed Jobs
	Administrative Assistant	Administrative Assistant	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social work, Law <u>Key technical skills and knowledge required:</u> - Office management skills - Excellent communication, organisation and interpersonal skills. - Computer knowledge (Word processing, Power Point and Internet) - Time management - Discretion - Analytical and problem solving - Fluent in Kinyarwanda, English and/or French. knowledge of all is an advantage.	1
	Regional Audit	Regional Auditor	A0 in Accounting, Public Finance or Management with specialization in Finance/Accounting with 3 years of working Experience or Masters in Accounting, Public Finance or Management with specialization in Finance/Accounting with 1 year of working experience <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting. - Knowledge of Rwanda Public Financial Law; - Leadership and management skills; - Planning and organisational, Budgeting skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Problem solving; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
S/Total				4
Office of the Executive Secretary	Executive Secretary	Executive Secretary	Political Appointee	1

Administrative unit	Title of Job position	Title of Job position linked to Job	Job Profile	Proposed Jobs
	Administrative Assistant	Administrative Assistant	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social work, Law <u>Key Technical Skills & Knowledge required:</u> - 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
	Good Governance and Social Affairs	Good Governance and Social Affairs	A0 in Public Administration, Sociology, Development Studies, Administrative Sciences, Political sciences, Management, Social Work with 3 years of working experience; Or Master or Equivalent in Public Administration, Sociology, Development Studies, Administrative Sciences, Political sciences, Management, Social Work with 1 year of working experience <u>Key Technical Skills & Knowledge required:</u> - Extensive knowledge and understanding of the Central and Local Government Functionality; - Good knowledge of government policy-making processes; - Analytical, problem-solving and critical thinking skills. - Technical understanding of system being analyzed and how it affects the various business units. - Multi-tasking skills and the ability to balance multiple priorities and keep up with project scope changes. - Able to work well with both internal and external clients. - Leadership skills; - Report writing and presentation skills; - Computer Literate; - Coordination, planning and organisational skills; - Interpersonal skills; - Collaboration and team working skills; - Effective communication skills; - Administrative skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative unit	Title of Job position	Title of Job position linked to Job	Job Profile	Proposed Jobs
	District Development Programs	District Development Programs	A0 in Economics, Development Studies, Management, Planning, Project Management, with 3 years of working experience; Or Master or Equivalent in Economics, Development Studies, Management, Planning, Project Management with 1year of working experience <u>Key Technical Skills & Knowledge required:</u> - Extensive knowledge and understanding of the Local Government functionality - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Knowledge in Cooperatives Management and development; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1

Administrative unit	Title of Job position	Title of Job position linked to Job	Job Profile	Proposed Jobs
	Planning and Budgeting	Planning and Budgeting	A0 in Economics, Development Studies, Management, Planning, Business Administration with 3 years of working experience or Master's Degree in Economics, Development Studies, Management, Planning, Business Administration with 1 year of working experience <u>Key Technical Skills & Knowledge required:</u> - Extensive knowledge and understanding of the Local Government functionality - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of drafting Action Plans and Operational Plans; - Knowledge to conduct policy and analysis and draft proposals; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Knowledge in Cooperatives Management and development; - Organizational Skills; - Communication Skills; - High analytical & Complex Problem Solving Skills; - Judgment & Decision Making Skills; - Time management Skills; - Team working Skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
	Legal Advisor	Legal Advisor	A0 in Law with 3 years of working experience or Master's Degree in Law with 1 year of working experience <u>Key Technical skills and Knowledge required :</u> - Extensive knowledge and understanding of the Rwandan Cooperative Sector - High analytical and problem solving skills; - Legal research and analysis in complex areas of law; - Knowledge of Substantive Law and Legal Procedures; - Decision making skills; - Experience in contract drafting and negotiation; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French.	1

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

Administrative unit	Title of Job position	Title of Job position linked to Job	Job Profile	Proposed Jobs
	Accountant	Accountant	A0 in Accounting, Finance, Management with specialization in Finance / Accounting or Professional Qualification recognised by IFAC (ACCA, CPA, etc) <u>Key Technical Skills & Knowledge required:</u> - 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 Financia 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	1
	Procurement officer	Procurement Officer	A0 in Procurement, Management,Public Finance, Economics, Law, Accounting, Business Administration, Economics <u>Key technical skills and knowledge required:</u> - High analytical skills -Knowledge of basic business and purchasing practices -Knowledge of procurement law and procedures -Knowledge of state contracting law, regulations and procedures - Knowledge of grade, qualities, suppliers and prices trenders of commodities - Knowledge in contract drafting and negotiation - Category management skills - Time management skills -Decision making skills - Excellent communication skills. -Computer skills. - Fluent in Kinyarwanda, English and/or French, Knowledge of all is an advantage.	1

Administrative unit	Title of Job position	Title of Job position linked to Job	Job Profile	Proposed Jobs
	Public Relations	Public Relations and Communication Officer	A0 in Journalism, Communication, International Relations, Public Relations, Marketing, Linguistics and Literature <u>Key technical skills and knowledge required:</u> - 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 - Teamworking skills - Effective public relations and public speaking skills - Interviewing skills - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage.	1

Administrative unit	Title of Job position	Title of Job position linked to Job	Job Profile	Proposed Jobs
	Human Resource Management	Human Resources Management Officer	A0 in Human Resources Management,Public Administration, Administrative Sciences, Management, Finance, Accountant and Economics <u>Key technical skills and knowledge required:</u> -Deep knowledge of Rwanda Public Sevants and Labour law -Knowledge in Confilct Management; - Organizational Skills; - Computer skills -Interview skills; -Knowledge of regulations applying to payroll procedures; -Knowledge of Human Resource Concept practices,policies, and procedures; -Communication skills -Analytical skills; -Judgment and decision making skills; - Complex Problem Solving; -Time management skills; - Team working skills -Fluent in Kinyarwanda, English and/ or French;	1
	Logistics Officer	Logistics Officer	A0 in Management, Accounting,Finance, Store Management, Public Administration, Economics, Administrative Sciences, Library and Information Sciences and Office Management <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Management of Material Resources; -Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; -Report writting & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.	1

Administrative unit	Title of Job position	Title of Job position linked to Job	Job Profile	Proposed Jobs
	Central Secretariat	Secretary in Central Secretariat	A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	1
S/Total				13
Grand / Total				17

Bibonywe kugira ngo bishyirwe ku mugereka y'Iteka rya Minisitiri w'Intebe n° 60/03 ryo ku wa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi b'Intara

Seen to be annexed to Draft Prime Minister's Order n° 60/03 of 27/02/2015 determining mission and functions, organizational structure, salaries and fringe benefits for employees of the Province

Vu pour être annexés à l'Arrêté du Premier Ministre n° 60/03 du 27/02/2015 portant structure organisationnelle, salaires et avantages accordés au personnel de la Province

Kigali, ku wa 27/02/2015

Kigali, on 27/02/2015

Kigali, le 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Minisitiriw'Abakozi ba Leta n'Umurimo

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Bibonywe kandi bishyizweho Ikirango cya Repbulika:

Seen and Sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République :

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

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

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

**UMUGEREKA WA III W'ITEKA RYA
MINISITIRI W'INTEBE N⁰ 60/03 RYO
KU WA 27/02/2015 RIGENA
IMBONERAHAMWE Y'IMYANYA
Y'IMIRIMO, IMISHAHARA
N'IBINDI BIGENERWA ABAKOZI
B'INTARA**

**ANNEX III TO PRIME MINISTER'S
ORDER N⁰ 60/03 OF 27/02/2015
DETERMINING THE
ORGANISATIONAL STRUCTURE,
THE SALARIES AND THE FRINGE
BENEFITS FOR EMPLOYEES OF
THE PROVINCE**

**ANNEXE III DE L'ARRETE DU
PREMIER MINISTRE N⁰ 60/03 DU
27/02/2015 PORTANT STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
PERSONNEL DE LA PROVINCE**

PROVINCE SALARY STRUCTURE

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Advisor to the Governor of Province	330	2.III	1890	892,962
Director of District Development Programmes	330	3.II	1369	646,807
Director of Good Governance & Social Affairs	330	3.II	1369	646,807
Regional Auditor	330	3.II	1369	646,807
Director of Planning & Budgeting	330	3.II	1369	646,807
Legal Advisor	330	3.II	1369	646,807
Human Resources Management Officer	300	4.II	1141	485,333
ICT Officer	300	4.II	1141	485,333
Public Relations and Communication Officer	300	4.II	1141	485,333
Accountant	300	5.II	951	404,515
Procurement Officer	300	5.II	951	404,515
Administrative Assistant to the Governor of Province	300	5.II	951	404,515
Administrative Assistant to the Executive Secretary of Province	300	5.II	951	404,515
Logistics Officer	300	5.II	951	404,515
Secretary in Central Secretariat	300	8.II	508	216,081

Bibonywe kugira ngo bishyirwe ku mugereka y'Iteka rya Minisitiri w'Intebe n° 60/03 ryo ku wa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi b'Intara

Seen to be annexed to Draft Prime Minister's Order n° 60/03 of 27/02/2015 determining mission and functions, organizational structure, salaries and fringe benefits for employees of the Province

Vu pour être annexés à l'Arrêté du Premier Ministre n° 60/03 du 27/02/2015 portant structure organisationnelle, salaires et avantages accordés au personnel de la Province

Kigali, ku wa 27/02/2015

Kigali, on 27/02/2015

Kigali, le 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Minisitiriw'Abakozi ba Leta n'Umurimo

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Bibonywe kandi bishyizweho Ikirango cya Repbulika:

Seen and Sealed with the Seal of the Republic:

Vu et scellé du Sceau de la République :

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

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

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

AMABWIRIZA YA MINISITIRI W'INTEBE
N°001/03 YO KU WA 27/02/2015 AGENA
INDAMUNITE YIHARIYE
Y'AMAHUGURWA IGENERWA
ABAGANGA BAGIYE MU MAHUGURWA
IMBERE MU GIHUGU NO MU MAHANGA

PRIME MINISTER'S INSTRUCTIONS
N°001/03 OF 27/02/2015 DETERMINING
SPECIAL ALLOWANCES FOR MEDICAL
DOCTORS IN TRAINING INSIDE THE
COUNTRY AND ABROAD

INSTRUCTIONS DU PREMIER MINISTRE
N°001/03 DU 27/02/2015 PORTANT AVANTAGES
SPECIAUX POUR LES MEDECINS EN
FORMATION A L'INTERIEUR ET A
L'EXTERIEUR DU PAYS

ISHAKIRO

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**AMABWIRIZA YA MINISITIRI W'INTEBE
N°001/03 YO KU WA 27/02/2015 AGENA
INDAMUNITE YIHARIYE
Y'AMAHUGURWA IGENERWA
ABAGANGA BAGIYE MU MAHUGURWA
IMBERE MU GIHUGU NO MU MAHANGA**

**PRIME MINISTER'S INSTRUCTIONS
N°001/03 OF 27/02/2015 DETERMINING
SPECIAL BENEFITS FOR MEDICAL
DOCTORS IN TRAINING INSIDE THE
COUNTRY AND ABROAD**

**INSTRUCTIONS DU PREMIER MINISTRE
N°001/03 DU 27/02/2015 PORTANT AVANTAGES
SPECIAUX POUR LES MEDECINS EN
FORMATION A L'INTERIEUR ET A
L'EXTERIEUR DU PAYS**

Minisitiri w' Intebe

Amaze kubona Iteka rya Minisitiri w'Intebe n°003/03 ryo ku wa 16/01/2015 rigena uburyo amahugurwa y'abakozi ba Leta akorwa, cyane cyane mu ngingo yaryo ya 19 ;

Bisabwe na Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri w'Ubuzima na Minisitiri w'Imari n'Igenamigambi;

Inama y'Abaminisitiri yo ku wa 13/02/2015 imaze kubisuzuma no kubyemeza;

Prime Minister,

Considering the Prime Minister's Order n°003/03 of 16/01/2015 determining modalities for training for public servants especially in Article 19;

Upon request by the Minister of Public Service and Labour, the Minister of Health and the Minister of Finance and Economic Planning ;

After consideration and approval by the Cabinet in its session of 13/02/2015;

Le Premier Ministre

Vu l'Arrêté du Premier Ministre n°003/03 du 16/01/2015 portant modalités des formations des agents de l'Etat, spécialement en son article 19 ;

Sur proposition du Ministre de la Fonction Publique et du Travail, le Ministre de la Santé et le Ministre des Finances et de la Planification économique ;

Après examen et adoption par le Conseil des Ministres en sa séance du 13/02/2015 ;

ATANZE AMABWIRIZA AKURIKIRA:

HEREBY INSTRUCTS:

DONNE LES INSTRUCTIONS SUIVANTES :

Ingingo ya mbere: Icyo aya mabwiriza agamije

Article One: Purpose of these Instructions

Article premier: Objet des présentes instructions

Aya mabwiriza aGENA indamunite yihariye y'amahugurwa igenerwa abakozi ba Leta b'abaganga bagiye mu mahugurwa mu gihugu no mu mahanga.

These instructions shall determine the Special benefits for Medical Doctors in training inside the Country and abroad.

Les présentes instructions portent sur les avantages spéciaux pour les médecins en formation à l'intérieur et à l'extérieur du Pays.

Indamunite yihariye igenerwa abaganga bagiye mu mahugurwa igizwe n' umushahara n'izindi bijyana nazo.

Special benefits to medical doctors in training include salary and other benefits related.

Les avantages spéciaux accordés aux médecins en formation comprennent le salaire et d'autres avantages y relatifs.

Ingingo ya 2: Indamunite yihariye y'amahugurwa igenerwa abakozi ba Leta b'abaganga bagiye mu mahugurwa imbere mu Gihugu no mu mahanga

Place	Specialization	Level	Gross /Rwf	Net/Rwf
Abroad	Sub-Specialist	Senior Consultant	937,913	539,058
		Junior Consultant	937,913	539,058
	Specialist	Senior Resident	713,840	445,564
		Junior Resident	703,840	435,564
Inside the Country	Specialist	Senior Resident	903,757	538,053
		Junior Resident	891,061	529,952

Ingingo ya 3: Abashinzwe kubahiriza aya mabwiriza

Minisitiri w'Abakozi ba Leta n'Umurimo, Minisitiri w'Imari n'Igenamigambi na Minisitiri w'Ubuzima bashinzwe kubahiriza aya mabwiriza.

Article 2 : Special benefits for Medical Doctors on training inside the country and abroad

Place	Specialization	Level	Gross /Rwf	Net/Rwf
Abroad	Sub-Specialist	Senior Consultant	937,913	539,058
		Junior Consultant	937,913	539,058
	Specialist	Senior Resident	713,840	445,564
		Junior Resident	703,840	435,564
Inside the Country	Specialist	Senior Resident	903,757	538,053
		Junior Resident	891,061	529,952

Article 3: Authorities entrusted with the implementation of these instructions

The Minister of Public Service and Labour, the Minister of Health and the Minister of Finance and Economic Planning are entrusted with the implementation of these instructions.

Article 2 : Avantages spéciaux pour les médecins en formation à l'intérieur et à l'extérieur du pays

Place	Specialization	Niveau	Brut/Rwf	Net/Rwf
A l'extérieur du Pays	Sub-Specialist	Senior Consultant	937,913	539,058
		Junior Consultant	937,913	539,058
	Specialist	Senior Resident	713,840	445,564
		Junior Resident	703,840	435,564
A l'intérieur du Pays	Specialist	Senior Resident	903,757	538,053
		Junior Resident	891,061	529,952

Article 3 : Autorités chargées de l'exécution des présentes instructions

Le Ministre de la Fonction Publique et du Travail, le Ministre de la Santé et le Ministre de Finances et de la Planification économique sont chargés de l'exécution

des présentes instructions.

Ingingo ya 4: Ivanwaho ry'ingingo zinyuranye n'aya mabwiriza

Ingingo zose z'amabwiriza abanziriza aya kandi anyuranye nayo zivanyweho.

Ingingo ya 5: Igihe amabwiriza atangira gukurikizwa

Aya mabwiriza atangira gukurikizwa ku muni ashyizweho umukono.

Kigali, ku wa 27/02/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

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

Article 4: Repealing provision

All related instructions contrary to these instructions are hereby repealed.

Article 5: Commencement

These instructions shall come into force on the date of its signing.

Kigali, on 27/02/2015

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice/Attorney General

Article 4: Disposition abrogatoire

Toutes les dispositions réglementaires antérieures contraires aux présentes instructions sont abrogées.

Article 5: Entrée en vigueur

Les présentes instructions entrent en vigueur le jour de leur signature.

Kigali, le 27/02/2015

(sé)
MUREKEZI Anastase
Premier Ministre

(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République :

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