

Summary/Sommaire

page/urup

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

Amateka ya Minisitiri w'Intebe ashyiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi ba:

Prime Minister's Orders determining organisational structure, salaries and fringe benefits for employees of :

Arrêtés du Premier Ministre portant structure organisationnelle, salaires et avantages accordés au personnel de :

➤RSB	2
➤RAB	82

ITEKA RYA MINISITIRI W'INTEBE N°117/03
RYO KU WA 25/06/2015 RIGENA
IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI BIGENERWA
ABAKOZI B'IKIGO CY'IGIHUGU GITSURA
UBUZIRANENGE (RSB)

PRIME MINISTER'S ORDER N°117/03 OF
25/06/2015 DETERMINING
ORGANISATIONAL STRUCTURE,
SALARIES AND FRINGE BENEFITS FOR
EMPLOYEES OF RWANDA STANDARDS
BOARD (RSB)

ARRETE DU PREMIER MINISTRE N°117/03
DU 25/06/2015 DETERMINANT LA
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AUTRES AVANTAGES
ACCORDES AU PERSONNEL DE L'OFFICE
RWANDAIS DE NORMALISATION (RSB)

ISHAKIRO

TABLE OF CONTENTS

TABLE DE MATIERES

Ingingo ya mbere: icyo iri teka rigamije

Article One: Purpose of this Order

Article premier: Objet du présent arrêté

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

Article 2: Organizational structure and job
profiles

Article 2: Structure organisationnelle et profils
d'emploi

Ingingo 3: Igenwa ry'umushahara

Article 3: Determination of the salary

Article 3 : Détermination du salaire

Ingingo 4: Ibigize umushahara mbumbe

Article 4: Composition of gross salary

Article 4: Composition du salaire brut

Ingingo ya 5: Ibindi bigenerwa Umuyobozi Mukuru

Article 5: Fringe benefits for the General Director

Article 5 : Autres avantages alloués au
Directeur General

Ingingo ya 6: Ibindi bigenerwa ba *Division Managers*
bari ku rwego rwa "H/2"

Article 6: Fringe benefits for *Division Managers*
on "H/2" job classification level

Article 6: Autres avantages alloués aux *Division
Managers* aux postes de niveau "H/2"

Ingingo ya 7: Ibigenerwa Abayobozi n'Abakozi bari
ku rwego rw'imirimo rwa "3"

Article 7: Fringe benefits for Officials on "3" job
classification level

Article 7: Autres avantages alloués aux cadres
aux postes de niveau "3"

Ingingo ya 8: Indamunite z'urugendo rw'imodoka

Article 8: Mileage allowances

Article 8 : Indemnités kilométriques

Ingingo ya 9: Abashinzwe kubahiriza iri teka

Article 9: Authorities responsible for the
implementation of this Order

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

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

Article 10: Repealing provision

Article 10: Disposition abrogatoire

Ingingo ya 11: Igihe iteka ritangira gukurikizwa

Article 11: Commencement

Article 11: Entrée en vigueur

ITEKA RYA MINISITIRI W'INTEBE N°117/03 RYO KU WA 25/06/2015 RIGENA IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'IKIGO CY'IGIHUGU GITSURA UBUZIRANENGE (RSB)

PRIME MINISTER'S ORDER N°117/03 OF 25/06/2015 DETERMINING ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF RWANDA STANDARDS BOARD (RSB)

ARRETE DU PREMIER MINISTRE N°117/03 DU 25/06/2015 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL DE L'OFFICE RWANDAIS DE NORMALISATION (RSB)

Minisitiri w'Intebe;

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 37, 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;

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 imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi b'Ikigo cy'Igihugu Gitsura Ubuziranenge (RSB)

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;

On proposal by the Minister Public Service and Labour;

After consideration and approval by the Cabinet in session of 29/07/2014.

HEREBY ORDERS:

Article One: Purpose of this Order

This Order determines the organizational structure, salaries and fringe benefits for employees of Rwanda Standards Board (RSB).

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;

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 détermine la structure organisationnelle, salaires et autres avantages accordés aux agents de l'Office Rwandais de Normalisation (RSB).

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 mu kigo cy'Igihugu Gitsura Ubuziranenge (RSB) biri ku migereka ya I na II y'iri teka.

Ingingo 3: Igenwa ry'umushahara

Imishahara y'Abakozi b'Ikigo cy'Igihugu Gitsura Ubuziranenge (RSB) 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'Abakozi ba Leta n'Umurimo biri ku mugereka wa III w'iri teka.

Ingingo 4: Ibizigize umushahara mbumbe

Umushahara mbumbe wa buri kwezi ku bayobozi bakuru n'Abakozi b'Ikigo cy'Igihugu Gitsura Ubuziranenge (RSB) ukubiyemo iby'ingenzi bikurikira:

- 1 ° umushahara fatizo;
- 2 ° indamunite y'icumbi;
- 3 ° indamunite y'urugendo;
- 4 ° inkunga ya Leta mu bwiteganyirize

Article 2: Organizational structure and job profiles

The Organizational structure and job profiles of Rwanda Standards Board (RSB) are respectively in annex I and II of this Order.

Article 3: Determination of the salary

Salaries for employees of Rwanda Standards Board (RSB) 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 Public Service and Labour are in annex III to this Order.

Article 4: Composition of gross salary

The monthly gross salary of the authorities and employees of Rwanda Standards Board (RSB) shall mainly be composed of the following:

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

Article 2: Structure organisationnelle et profils d'emploi

La Structure organisationnelle et profils d'emplois de l'Office Rwandais de Normalisation (RSB) sont respectivement en annexes I et II du présent arrêté.

Article 3 : Détermination du salaire

Les salaires accordés au personnel de l'Office Rwandais de Normalisation (RSB) 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 4: Composition du salaire brut

Le salaire brut mensuel des dirigeants et des agents de l'Office Rwandais de Normalisation (RSB) 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

bw'umukozi;

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 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 Paragraph One of this Article 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 are entitled to special transport allowance in accordance with Instructions of the Minister in charge public service.

L'indemnité de transport visée à l'alinéa premier du présent article n'est pas allouée aux agents de l'Etat 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 l'indemnité spéciale de transport conformément aux instructions du Ministre ayant la fonction publique dans ses attributions.

Ingingo ya 5: Ibindi bigenerwa Umuyobozi Mukuru

Article 5: Fringe benefits for the Director General

Article 5: Autres avantages alloués au Directeur General.

Umuyobozi Mukuru agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

The Director General shall be entitled to the following fringe benefits:

Le Directeur Général bénéficie des avantages suivants :

1 ° amafaranga y'itumanaho rya telefoni yo mu biro angana n'ibihumbi ijana y'u Rwanda (100,000 Frw) buri kwezi, amafaranga ibihumbi mirongo ine y'u Rwanda (40,000Frw) buri kwezi ya interineti igendanwa n'ayitumanaho rya telefoni igendanwa angana n'ibihumbi ijana na mirongo itanu (150,000 Frw) buri kwezi;

1 ° One hundred thousand Rwandan francs (100,000 Rwf) each month for office telephone communication, forty thousand Rwandan francs (40,000 Rwf) per month for wireless internet connection and One hundred and fifty thousand Rwandan francs (150,000 Rwf) per month for mobile phone communication;

1 ° les frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) par mois et les frais d'internet sans fil équivalant à quarante mille francs rwandais (40.000 Frw) par mois et ceux de communication par téléphone portable équivalant à cent cinquante mille francs rwandais (150.000 Frw) par mois ;

2 ° amafaranga yo kwakira abashyitsi mu kazi angana n'amafaranga ibihumbi magana atatu y'u Rwanda (300, 000 frw) buri kwezi anyura kuri konti y'urwego bireba.

2 ° office entertainment allowance of three hundred thousand Rwandan francs (300,000 Rwf) per month and transferred to the institution's account;

2 ° les frais de représentation au service équivalant à trois cent mille francs rwandais (300.000 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 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 6: Ibindi bigenerwa Division Managers bari ku rwego rwa “H/2”

Ba Division Managers 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:

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

Ingingo ya 7: Ibigererwa Abayobozi n'Abakozi 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

Article 6: Fringe benefits for Division Managers on “H/2” job classification level

Division Managers 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:

1 ° seventy thousand Rwandan francs (Rwf 70,000) per month for office telephone communication and fax, 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.

Article 7: Fringe benefits for Officials on “3” job classification level

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

1 ° mobile phone communication allowance of

Article 6: Autres avantages alloués aux Division Managers aux postes de niveau “H/2”

Division Managers 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 ° les frais de communication par téléphone de bureau et fax de bureau équivalant à septante 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 lui facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Article 7: 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

angana n'ibihumbi mirongo itatu y'u Rwanda (30.000 Frw) buri kwezi;

thirty thousand Rwandan francs (Rwf 30,000) per month;

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 ° 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, bagenerwa kandi buri wese amafaranga ibihumbi ijana y'u Rwanda (Rwf 100.000) buri kwezi y'itumanaho rya telefoni yo mu biro.

Directors of Units on level "3.II" with a pool of public servants under their responsibilities in accordance with the approved organizational structure shall also each be entitled to an office telephone communication 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 équivalent à cent mille francs rwandais (100.000 Frw) par mois.

Ingingo ya 8: Indamunite z'urugendo rw'imodoka

Article 8: Mileage allowances

Article 8 : Indemnités kilométriques

Iyo Umuyobozi Mukuru uri ku rwego rwa F 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.

When a senior officials on levels F 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 issued by the Minister in charge of transport.

Lorsqu'un haut cadre aux postes de niveaux F 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.

Ingingo ya 9: Abashinzwe kubahiriza iri teka

Article 9: Authorities responsible for the implementation of this Order

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

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.

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

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

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

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

Ingingo ya 11: Igihe iteka ritangira gukurikizwa

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

Kigali, ku wa **25/06/2015**

(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 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. It takes effect as of 29/07/2014.

Kigali, on **25/06/2015**

(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 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. Il produit ses effets à partir du 29/07/2014.

Kigali, le **25/06/2015**

(sé)
MUREKEZI Anastase
Premier Ministre

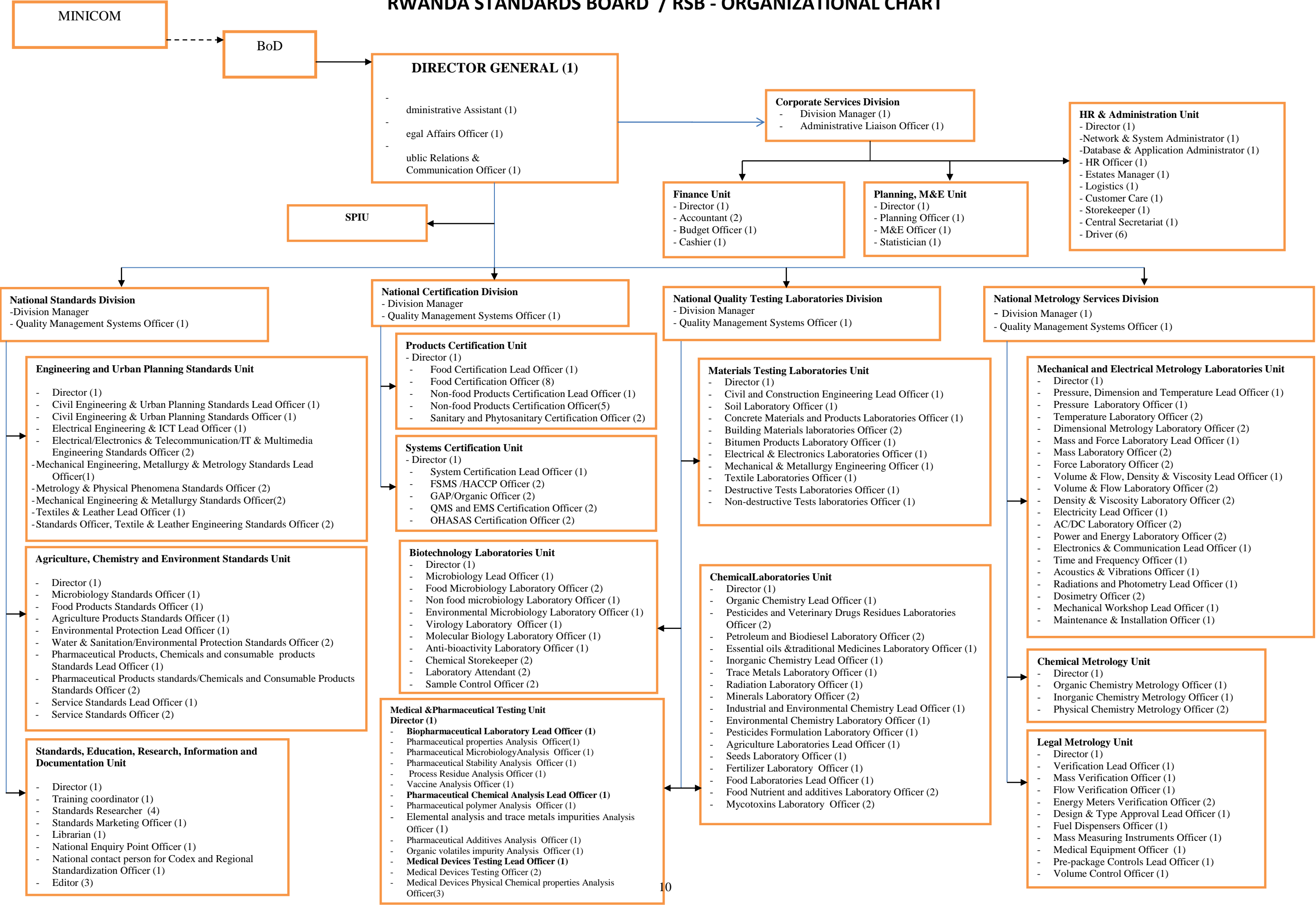
(sé)
UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République :

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

<p>UMUGEREKA WA I W' ITEKA RYA MINISITIRI W'INTEBE No117/03 RYO KU WA 25/06/2015 RIGENA IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'IKIGO CY'IGIHUGU GITSURA UBUZIRANENGE (RSB)</p>	<p>ANNEX I TO PRIME MINISTER'S ORDER No117/03 OF 25/06/2015 DETERMINING ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF RWANDA STANDARDS BOARD (RSB)</p>	<p>ANNEXE I DE L'ARRETE DU PREMIER MINISTRE No117/03 DUDETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL DE L'OFFICE RWANDAIS DE NORMALISATION (RSB)</p>
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RWANDA STANDARDS BOARD / RSB - ORGANIZATIONAL CHART



<p>UMUGEREKA WA II W' ITEKA RYA MINISITIRI W'INTEBE No117/03 RYO KU WA 25/06/2015 RIGENA</p> <p>IMBONERAHAMWE</p> <p>Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'IKIGO CY'IGIHUGU GITSURA UBUZIRANENGE (RSB)</p>	<p>ANNEX II TO PRIME MINISTER'S ORDER No117/03 OF 25/06/2015 DETERMINING ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF RWANDA STANDARDS BOARD (RSB)</p>	<p>ANNEXE II DE L'ARRETE DU PREMIER MINISTRE No117/03 DU 25/06/2015 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL DE L'OFFICE RWANDAIS DE NORMALISATION (RSB)</p>
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Progressive recruitment for Rwanda Standards Board (RSB) structure

Divisions	Current number of jobs	To be recruited	Proposed number of jobs	Progressive recruitment			
				Year 1	Year 2	Year 3	Year 4
Administration (Office of the DG, DDGTO and General Services)	24	25	49	13	10	3	0
National Standards Bureau (NSB)	14	31	45	12	8	6	5
National Quality Testing Laboratories (NQTL)	20	41	61	12	11	10	8
National Metrology Organisation (NMO)	14	45	59	13	12	10	10
National Certification Services (NCS)	12	20	31	8	5	4	3
Quality Assurance (to become NICA)	0	0	0	0	0	0	0
TOTAL	84	162	245	58	46	33	26
%				36	28	20	16

RWANDA STANDARDS BOARD (RSB) - JOB PROFILES

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
Office of the Director General	Director General	Director General	Political Appointee	1
		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 Public Finance, Accounting; Management specializing in Finance or Accounting Key technical skills and knowledge required: - Detailed knowledge of financial and audit standards, HR and Financial regulations, procedures; - Knowledge in 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; - 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, Public Relations, Journalism, Marketing, Linguistics or Literature Key Technical Skills & Knowledge required : -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

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
		Legal Affairs	<p>AO in Law</p> <p><u>Key Technical skills and Knowledge required :</u></p> <ul style="list-style-type: none"> - High analytical and problem solving skills; - Legal research and analysis in complex areas of law; - Knowledge of Substantive Law and Legal Procedures; - Decision making skills; - Contract drafting and negotiation skills; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. 	1
	Procurement	Procurement Officer	<p>AO in Procurement, Management, Accounting, Law, Public Finance, Economics</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - High analytical skills; - Knowledge of basic business and purchasing practices - Knowledge of state contracting law, regulations and procedures - Knowledge of grade, qualities, suppliers and prices tenders of commodities; - Knowledge in contract drafting and negotiation - filing management skills - Time management skills - Decision making skills - Excellent communication skills. - Computer skills. - Fluent in Kinyarwanda, English and/or French. 	2
	Quality Management Systems	Quality Management Systems Lead Officer	<p>AO in Engineering, Chemistry, Agricultural Sciences, Food Sciences, Biological Sciences with 5 years working experience in Standardization including 2 years in a senior position or Master's Degree in Engineering, Chemistry, Agricultural Sciences, Food Sciences, Biological Sciences with 3 years of working experience in standardization.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Competence in standardization and QMS - Proven ability to anticipate standards development needs and provide innovative technical solutions, strategies and options; - ability to communicate complex technologies and make these technologies accessible to internal and external partners; - Advanced verbal and written communication skills, including negotiation, and presentation; - Advanced relationship management skills, including partnering, group facilitation, interviewing, consulting, and influencing; - Advanced leadership skills, including coaching, team-building, problem solving, conflict resolution, consensus-building; - Provides innovative solutions to complex and critical technical issues affecting multiple disciplines and work groups; - High analytical Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
Sub-Total				8

Official Gazette n° 30bis of 27/07/2015

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
National Standards Division	Division Manager	National Standards Division Manager	<p>A0 in Engineering (Electrical ,Mechanical, Telecommunications, Civil,Electronics,Urban Planning), with 3 years of working experience or Master's Degree in Engineering (Electrical,Mechanical, Telecommunications, Civil,Electronics,Urban Planning), with 1 year of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge in standards development process; -Proven ability to anticipate standards development needs and provide innovative technical solutions, strategies and options -ability to communicate complex technologies and make these technologies accessible to internal and external partners -Advanced verbal and written communication skills, including negotiation, and presentation, -Advanced relationship management skills, including partnering, group facilitation, interviewing, consulting, and influencing -Advanced leadership skills, including coaching, team-building, problem solving, conflict resolution, consensus-building, -Provides innovative solutions to complex and critical technical issues affecting multiple disciplines and work groups - High analytical Skills; -Time management Skills; -Knowledge of Monitoring and Evaluation concepts, systems and tools; -Knowledge to conduct monitoring exercises; -Complex Problem Solving; -Time management Skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Quality Management System	Quality Management Systems Standards Officer	<p>A0 in Engineering, Chemistry, Agricultural Sciences, Food Sciences,Biology</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - High analytical skills; -Factual approach to decision making - Knowledge of standardization approaches and procedures -organizational and leadership skills -Quality assurance skills - Time management skills - Decision making skills - Excellent communication skills. - Computer skills. - Fluent in Kinyarwanda, English and/or French. 	1
Sub-Total				2

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
Engineering and Urban Planning Standards Unit	Director	Director of Engineering & Urban planning Standards Unit	<p>Ao in Engineering (Electrical ,Mechanical, Telecommunications, Civil,Electronics,Computer Sciences,Computer Engineering,Urban Planning),Information Technology with 3 years of working experience or Master's Degree in Engineering (Electrical ,Mechanical, Telecommunications, Civil,Electronics,Computer Sciences,Computer Engineering,Urban Planning),Information Technology with 1 year of working experience.</p> <p>Key Technical Skills- Knowledge Required:</p> <ul style="list-style-type: none"> - Understanding engineering and urban planning standards policies and strategies; - ability to provide provide innovative technical solutions, strategies and options -ability to communicate complex technologies and make these technologies accessible to internal and external partners; -Knowledge of Monitoring and Evaluation concepts, systems and tools; -Knowledge to conduct monitoring exercises; -Advanced verbal and written communication skills, including negotiation, and presentation, -Advanced relationship management skills, including partnering, group facilitation, interviewing, consulting, and influencing -Advanced leadership skills, including coaching, team-building, problem solving, conflict resolution, consensus-building -Provides innovative solutions to complex and critical technical issues affecting multiple disciplines and work groups - High analytical Skills; -Time management Skills; -Computer Skills; 	1
	Civil Engineering and Urban Planning Standards	Civil Engineering and Urban Planning Standards Lead Officer	<p>AO in Civil Engineering/Urban Planning with 2 years of work experience.</p> <p>Key Technical Skills- Knowledge Required:</p> <ul style="list-style-type: none"> - Understanding engineering and urban planning standards policies and strategies -Ability to communicate complex issues and proposing technical solutions -verbal and written communication skills, including presentation, -Relationship management skills, including partnering, group facilitation, interviewing, consulting, and influencing -Leadership skills, including coaching, team-building, problem solving, conflict resolution, consensus-building -Provides innovative solutions to complex and critical technical issues affecting multiple disciplines and work groups - High analytical Skills; -Knowledge of Monitoring and Evaluation concepts, systems and tools; -Knowledge to conduct monitoring exercises; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Official Gazette n° 30bis of 27/07/2015

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
	Civil Engineering and Urban Planning Standards	Civil Engineering and Urban Planning Standards Officer	<p>AO in Civil Engineering or Urban Planning</p> <p>Key Technical Skills- Knowledge Required:</p> <p>- Understanding engineering and urban planning standards policies and strategies</p> <p>-ability to provide provide innovative technical solutions, strategies and options</p> <p>-ability to communicate complex technologies and make these technologies accessible to internal and external partners</p> <p>-Verbal and written communication skills, including negotiation, and presentation,</p> <p>-leadership skills, including coaching, team-building, problem solving, conflict resolution, consensus-building</p> <p>-Provides innovative solutions to complex and critical technical issues affecting multiple disciplines and work groups</p> <p>- High analytical Skills;</p> <p>-Time management Skills;</p> <p>-Knowledge of Monitoring and Evaluation concepts, systems and tools;</p> <p>-Knowledge to conduct monitoring exercises;</p> <p>-Time management Skills;</p> <p>-Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</p>	1
	Electrical Engineering and ICT	Electrical Engineering and ICT Lead Officer	<p>AO in Engineering (Electromechanical, Electrical, Telecommunications, Electronics,Computer Sciences,Computer Engineering), Information Technology with 2 years of working experience in related field.</p> <p>Key Technical Skills- Knowledge Required:</p> <p>- Understanding electrical engineering and ICT policies and strategies</p> <p>-ability to provide provide innovative technical solutions, strategies and options</p> <p>-Advanced verbal and written communication skills, including negotiation, and presentation,</p> <p>-Advanced relationship management skills, including partnering, group facilitation, interviewing, consulting, and influencing</p> <p>-Leadership skills, including coaching, team-building, problem solving, conflict resolution, consensus-building</p> <p>-Provides innovative solutions to complex and critical technical issues affecting multiple disciplines and work groups</p> <p>- High analytical Skills;</p> <p>-Time management Skills;</p> <p>-Knowledge of Monitoring and Evaluation concepts, systems and tools;</p> <p>-Time management Skills;</p> <p>-Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</p>	1
	Electrical/Electronics&Telecommunications/IT& multimedia Engineering Standards	Electrical/Electronics&Telecommunications/IT& multimedia Engineering Standards Officer	<p>Ao in Electromechanical/Electrical/Electronics, Telecommunication/Computer Engineering</p> <p>Key Technical Skills- Knowledge Required:</p> <p>-Understanding Electrical/Electronics&Telecommunications/IT& multimedia Engineering policies and strategies</p> <p>-ability to provide innovative technical solutions, strategies and options</p> <p>-High organizational, interpersonal and communication skills</p> <p>- High analytical Skills;</p> <p>-Time management Skills;</p> <p>-Advanced Computer Skills;</p> <p>-Time management Skills;</p> <p>-Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</p>	2

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
	Mechanical Engineering, Metallurgy and Metrology Standards	Mechanical Engineering, Metallurgy and Metrology Standards Lead Officer	<p>AO in Engineering (Electromechanical,Mechanical) with 2 years of working experience</p> <p>Key Technical Skills- Knowledge Required:</p> <ul style="list-style-type: none"> -Understanding of Mechanical Engineering, Metallurgy and Metrology Standards policies and strategies -ability to provide technical solutions to complex and critical technical issues,and provide innovative strategies and good options -High organizational, interpersonal and communication skills -High analytical Skills; -Time management Skills; -Advanced Computer Skills; -Time management Skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Metrology & Physical phenomena standards	Metrology & Physical phenomena standards Officer	<p>AO in Metrological Sciences/Physics</p> <p>Key Technical Skills- Knowledge Required:</p> <ul style="list-style-type: none"> -Understanding Metrology & Physical phenomena standards policies and strategies -ability to provide technical solutions to complex and critical technical issues,and provide innovative strategies and good options -High organizational, interpersonal and communication skills -High analytical Skills; -Time management Skills; -Advanced Computer Skills; -Time management Skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	2
	Mechanical Engineering & Metallurgy Standards	Mechanical Engineering & Metallurgy Standards Officer	<p>AO in Electromechanical and Mechanical Engineering</p> <p>Key Technical Skills- Knowledge Required:</p> <ul style="list-style-type: none"> -UnderstandingMechanical Engineering & Metallurgy Standards policies and strategies -ability to provide technical solutions to complex and critical technical issues,and provide innovative strategies and good options -High organizational, interpersonal and communication skills -High analytical Skills; -Time management Skills; -Advanced Computer Skills; -Time management Skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	2

Official Gazette n° 30bis of 27/07/2015

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
	Textiles and Leather Standards	Textiles and Leather Standards Lead Officer	<p>AO in Textile Engineering/Chemistry/Mechanical Engineering with 2 years of working experience.</p> <p>Key Technical Skills- Knowledge Required:</p> <ul style="list-style-type: none"> - Understanding Textiles and Leather policies and strategies - Ability to provide innovative technical solutions, strategies and options - Verbal and written communication skills, including negotiation, and presentation, - Relationship management skills, including partnering, group facilitation, interviewing, consulting, and influencing - Leadership skills, including coaching, team-building, problem solving, conflict resolution, consensus-building - Provides innovative solutions to complex and critical technical issues affecting multiple disciplines and work groups - High analytical Skills; - Time management Skills; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Textile and Leather Engineering standards	Textile and Leather Engineering standards officer	<p>AO in Textile Engineering/Mechanical Engineering /Chemistry</p> <p>Key Technical Skills- Knowledge Required:</p> <p>Understanding , Textile and Leather Engineering standards policies and strategies</p> <p>-ability to provide technical solutions to complex and critical technical issues,and provide innovative strategies and good options</p> <ul style="list-style-type: none"> -High organizational, interpersonal and communication skills -High analytical Skills; -Time management Skills; -Advanced Computer Skills; -Time management Skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	2
Sub-Total				14

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
Agriculture, Chemistry and Environment Standards Unit	Director	Director of Agriculture, Chemistry and Environment Standards Unit	<p>AO in Agriculture sciences, Food sciences, Food Technology, Food processing, Chemistry Sciences, Environmental Sciences with 3 years of working experience in standardization or Master's Degree in Agriculture sciences, Food sciences, Food Technology, Food processing, Chemistry Sciences, Environmental Sciences with 1 year of working Experience in standardization</p> <p>Key Technical Skills- Knowledge Required:</p> <ul style="list-style-type: none"> - Technical knowledge in standards development process; - Understanding Agriculture, chemistry and Environment Standards policies and strategies, - ability to provide innovative technical solutions, strategies and good options - Advanced verbal and written communication skills, including negotiation, and presentation, - Advanced relationship management skills, including partnering, group facilitation, interviewing, consulting, and influencing - Advanced leadership skills, including coaching, team-building, problem solving, conflict resolution, consensus-building; - Provides innovative solutions to complex and critical technical issues affecting multiple disciplines and work groups - Leadership skills; - High analytical Skills; - Time management Skills; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Knowledge to conduct monitoring exercises; -Complex Problem Solving; -Time management Skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Microbiology Standards	Microbiology Standards Officer	<p>AO in Microbiology, Food sciences or Laboratory Technology</p> <p>Key Technical Skills- Knowledge Required:</p> <ul style="list-style-type: none"> - Understanding Microbiology Standards policies and strategies -ability to provide technical solutions to complex and critical technical issues, and provide innovative strategies and good options -High organizational, interpersonal and communication skills -High analytical Skills; -Time management Skills; -Advanced Computer Skills; -Time management Skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Food Products Standards	Food Products Standards Officer	<p>AO in Food sciences, Biochemistry or Agriculture (Crop or animal sciences)</p> <p>Key Technical Skills- Knowledge Required:</p> <ul style="list-style-type: none"> - Understanding Microbiology Standards policies and strategies -ability to provide technical solutions to complex and critical technical issues, and provide innovative strategies and good options -High organizational, interpersonal and communication skills -High analytical Skills; -Time management Skills; -Advanced Computer 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	Profile	Proposed Jobs
	Agriculture Products Standards	Agriculture Products Standards Officer	<p>AO in Agriculture Sciences</p> <p><u>Key Technical Skills- Knowledge Required:</u></p> <p>Understanding Agriculture Products Standards policies and strategies</p> <p>-ability to provide technical solutions to complex and critical technical issues,and provide innovative strategies and good options</p> <p>-High organizational, interpersonnal and communication skills</p> <p>-High analytical Skills;</p> <p>-Time management Skills;</p> <p>-Advanced Computer Skills;</p> <p>-Time management Skills;</p> <p>-Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</p>	1
	Environmental Protection	Environmental Protection Lead Officer	<p>AO in Environmental Sciences with 2 years of working experience in standardization.</p> <p><u>Key Technical Skills- Knowledge Required:</u></p> <p>Understanding Environmental Protection policies and strategies</p> <p>-ability to provide technical solutions to complex and critical technical issues,and provide innovative strategies and good options</p> <p>-High organizational, interpersonnal and communication skills</p> <p>-High analytical Skills;</p> <p>-Time management Skills;</p> <p>-Advanced Computer Skills;</p> <p>-Time management Skills;</p> <p>-Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</p>	1
	Water & Sanitation/Environmental Protection Standards	Water & Sanitation/Environmental Protection Standards Officer	<p>AO in Environmental Sciences, Environmental Health Sciences.</p> <p><u>Key Technical Skills- Knowledge Required:</u></p> <p>Understanding Water & Sanitation/Environmental Protection Standards policies and strategies;</p> <p>-ability to provide technical solutions to complex and critical technical issues,and provide innovative strategies and good options</p> <p>-High organizational, interpersonnal and communication skills</p> <p>-High analytical Skills;</p> <p>-Time management Skills;</p> <p>-Advanced Computer Skills;</p> <p>-Time management Skills;</p> <p>-Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage.</p>	2

Official Gazette n° 30bis of 27/07/2015

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
	Pharmaceutical Products, Chemicals and consumer products Standards	Pharmaceutical Products, Chemicals and consumer products Standards Lead Officer	<p>AO in Pharmaceutical Sciences or Chemistry with 2 years of working experience.</p> <p>Key Technical Skills- Knowledge Required:</p> <ul style="list-style-type: none"> - Understanding Pharmaceutical Products, Chemicals and consumer products Standards policies and strategies -ability to provide innovative technical solutions, strategies and good options -verbal and written communication skills, including negotiation, and presentation, -Advanced relationship management skills, including partnering, group facilitation, interviewing, consulting, and influencing -Advanced leadership skills, including coaching, team-building, problem solving, conflict resolution, consensus-building; -Provides innovative solutions to complex and critical technical issues affecting multiple disciplines and work groups - High analytical Skills; -Time management Skills; -Knowledge of Monitoring and Evaluation concepts, systems and tools; -Computer Skills; -Complex Problem Solving; -Time management Skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Pharmaceutical Products standards/Chemicals and Consumer Products Standards	Pharmaceutical Products standards/Chemicals and Consumer Products Standards Officer	<p>AO in Pharmaceutical Sciences or Chemistry</p> <p>Key Technical Skills- Knowledge Required:</p> <ul style="list-style-type: none"> - Understanding Pharmaceutical Products standards/Chemicals and Consumer Products Standards policies and strategies; - Ability to provide technical solutions to complex and critical technical issues, and provide innovative strategies and good options; - High organizational, interpersonnal and communication skills - High analytical Skills; - Time management Skills; - Advanced Computer 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 Position linked to the Job	Profile	Proposed Jobs
	Service Standards	Service Standards Lead Officer	<p>AO in Hospitality, Marketing, Tourism, Management, Education or Sociology, Social Work with 2 years of working experience</p> <p>Key Technical Skills and Knowledge Required:</p> <ul style="list-style-type: none"> - Understanding Service Standards policies and strategies, - Knowledge in performance targets relating to Services; - ability to provide innovative technical solutions, strategies and good options; - Knowledge in measuring Service Standards; - Advanced verbal and written communication skills, including negotiation, and presentation, - Relationship management skills, including partnering, group facilitation, interviewing, consulting, and influencing - leadership skills, including coaching, team-building, problem solving, conflict resolution, consensus-building; - Provides innovative solutions to complex and critical technical issues affecting multiple disciplines and work groups - High analytical Skills; - Time management Skills; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Complex Problem Solving; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Service Standards	Service Standards Officer	<p>AO in Hospitality, Marketing, Tourism, Management, Education or Sociology, Social Work</p> <p>Key Technical Skills and Knowledge Required:</p> <ul style="list-style-type: none"> - Understanding Service Standards policies and strategies, - Knowledge in performance targets relating to Services; - ability to provide innovative technical solutions, strategies and good options; - Knowledge in measuring Service Standards; - Advanced verbal and written communication skills, including negotiation, and presentation, - relationship management skills, including partnering, group facilitation, interviewing, consulting, and influencing - leadership skills, including coaching, team-building, problem solving, conflict resolution, consensus-building; - Provides innovative solutions to complex and critical technical issues affecting multiple disciplines and work groups - High analytical Skills; - Time management Skills; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Complex Problem Solving; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	2
Sub-Total				13

Official Gazette n° 30bis of 27/07/2015

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
Standards Education, Research, Information and Documentation Unit	Director	Director of Standards Education, Research, Information and Documentation Standards Unit	<p>A0 in Engineering, Natural Sciences, Education or Information sciences with 3 years of working experience , or Master's Degree in Engineering, Natural Sciences, Education, Information sciences with 1 year of working experience</p> <p>Key Technical Skills- Knowledge Required:</p> <ul style="list-style-type: none"> -Understanding Standards, Education, Research, Information and Documentation policies and strategies; -ability to provide innovative technical solutions, strategies and good options -verbal and written communication skills, including negotiation, and presentation, -Advanced relationship management skills, including partnering, group facilitation, interviewing, consulting, and influencing -Advanced leadership skills, including coaching, team-building, problem solving, conflict resolution, consensus-building; -Provides innovative solutions to complex and critical technical issues affecting multiple disciplines and work groups - Leadership skills; - High analytical Skills; -Time management Skills; -Knowledge of Monitoring and Evaluation concepts, systems and tools; -Complex Problem Solving; -Time management Skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Training coordinator	Training coordinator	<p>A0 in Education,Business Administration, Marketing or Sociology, Social Work</p> <p>Key Technical Skills- Knowledge Required:</p> <ul style="list-style-type: none"> - Understanding and use of visual aids when facilitating training classes -Understanding sector policies and strategies; -knowledge of training methodologies and approaches -ability to provide technical solutions to complex and critical technical issues,and provide innovative strategies and good options; - Coordination skills; - Leadership skills; -High organizational, interpersonnal and communication skills -High analytical Skills; -Time management Skills; -Advanced Computer 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	Profile	Proposed Jobs
	Standards Researcher	Standards Researcher	<p>AO in Engineering, Natural Sciences</p> <p>Key Technical Skills- Knowledge Required:</p> <ul style="list-style-type: none"> - Understanding the research sector policies and strategies; - knowledge of research methods and tools - ability to provide technical solutions to complex and critical technical issues, and provide innovative strategies and good options; - High organizational, interpersonal and communication skills - High analytical Skills; - Time management Skills; - Advanced Computer Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	4
	Marketing	Standards Marketing Officer	<p>AO in Business Administration, Marketing or Communication</p> <p>Key Technical Skills- Knowledge Required:</p> <ul style="list-style-type: none"> - Understanding sector policies and strategies; - Customer care skills; - Knowledge of marketing methods and approaches - ability to provide technical solutions to complex and critical technical issues, and provide innovative strategies and good options; - High organizational, interpersonal and communication skills - High analytical Skills; - Time management Skills; - Advanced Computer Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Librarian	Librarian	<p>A1 in Library studies, Arts and Publishing, Information Sciences with 2 years of working experience or A0 in Library studies, Arts and Publishing, Information Sciences</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge in Library policies, procedures, methods, ethics and professional standards; - Knowledge in Library programming standards; - Organization and structure skills of the library; - Computer skills; - Excellent communication skills, - Interpersonal and writing skills, - Computer Skills; - Organizational Skills; - Publication skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Official Gazette n° 30bis of 27/07/2015

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
	National Enquiry Point	National Enquiry Point Officer	<p>Ao in Information Sciences or Communication</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Knowledge in Agreements and treaties relating to Accreditation, Standards, and certification of Rwanda; - Knowledge of the Administrative location of National Enquiries points; - Computer skills; - High communication skills. - Organizational Skills; - Interpersonal Skills; - Planning Skills; - Report writing & Presentation skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	National contact person for Codex and Regional Standardization	National contact person for Codex and Regional Standardization	<p>Ao in Food Sciences, Veterinary Sciences or any Natural Science</p> <p>Key Technical Skills- Knowledge Required:</p> <ul style="list-style-type: none"> - Understanding Services Standards policies and strategies; - ability to provide technical solutions to complex and critical technical issues, and provide innovative strategies and good options; - Knowledge in the application of standards in trade, industry and consumer protection; - Knowledge of laws and regulation relating to Standardization; -High organizational, interpersonnal and communication skills -High analytical Skills; -Time management Skills; -Advanced Computer Skills; -Time management Skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Editor	Standards Editors	<p>AO in Linguistics, Literature or Translation and interpretation</p> <p>Key Technical Skills- Knowledge Required:</p> <ul style="list-style-type: none"> -Understanding Services Standards policies and strategies relating to Standards; - Knowledge in experimenting, - Knowledge in correct, consistent, accurate and complete work; - High organizational, interpersonnal and communication skills; - Excellent IT skills; - High analytical Skills; - Time management Skills; - Advanced Computer Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	3
Sub-Total				13
NATIONAL STANDARDS DIVISION , SUB - TOTAL				42

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
National Certification Division	Division Manager	National Certification Division Manager	<p>A0 in Engineering, Chemistry, Agricultural Sciences, Food Sciences, Biological Sciences with 5 years of working experience including 2 years in a senior position or Master's Degree or Equivalent in Engineering, Chemistry, Agricultural Sciences, Food Sciences, Biological Sciences with 3 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge in certification policies, standards, and audits procedures; - Proven ability to anticipate certification development needs and provide innovative technical solutions, strategies and options; - Ability to communicate complex technologies and make these technologies accessible to internal and external partners; - Advanced verbal and written communication skills, including negotiation, and presentation; - Advanced relationship management skills, including partnering, group facilitation, interviewing, consulting, and influencing; - Advanced leadership skills, including coaching, team-building, problem solving, conflict resolution, consensus-building; - Provides innovative solutions to complex and critical technical issues affecting multiple disciplines and work groups; - High analytical Skills; - Time management Skills; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Knowledge to conduct monitoring exercises; - Computer Skills; - Complex Problem Solving; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Quality Management System	Quality Management Systems Certification Officer	<p>A0 in Quality Management System, Physics, Mathematics Electronics, Electrical Engineering, Mechanical, Engineering or Environmental sciences</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Competence in quality management system - Competence in quality audits - Good training skills - Computer Skills; - Organizational Skills; - Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
Sub-total				2

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
Products Certification Unit	Director	Director of Products Certification Unit	<p>A0 in Agriculture sciences, Food sciences, Food Technology, Food processing or Engineering with 3 years of working experience; Or Master's Degree in Agriculture sciences, Food sciences, Food Technology, Food processing or Engineering with 1 year of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Proven ability in certification and audit procedures; - Advanced verbal and written communication skills, including negotiation and presentation; - Advanced relationship management skills, including partnering, group facilitation, interviewing, consulting, and influencing; - Advanced leadership skills, including coaching, team-building, problem solving, conflict resolution, consensus-building; - Provides innovative solutions to complex and critical technical issues affecting multiple disciplines and work groups; - High analytical Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Food Certification	Food Certification Lead Officer	<p>A0 in Food sciences, Microbiology, Laboratory technology, Agriculture sciences or Quality Management Systems with 2 years of working experience.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Extensive Knowledge of Food certification Procedures - High analytical skills; - Factual approach to decision making; - Knowledge of standardization approaches and procedures; - organizational and leadership skills; - Quality assurance 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
	Food Certification	Food Certification Officer	<p>A0 in Food sciences, Microbiology, Laboratory technology, Agriculture sciences or Quality Management Systems</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - High analytical skills; - Factual approach to decision making; - Knowledge of standardization approaches and procedures; - organizational and leadership skills; - Quality assurance 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 	8

Official Gazette n° 30bis of 27/07/2015

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
	Non-Food Products Certification	Non-Food Products Certification Lead Officer	<p>A0 in Engineering, Chemistry, Agricultural Sciences, Biological Sciences with 2 years of working Experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - High analytical skills; - Factual approach to decision making; - Knowledge of standardization approaches and procedures; - Organizational and leadership skills; - Quality assurance 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
		Non-Food Products Certification Officer	<p>A0 in Engineering, Chemistry, Agricultural Sciences, Biological Sciences with 2 years of working Experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - High analytical skills; - Factual approach to decision making; - Knowledge of standardization approaches and procedures; - Organizational and leadership skills; - Quality assurance 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. 	5
	Sanitary & Phytosanitary Certification Officer	Sanitary & Phytosanitary Certification Officer	<p>A0 in Food sciences, Microbiology, Entomology or Agriculture Sciences</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - High analytical skills; - Factual approach to decision making; - Knowledge of standardization approaches and procedures; - Organizational and leadership skills; - Quality assurance 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
Sub - Total				18

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
Systems Certification Unit	Director	Director of System Certification Unit	<p>AO in Engineering, Food sciences, Food Technology, Food processing, Quality Management System, Management, Business Administration with 3 years of working experience; Or Master's Degree or Equivalent in Engineering, Food sciences, Food Technology, Food processing, Quality Management System, Management, Business Administration with 1 year of working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Proven ability in certification and audit procedures; - Advanced verbal and written communication skills, including negotiation and presentation; - Advanced relationship management skills, including partnering, group facilitation, interviewing, consulting, and influencing; - Advanced leadership skills, including coaching, team-building, problem solving, conflict resolution, consensus-building; - Provides innovative solutions to complex and critical technical issues affecting multiple disciplines and work groups; - High analytical Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Systems Certification Lead Officer	Systems Certification Lead Officer	<p>AO in Engineering, Food sciences, Food Technology, Food processing or Quality Management System with 2 years of working experience;</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - High analytical skills; - Factual approach to decision making; - Knowledge of certification procedures; - Organizational and leadership skills; - Quality assurance 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
	FSMS /HACCP	FSMS /HACCP Officer	<p>AO in food science, food Technology, food processing</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - High analytical skills; - Factual approach to decision making; - Knowledge of certification procedures; - organizational and leadership skills; - Quality assurance 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 Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
	GAP/organic	GAP/Organic Officer	<p>AO in Agriculture sciences</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - High analytical skills; - Factual approach to decision making; - Knowledge of certification procedures; - organizational and leadership skills; - Quality assurance 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
	QMS and EMS Certification	QMS and EMS Certification Officer	<p>AO in Engineering, Chemistry, Agricultural sciences, Food Sciences, Biological Sciences, Industrial Chemistry</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - High analytical skills; - Factual approach to decision making; - Knowledge of certification procedures; - organizational and leadership skills; - Quality assurance 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
	OHASAS Certification	OHASAS Certification Officer	<p>AO in engineering, chemistry, Environmental sciences, Microbiology, Biotechnology or Quality Management System</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - High analytical skills; - Factual approach to decision making; - Knowledge of certification procedures; - organizational and leadership skills; - Quality assurance skills; - Time management skills; - Decision making skills; - Excellent communication skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French; <p>knowledge of all is an advantage.</p>	2
Sub-total				10
NATIONAL CERTIFICATION DIVISION, SUB-TOTAL				30

Official Gazette n° 30bis of 27/07/2015

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
Office of the Division Manager of National Quality Testing Laboratories	Division Manager	Division Manager of National Quality Testing Laboratories	<p>A0 in Chemistry, Biotechnology or Engineering with 5 years working experience in quality testing laboratories including 2 years in a senior management position or Master' s degree in Chemistry, Biotechnology or Engineering with 3 years of working experience in quality testing laboratories.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> -Good skills in laboratory management; - Skills in ISO/IEC 17025 accreditation road map; - Skills in laboratory assessment and internal audits; - Skills in basic statistics applied to quality testing laboratories; - Experience in quality testing Laboratories; - Excellent communication, organisation; - Analytical and problem solving skills; - Leadership and management skills; - High analytic thinker; - Initiative skills; - Systems analysis & evaluation skills; - Proven computer skills, - Time Management; - Interpersonal skills; - Collaboration and team working skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Quality Management System	Quality Management Systems Officer	<p>A0 in Biomedical Laboratory, Biotechnology, Food Science, Engineering or Chemistry</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Competence in quality management system - Competence in quality audits - Good training skills - Computer Skills; - Organizational Skills; - Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
S/Total				2

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
Biotechnology Laboratories Unit	Director	Director of Biotechnology Laboratories Unit	<p>A0 in Biotechnology, Biology or Microbiology with 3 years of working experience in quality testing laboratory Or Master's Degree in Biotechnology, Biology or Microbiology with 1 year of working experience in quality testing laboratories</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good skills in laboratory management; - Skills in ISO/IEC 17025 accreditation road map; - Skills in laboratory assessment and internal audits; - Skills in basic statistics applied to quality testing laboratories; - Experience in quality testing Laboratories; - Knowledge of organizational structure, workflow & operation procedures; - Organizational Skills; - Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Knowledge to conduct monitoring exercises; - Complex Problem Solving; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Microbiology	Microbiology Lead Officer	<p>A0 in Food Sciences, Microbiology, Biotechnology or Laboratory Technology with 2 years of working experience.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - High analytical skills; - Knowledge in laboratory testing procedures; - Organizational and leadership skills; - Quality assurance 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
	Food Microbiology Laboratory	Food Microbiology Laboratory Officer	<p>A0 in Biotechnology, Microbiology, Food science or Laboratory technology</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - High analytical skills; - Knowledge in laboratory testing procedures; - organizational and leadership skills; - Quality assurance 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 Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
	Non food microbiology Laboratory	Non food microbiology Laboratory Officer	<p>A0 in Biotechnology, Microbiology, Food science or Laboratory technology</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - High analytical skills; - Knowledge in laboratory testing procedures; - organizational and leadership skills; - Quality assurance skills; - Time management skills; - Decision making skills; - Excellent communication skills; - Fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage 	1
	Environmental Microbiology Laboratory	Environmental Microbiology Laboratory Officer	<p>A0 in Microbiology, Biotechnology or Laboratory technology</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - High analytical skills; - Knowledge in laboratory testing procedures; - Organizational and leadership skills; - Quality assurance 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
	Virology Laboratory	Virology Laboratory Officer	<p>A0 in Biotechnology, Microbiology, Laboratory technology or Biology</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - High analytical skills; - Knowledge in laboratory testing procedures; - organizational and leadership skills; - Quality assurance 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	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
	Molecular Biology Laboratory Officer	Molecular Biology Laboratory Officer	A0 in Biotechnology, Microbiology, Biology or Laboratory technology <u>Key technical skills and knowledge required:</u> - High analytical skills; - Knowledge in laboratory testing procedures; - Organizational and leadership skills; - Quality assurance 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
	Anti-Bioactivity Laboratory Officer	Anti-Bioactivity Laboratory Officer	A0 in Biotechnology, Microbiology, Food science or Laboratory technology <u>Key technical skills and knowledge required:</u> - Extensive Knowledge in Laboratory - High analytical skills; - Knowledge in laboratory testing procedures; - Organizational and leadership skills; - Quality assurance 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
	Chemical storekeeper	Chemical Storekeeper	A1 in Chemistry, Biology or Laboratory technology / A2 in Chemistry, Biology or Laboratory technology with 3 years working experience in chemical store management <u>Key technical skills and knowledge required:</u> - Knowledge of keeping Chemical Products; - High analytical skills; - Organizational and leadership skills; - Quality assurance 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
	Laboratory attendant	Laboratory Attendant	A2 in Chemistry, Biology, Physics, Sciences <u>Key technical skills and knowledge required:</u> - High analytical skills; - Knowledge in cleaning and disinfecting laboratory apparatus; - 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 Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
	Sample Control	Sample Control Officer	<p>A1 in Chemistry, Microbiology, Laboratory Technology, Public Health sciences or Engineering</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - High analytical skills; - Knowledge in sample reception and handling procedures - Quality assurance 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
Sub-total				15
Medical & Pharmaceutical Testing Unit	Unit Director	Director of Medical & Pharmaceutical Testing Unit	<p>A0 in Pharmacy, Chemistry, Biotechnology or Medicine with 3 years of working experience in quality testing laboratories; Or Master's Degree in Pharmacy, Chemistry, Biotechnology or Medicine with 1 year of working experience in quality testing laboratories</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good skills in laboratory management; - Skills in ISO/IEC 17025 accreditation road map; - Skills in laboratory assessment and internal audits; - Skills in basic statistics applied to quality testing laboratories; - Experience in quality testing Laboratories; - Knowledge of organizational structure, workflow & operation procedures; - Organizational Skills; - Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Knowledge to conduct monitoring exercises; - Complex Problem Solving; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Official Gazette n° 30bis of 27/07/2015

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
	Biopharmaceutical Laboratories	Biopharmaceutical Laboratories Lead Officer	<p>AO in Pharmacy, Biotechnology with 2 years of working experience in quality testing laboratories</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge in laboratory testing procedures; - Knowledge of organizational structure, workflow & operation procedures; - Computer Skills; - Organizational Skills; - Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Knowledge to conduct monitoring exercises; - Computer Skills; - Complex Problem Solving; - 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	Profile	Proposed Jobs
	Pharmaceutical Properties Analysis	Pharmaceutical Properties Analysis Officer	<p>AO in Pharmacy or Chemistry</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge in laboratory testing procedures; - Knowledge of organizational structure, workflow & operation procedures; - Computer Skills; - Organizational Skills; - Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Knowledge to conduct monitoring exercises; - Computer Skills; - Complex Problem Solving; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Pharmaceutical Microbiology Laboratory Analysis	Pharmaceutical Microbiology Laboratory Analysis Officer	<p>AO in Pharmacy or Biotechnology</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge in laboratory testing procedure; - Knowledge of organizational structure, workflow & operation procedures; - Computer Skills; - Organizational Skills; - Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Knowledge to conduct monitoring exercises; - Computer Skills; - Complex Problem Solving; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Pharmaceutical Stability Analysis	Pharmaceutical Stability Analysis Officer	<p>AO in Pharmacy or Chemistry</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge in Pharmaceutical Stability Analysis - Organizational Skills; - Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Knowledge to conduct monitoring exercises; - Complex Problem Solving; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Official Gazette n° 30bis of 27/07/2015

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
	Process Residue Analysis	Process Residue Analysis Officer	<p>A0 in Pharmacy or Chemistry</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in laboratory testing procedures; - Knowledge of organizational structure, workflow & operation procedures; - Computer Skills; - Organizational Skills; - Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Knowledge to conduct monitoring exercises; - Computer Skills; - Complex Problem Solving; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Vaccine Analysis	Vaccine Analysis Officer	<p>A0 in Pharmacy, Chemistry or Medicine.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge laboratory testing procedures; - Knowledge of organizational structure, workflow & operation procedures; - Organizational Skills; - Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Complex Problem Solving; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Pharmaceutical Chemical Analysis	Pharmaceutical Chemical Analysis Lead Officer	<p>A0 in Pharmacy, Chemistry with 2 years of working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Pharmaceutical Chemical Analysis - Planning skills - Computer Skills; - Organizational Skills; - Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; - Knowledge to conduct monitoring exercises; - Complex Problem Solving; - 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	Profile	Proposed Jobs
		Pharmaceutical Polymer Analysis Officer	<p>AO in Pharmacy or Chemistry</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Strategic planning; - Organizational Skills; - Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Knowledge to conduct monitoring exercises; - Computer Skills; - Complex Problem Solving; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Elemental Analysis & Trace Metals Impurities Analysis Officer	Elemental Analysis & Trace Metals Impurities Analysis Officer	<p>AO in Pharmacy or Chemistry.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Organizational Skills; - Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Knowledge to conduct monitoring exercises; - Computer Skills; - Complex Problem Solving; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Pharmaceutical Additives Analysis Officer	Pharmaceutical Additives Analysis Officer	<p>AO in Pharmacy or Chemistry.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in laboratory testing procedures; - Computer Skills; - Organizational Skills; - Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Knowledge to conduct monitoring exercises; - Computer Skills; - Complex Problem Solving; - 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	Profile	Proposed Jobs
	Organic Volatiles Impurity Analysis Officer	Organic Volatiles Impurity Analysis Officer	<p>AO in Chemistry or Pharmacy</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge in laboratory testing procedures; - Organizational Skills; - Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Knowledge to conduct monitoring exercises; - Computer Skills; - Complex Problem Solving; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Medical Devices Testing Lead Officer	Medical Devices Testing Lead Officer	<p>AO in Medicine, Chemistry or Biomedical engineering with 2 years working experience in quality testing laboratory</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge in laboratory testing procedures; - Computer Skills; - Organizational Skills; - Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; - Knowledge to conduct monitoring exercises; - Complex Problem Solving; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage e 	1
	Medical Devices Testing Officer	Medical Devices Testing Officer	<p>AO in Medicine, Chemistry or Biomedical engineering</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge in laboratory testing procedures; - Computer Skills; - Organizational Skills; - Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; - Knowledge to conduct monitoring exercises; - Computer Skills; - Complex Problem Solving; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	2

Official Gazette n° 30bis of 27/07/2015

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
	Medical Devices Physical Chemical Properties Analysis Officer	Medical Devices Physical Chemical Properties Analysis Officer	<p>AO in Chemistry or Biomedical engineering</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Physical Chemical Properties Analysis skills - Computer Skills; - Organizational Skills; - Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; - Knowledge to conduct monitoring exercises; - Complex Problem Solving; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	3
Sub-Total				18
Materials Testing Laboratories Unit	Director	Materials Testing Laboratories Unit	<p>AO in Civil Engineering, Chemical Engineering, Mechanical Engineering, Electrical and Electronics Engineering with 3 years of working experience in quality testing laboratories or Master's degree in Civil Engineering, Chemical Engineering, Mechanical Engineering, Electrical and Electronics Engineering with 1 year of working experience in quality testing laboratory</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Good skills in laboratory management; - Skills in ISO/IEC 17025 accreditation road map; - Skills in laboratory assessment and internal audits; - Skills in basic statistics applied to quality testing laboratories; - Experience in quality testing Laboratories; - Excellent communication, organisation; - Analytical and problem solving skills; - Leadership and management skills; - High analytic thinker; - Initiative skills; - Systems analysis & evaluation skills; - Proven computer skills, - Team work and Collaboration; - Time Management; - Interpersonal skills; - Collaboration and 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	Profile	Proposed Jobs
	Civil and Construction Engineering Lead Officer	Civil and Construction Engineering Lead Officer	<p>A0 in Civil Engineering, Construction with 2 yeras of working experience</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Good understanding and knowledge in civil engineering - Excellent communication, organisation; - Analytical and problem solving skills; - Leadership and management skills; - High analytic thinker; - Initiative skills; - Systems analysis & evaluation skills; - Proven computer skills, - Team work and Collaboration; - Time Management; - Interpersonal skills; - Collaboration and team working skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Soil Laboratory Officer	Soil Laboratory Officer	<p>A0 in Civil Engineering or Geology</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> -Good understanding and knowledge in Sol Laboratory -Excellent communication, organisation and interpersonal skills; -Analytical and problem solving skills; -Leadership and management skills; -High analytic thinker; -Initiative skills; -Systems analysis & evaluation skills; -Proven computer skills, -Team work and Collaboration; -Time Management; - Interpersonal skills; - Collaboration and team working skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Concrete Materials and Products Laboratories Officer	Concrete Materials and Products Laboratories Officer	<p>A0 in Civil Engineering or Physics</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> -Good understanding and knowledge in civil engineering; -Excellent communication, organisation; -Analytical and problem solving skills; -Leadership and management skills; -High analytic thinker; -Initiative skills; -Systems analysis & evaluation skills; -Proven computer skills, -Team work and Collaboration; -Time Management; - Interpersonal skills; - Collaboration and team working skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Official Gazette n° 30bis of 27/07/2015

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
	Building Materials laboratories Officer	Building Materials laboratories Officer	<p>A0 in Civil Engineering, Chemical engineering or Mechanical engineering.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Good understanding and knowledge in Civil Engineering, Chemical engineering, industrial engineering; - Excellent communication, organisation and interpersonal skills; - Analytical and problem solving skills; - Leadership and management skills; - High analytic thinker; - Initiative skills; - Systems analysis & evaluation skills; - Proven computer skills, - Team work and Collaboration; - Time Management; - Interpersonal skills; - Collaboration and team working skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	2
	Bitumen Products Laboratory	Bitumen Products Laboratory Officer	<p>A0 in Civil Engineering, Chemical engineering or Industrial engineering.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> -Good understanding and knowledge in Civil Engineering, Chemical engineering, industrial engineering; -Excellent communication, organisation ; -Analytical and problem solving skills; -Leadership and management skills; -High analytic thinker; -Initiative skills; -Systems analysis & evaluation skills; -Proven computer skills, -Team work and Collaboration; -Time Management; - Interpersonal skills; -Collaboration and team working skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Electrical & Electronics Laboratories	Electrical & Electronics Laboratories Officer	<p>A0 in Electrical/ Electronics / Electromechanical Engineering and Physics.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> -Good understanding and knowledge in Electrical engineering; -Excellent communication, organisation; -Analytical and problem solving skills; -Leadership and management skills; -High analytic thinker; -Initiative skills; -Systems analysis & evaluation skills; -Proven computer skills, -Team work and Collaboration; -Time Management; - Interpersonal skills; -Collaboration and team working skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Official Gazette n° 30bis of 27/07/2015

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
	Mechanical and Metallurgy Engineering	Mechanical and Metallurgy Engineering Officer	<p>AO in Mechanical Engineering or Electromechanical Engineering</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> -Good understanding and knowledge in Electrical engineering; -Excellent communication, organisation; -Analytical and problem solving skills; -Leadership and management skills; -High analytic thinker; -Initiative skills; -Systems analysis & evaluation skills; -Proven computer skills, -Team work and Collaboration; -Time Management; - Interpersonal skills; -Collaboration and team working skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Textile Laboratories	Textile Laboratories Officer	<p>AO in Physics or Chemistry</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> -Good understanding and knowledge in Textile Testing; -Excellent communication, organisation; -Analytical and problem solving skills; -Leadership and management skills; -High analytic thinker; -Initiative skills; -Systems analysis & evaluation skills; -Proven computer skills, -Team work and Collaboration; -Time Management; - Interpersonal skills; -Collaboration and team working skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Destructive Tests Laboratories	Destructive Tests Laboratories Officer	<p>AO in Mechanical Engineering, Electromechanical Engineering, Civil Engineering.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> -Good knowledge in laboratory testing procedures; -Excellent communication, organisation; -Analytical and problem solving skills; -Leadership and management skills; -High analytic thinker; -Initiative skills; -Systems analysis & evaluation skills; -Proven computer skills, -Team work and Collaboration; -Time Management; - Interpersonal skills; -Collaboration and team working skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Official Gazette n° 30bis of 27/07/2015

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
	Non-destructive Tests laboratories	Non-destructive Tests laboratories Officer	<p>A0 in Mechanical engineering, Electromechanical Engineering or Civil Engineering.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Good understanding and knowledge in Non-destructive Tests laboratories -Excellent communication, organisation; -Analytical and problem solving skills; -Leadership and management skills; -High analytic thinker; -Initiative skills; -Systems analysis & evaluation skills; -Proven computer skills, -Team work and Collaboration; -Time Management; - Interpersonal skills; -Collaboration and team working skills; -Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
S/Total				12
Chemical Laboratories Unit	Director	Director of Chemical laboratories Unit	<p>A0 in Chemistry with 3 years of working experience in quality testing laboratories or Master's degree in Chemistry with 1 year of working experience in quality testing laboratories</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Good skills in laboratory management; - Skills in ISO/IEC 17025 accreditation road map; - Skills in laboratory assessment and internal audits; - Skills in basic statistics applied to quality testing laboratories; - Experience in quality testing Laboratories; - Excellent communication, organisation; - Analytical and problem solving skills; - Leadership and management skills; - High analytic thinker; - Initiative skills; - Systems analysis & evaluation skills; - Proven computer skills, - Team work and Collaboration; - Time Management; - Interpersonal skills; - Collaboration and 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	Profile	Proposed Jobs
	Organic Chemistry	Organic Chemistry Lead Officer	<p>A0 in Chemistry with 2 years of working experience in quality testing laboratories</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge Chemical testing procedures; - Excellent communication, organisation; - Analytical and problem solving skills; - Leadership and management skills; - High analytic thinker; - Initiative skills; - Systems analysis & evaluation skills; - Proven computer skills, - Team work and Collaboration; - Time Management; - Interpersonal skills; - Collaboration and team working skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Pesticides and Veterinary Drugs Residues Laboratories	Pesticides and Veterinary Drugs Residues Laboratories Officer	<p>A0 in Chemistry, Pharmacy or Biotechnology</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge in Chemical Laboratories testing procedures; - Excellent communication, organisation; - Analytical and problem solving skills; - Leadership and management skills; - High analytic thinker; - Initiative skills; - Systems analysis & evaluation skills; - Proven computer skills, - Team work and Collaboration; - Time Management; - Interpersonal skills; - Collaboration and team working skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	2
	Petroleum and Biodiesel Laboratory	Petroleum and Biodiesel Laboratory Officer	<p>A0 in Chemistry</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Good understanding and knowledge in Oil and Petroleum Testing and biodiesel; - Excellent communication, organisation; - Analytical and problem solving skills; - High analytic thinker; - Initiative skills; - Systems analysis & evaluation skills; - Proven computer skills, - Team work and Collaboration; - Time Management; - Interpersonal skills; - Collaboration and team working 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	Profile	Proposed Jobs
	Essential oils and traditional Medicines Laboratory	Essential oils and traditional Medicines Laboratory Officer	<p>A0 in Chemistry</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge in laboratory testing procedures; - Excellent communication, organisation; - Analytical and problem solving skills; - Leadership and management skills; - High analytic thinker; - Initiative skills; - Systems analysis & evaluation skills; - Proven computer skills, - Team work and Collaboration; - Time Management; - Interpersonal skills; - Collaboration and team working skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Inorganic Chemistry	Inorganic Chemistry Lead Officer	<p>A0 in Chemistry with 2 years of working experience in quality testing laboratories</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge in Inorganic chemistry testing procedures - Excellent communication, organisation; - Analytical and problem solving skills; - Leadership and management skills; - High analytic thinker; - Initiative skills; - Systems analysis & evaluation skills; - Proven computer skills, - Team work and Collaboration; - Time Management; - Interpersonal skills; - Collaboration and team working skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Trace Metals Laboratory	Trace Metals Laboratory Officer	<p>A0 in Chemistry</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge Trace Metals testing procedures; - Excellent communication, organisation; - Analytical and problem solving skills; - Leadership and management skills; - High analytic thinker; - Initiative skills; - Systems analysis & evaluation skills; - Proven computer skills, - Team work and Collaboration; - Time Management; - Interpersonal skills; - Collaboration and team working skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Official Gazette n° 30bis of 27/07/2015

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
	Radiation Laboratory	Radiation Laboratory Officer	<p>A0 in Chemistry</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge in radiation testing procedures; Principles of radiation protection; - Knowledge in Biological effects of radiation - Excellent communication, organisation; - Analytical and problem solving skills; - Leadership and management skills; - High analytic thinker; - Initiative skills; - Systems analysis & evaluation skills; - Proven computer skills, - Team work and Collaboration; - Time Management; - Interpersonal skills; - Collaboration and team working skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Minerals Laboratory	Minerals Laboratory Officers	<p>A0 in Chemistry</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge Minerals testing procedures; - Excellent communication, organisation; - Analytical and problem solving skills; - Leadership and management skills; - High analytic thinker; - Initiative skills; - Systems analysis & evaluation skills; - Proven computer skills, - Team work and Collaboration; - Time Management; - Interpersonal skills; - Collaboration and team working skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	2
	Industrial and Environmental Chemistry	Industrial and Environmental Chemistry Lead Officer	<p>A0 in Chemistry, Environment sciences with 2 years of working experience in quality testing laboratories</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge in Industrial and Environmental Chemistry Laboratory testing procedures; - Excellent communication, organisation; - Analytical and problem solving skills; - Leadership and management skills; - High analytic thinker; - Initiative skills; - Systems analysis & evaluation skills; - Proven computer skills, - Team work and Collaboration; - Time Management; - Interpersonal skills; - Collaboration and 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	Profile	Proposed Jobs
	Environmental Chemistry Laboratory	Environmental Chemistry Laboratory Officer	<p>A0 in Environmental Chemistry</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge in Environmental Chemistry testing procedures; - Excellent communication, organisation; - Analytical and problem solving skills; - Leadership and management skills; - High analytic thinker; - Initiative skills; - Systems analysis & evaluation skills; - Proven computer skills, - Team work and Collaboration; - Time Management; - Interpersonal skills; - Collaboration and team working skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Pesticides Formulation Laboratory	Pesticides Formulation Laboratory Officer	<p>A0 in Chemistry</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge in Pesticides quality testing procedures; - Excellent communication, organisation; - Analytical and problem solving skills; - Leadership and management skills; - High analytic thinker; - Initiative skills; - Systems analysis & evaluation skills; - Proven computer skills, - Team work and Collaboration; - Time Management; - Interpersonal skills; - Collaboration and team working skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Agriculture Laboratories	Agriculture Laboratories Lead Officer	<p>A0 in Agriculture with 2 years of working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge in Agriculture laboratory testing procedures; - Excellent communication, organisation; - Analytical and problem solving skills; - Leadership and management skills; - High analytic thinker; - Initiative skills; - Systems analysis & evaluation skills; - Proven computer skills, - Team work and Collaboration; - Time Management; - Interpersonal skills; - Collaboration and 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	Profile	Proposed Jobs
	Seeds Laboratory	Seeds Laboratory Officer	<p>AO in Agriculture</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Good understanding and knowledge in Seeds testing procedures; - Excellent communication, organisation and interpersonal skills; - Analytical and problem solving skills. - Leadership and management skill - High analytic thinker; - Initiative skills; - Systems analysis & evaluation skills; - Collaboration and team working skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Fertiliser Laboratory	Fertiliser Laboratory Officer	<p>AO in Agriculture.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Good understanding and knowledge in fertilizert testing procedures; - Excellent communication, organisation; - Analytical and problem solving skills; - Leadership and management skills; - High analytic thinker; - Initiative skills; - Systems analysis & evaluation skills; - Proven computer skills, - Team work and Collaboration; - Time Management; - Interpersonal skills; - Collaboration and team working skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Food Laboratories	Food Laboratories Lead Officer	<p>AO in Food Sciences with 2 years working experience in quality testing laboratories</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Good understanding and knowledge in Food testing procedures; - Excellent communication, organisation; - Analytical and problem solving skills; - Leadership and management skills; - High analytic thinker; - Initiative skills; - Systems analysis & evaluation skills; - Proven computer skills, - Team work and Collaboration; - Time Management; - Interpersonal skills; - Collaboration and team working skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Official Gazette n° 30bis of 27/07/2015

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
	Food Nutrient and additives Laboratory	Food Nutrient and additives Laboratory Officer	<p>AO in Food Sciences or Chemistry</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Good understanding and knowledge in Food testing procedures; - Excellent communication, organisation; - Analytical and problem solving skills; - Leadership and management skills; - High analytic thinker; - Initiative skills; - Systems analysis & evaluation skills; - Proven computer skills, - Team work and Collaboration; - Time Management; - Interpersonal skills; - Collaboration and team working skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	2
	Mycotoxins Laboratory	Mycotoxins Laboratory Officer	<p>AO in Chemistry or Food Science</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Good understanding and knowledge in mycotoxins testing procedures; - Experience in Mycotoxins; - Excellent communication, organisation; - Analytical and problem solving skills; - Leadership and management skills; - High analytic thinker; - Initiative skills; - Systems analysis & evaluation skills; - Proven computer skills, - Team work and Collaboration; - Time Management; - Interpersonal skills; - Collaboration and team working skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	2
Sub - Total				23
NATIONAL QUALITY TESTING LABORATORIES DIVISION, SUB - TOTAL				70

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
Office of the Division Manager of National Metrology Services	Division Manager	Division Manager of National Metrology Services	<p>A0 in Physics,Mathematics,Electronics,Electrical Engineering ,Mechanical engineering or Environmental sciences, with 5 years of working experience including 2 in a senior position or Master's Degree in Physics,Mathematics,Electronics ,Electrical Engineering,Mechanical Engineering or Environmental sciences, with 3 years of working experience in Metrology Laboratory Management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Competence in ISO/IEC 17025 Standard implementation; - Skills in ISO/IEC 17025 accreditation road map; - Skills in basic statistics applied to quality testing laboratories; - Skills in laboratory assessment and internal quality audits; - Knowledge of chemical inspection,measurement and test equipment (IM&TE)based on analysis of measurement problems, and accuracy and precision requirements; - Knowledge of calibration methods and procedures; - Knowledge to Use statistics to analyze measurement standards and processes; - Knowledge of calibration standards and IM&TE; - Computer Skills; - High Organizational Skills; - Excellent Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Quality Management System	Quality Management systems Officer	<p>A0 in Quality Management System, Physics, Mathematics Electronics, Electrical Engineering, Mechanical, Engineering or Environmental sciences</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Competence in quality management system - Competence in quality audits - Good training skills - Computer Skills; - Organizational Skills; - Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
S/Total				2

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
Mechanical and Electrical Metrology Laboratories Unit	Director	Director of Mechanical & Electrical Metrology Laboratories Unit	<p>AO in Mechanical, Electrical Calibration, Electronics, Physics, Metrology with 3 years of working experience or Master's Degree in Mechanical Engineering, Electronics Engineering, Electronics, Physics, Metrology with 1 year of working experience in Metrology Lab Management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Competence in ISO/IEC 17025 Standard implementation; - Skills in ISO/IEC 17025 accreditation road map; - Knowledge on mechanical or electrical calibration; - Knowledge of performance audits on metrology and quality processes; - Skills in basic statistics applied to quality testing laboratories; - Knowledge to prepare laboratory documentation (calibration procedures, analysis spreadsheets, reference documents, and others) in a variety of formats including Word, Excel and Power Point; - Knowledge of ISO17025, ISO9001, ANSI/NCSL Z540.1; - Knowledge of ISO13485 or ISO15189; - Knowledge of calibration standards and IM&TE; - Computer Skills; - High Organizational Skills; - Excellent Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Pressure, Dimension and Temperature	Pressure, Dimension and Temperature Lead Officer	<p>AO in Mechanical Engineering, Civil Engineering or Physics with 2 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of measuring instruments including gages, hand tools and electrical, temperature, pressure, mass, vacuum and humidity instruments; - Knowledge of how Calibration services are performed in the field on measuring hand tools and gages, as well as a wide-range of instruments and equipment including surface plates, optical comparators, hardness testers, compression testing machines, balances and scales, ovens and furnaces, temperature controllers/readouts; - Knowledge to Realise, maintain and disseminate the national measurement standards for following areas: Mass, Temperature, Pressure and Dimensions; - Computer Skills; - High Organizational Skills; - Excellent Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Official Gazette n° 30bis of 27/07/2015

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
	Pressure Laboratory	Pressure Laboratory Officer	<p>AO in Mechanical Engineering, Electronics, Physics.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of NIST, ASME, ISO 17025 and other applicable metrology specifications/guidelines; - Knowledge of Geometric Dimensioning and Tolerancing (GD&T) and tolerance stack methodologies; - Knowledge of Calibration and CMM reporting software systems; - Computer Skills; - High Organizational Skills; - Excellent Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Temperature Laboratory	Temperature Laboratory Officer	<p>AO in Mechanical Engineering, Electronics, Physics</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of physical sciences; - Knowledge of NIST, ASME, ISO 17025 and other applicable metrology specifications/guidelines; - Knowledge of Geometric Dimensioning and Tolerancing (GD&T) and tolerance stack methodologies; - Knowledge of Calibration and CMM reporting software systems; - Computer Skills; - High Organizational Skills; - Excellent Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	2
	Dimensional Metrology Laboratory	Dimensional Metrology Laboratory Officer	<p>AO in Mechanical, Electronics and Physics</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of physical sciences; - Knowledge of NIST, ASME, ISO 17025 and other applicable metrology specifications/guidelines; - Knowledge of Geometric Dimensioning and Tolerancing (GD&T) and tolerance stack methodologies; - Knowledge of Calibration and CMM reporting software systems; - knowledge of mechanical and physical properties, electronic theory and electronic M&TE; - Computer Skills; - High Organizational Skills; - Excellent Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	2

Official Gazette n° 30bis of 27/07/2015

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
	Mass and Force Laboratory	Mass and Force Laboratory Lead Officer	<p>AO in Mechanical Engineering, Electronics, Physics</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of physical sciences; - Knowledge of NIST, ASME, ISO 17025 and other applicable metrology specifications/guidelines; - Knowledge of Geometric Dimensioning and Tolerancing (GD&T) and tolerance stack methodologies; - Knowledge of Calibration and CMM reporting software systems; - knowledge of mechanical and physical properties, electronic theory and electronic M&TE; - Computer Skills; - High Organizational Skills; - Excellent Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Mass Laboratory	Mass Laboratory Officer	<p>AO in Mechanical Engineering, Electronics and Physics</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Physical sciences; - Knowledge of NIST, ASME, ISO 17025 and other applicable metrology specifications/guidelines; - Knowledge of Geometric Dimensioning and Tolerancing (GD&T) and tolerance stack methodologies; - Knowledge of Calibration and CMM reporting software systems; - knowledge of mechanical and physical properties, electronic theory and electronic M&TE; - Computer Skills; - High Organizational Skills; - Excellent Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	2
	Force Laboratory	Force Laboratory Officer	<p>AO in Mechanical Engineering, Electronics, Physics</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of physical sciences; - Knowledge of NIST, ASME, ISO 17025 and other applicable metrology specifications/guidelines; - Knowledge of Geometric Dimensioning and Tolerancing (GD&T) and tolerance stack methodologies; - Knowledge of Calibration and CMM reporting software systems; - knowledge of mechanical and physical properties, electronic theory and electronic M&TE; - Computer Skills; - High Organizational Skills; - Excellent Communication Skills & Team working Skills; - High analytical 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 Position linked to the Job	Profile	Proposed Jobs
	Volume & Flow, Density & Viscosity	Volume & Flow, Density & Viscosity Lead Officer	<p>A0 in Mechanical Engineering, Electronics, Physics with 2 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Electromagnetic meters, Mass Flowmeters, Thermal-type mass flowmeters - Knowledge of NIST, ASME, ISO 17025 and other applicable metrology specifications/guidelines; - Knowledge of Geometric Dimensioning and Tolerancing (GD&T) and tolerance stack methodologies; - Knowledge of Calibration and CMM reporting software systems; - knowledge of mechanical and physical properties, electronic theory and electronic M&TE; - Computer Skills; - High Organizational Skills; - Excellent Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Volume & Flow Laboratory	Volume & Flow Laboratory Officer	<p>A0 in Mechanical, Civil, Water, Electronics & telecommunication Engineering or Physics / Higher National diploma in Mechanical, Civil or Water, Electronics & telecommunication engineering</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Electromagnetic meters, Mass Flowmeters, Thermal-type mass flowmeters - Knowledge of NIST, ASME, ISO 17025 and other applicable metrology specifications/guidelines; - Knowledge of Geometric Dimensioning and Tolerancing (GD&T) and tolerance stack methodologies; - Knowledge of Calibration and CMM reporting software systems; - knowledge of mechanical and physical properties, electronic theory and electronic M&TE; - Computer Skills; - High Organizational Skills; - Excellent Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	2
	Density & Viscosity Laboratory	Density & Viscosity Laboratory Officer	<p>A0 in Mechanical, Electronics engineering or Physics/Higher National diploma in Mechanical, Electronics engineering</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge to measure of mass per unit volume; - Knowledge to measure the density for liquids; - Knowledge of NIST, ASME, ISO 17025 and other applicable metrology specifications/guidelines; - Knowledge of Geometric Dimensioning and Tolerancing (GD&T) and tolerance stack methodologies; - Knowledge of Calibration and CMM reporting software systems; - knowledge of mechanical and physical properties, electronic theory and electronic M&TE; - Computer Skills; - High Organizational Skills; - Excellent Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	2

Official Gazette n° 30bis of 27/07/2015

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
	Electricity	Electricity Lead Officer	<p>A0 in Electrical engineering, Physics or Electronics and telecommunication with 2 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Demonstrable experience of working in an electrical maintenance and installation environment. - Specialist knowledge of Electrical Engineering. - Able to undertake technical assessments on electrical installations and clearly identify corrective actions. - Computer Skills; - High Organizational Skills; - Excellent Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	AC/DC Laboratory	AC/DC Laboratory Officer	<p>A0 in Electrical engineering, Electronics Engineering or Physics / Higher National Diploma in Electrical engineering or Electronics Engineering</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Demonstrable experience in Electrical or Electronics Laboratory. - Computer Skills; - High Organizational Skills; - Excellent Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	2
	Power and Energy Laboratory	Power and Energy Laboratory Officer	<p>A0 in Electrical, Electronics Engineering, Physics/Higher National Diploma in Electrical engineering or Electronics Engineering</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge in Electrical Power and Energy involves generating, transmission and distribution of electrical energy; - Knowledge in Power and Energy Laboratory Analysis; - Computer Skills; - High Organizational Skills; - Excellent Communication Skills & Team working Skills; - High analytical 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 Position linked to the Job	Profile	Proposed Jobs
	Electronics & Communication	Electronics & Communication Lead Officer	<p>A0 in Electronics, Telecommunication and Physics with 2 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge in Implement and monitor OHS policies and procedures; - Knowledge in occupational hazards and risks in electronics; - Knowledge in redesign of electronics and communications system; - Good maths and science - Computer Skills; - High Organizational Skills; - Excellent Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Time and Frequency	Time and Frequency Officer	<p>A0 in Electronics and telecommunication Engineering, Electrical Engineering or Physics/ Higher National Diploma in Electronics and telecommunication Engineering, Electrical Engineering</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Significant experience in laboratory work, including the planning, design, setup, data collection and analysis of scientific experiments; - Significant experience in developing analytical and numerical models of physical processes; - Significant experience in working independently within a team on joint projects and achieving recognized and quantifiable results; - Significant experience in the laser cooling, trapping, and manipulation of ultra-cold atoms; - Significant experience in at least one of: ultra-high vacuum techniques; rf and microwave techniques; and laser stabilization; - Computer Skills; - High Organizational Skills; - Excellent Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Acoustics & Vibrations Officer	Acoustics & Vibrations Officer	<p>A0 in Mechanical Engineering or Physics</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Significant experience in laboratory work, including the planning, design, setup, data collection and analysis of scientific experiments; - Significant experience in developing analytical and numerical models of physical processes; - Significant experience in working independently within a team on joint projects and achieving recognized and quantifiable results; - Significant experience in the laser cooling, trapping, and manipulation of ultra-cold atoms; - Significant experience in at least one of: ultra-high vacuum techniques; rf and microwave techniques; and laser stabilization; - Computer Skills; - High Organizational Skills; - Excellent Communication Skills & Team working Skills; - High analytical 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	Profile	Proposed Jobs
	Radiations and Photometry	Radiations and Photometry Lead Officer	<p>A0 in Physics or Electronics engineering with 2 years of working experience in a related field</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge in Radiation and photometry principles; - Computer Skills; - High Organizational Skills; - Excellent Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Dosimetry	Dosimetry Officer	<p>A0 in Biomedical engineering or Physics</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of practical physics, - Knowledgeable in radiation dosimetry, including the use of dosimetry codes of practice; - Excellent computer skills in standard applications required for word processing, data analysis and display, databases, report preparation and graphics, etc; - Skilled in problem analysis and information research. - Able to interact well and work effectively in a team, producing results within the agreed timelines; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	2
	Mechanical Workshop	Mechanical Workshop Lead Officer	<p>A0 in mechanical Engineering, Electrical Engineering or Electronic engineering with 2 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge in preventive and breakdown Maintenance of machines, - Experience in machining and welding; - Good knowledge of electrical and electronics installations; - Computer Skills; - High Organizational Skills; - Excellent Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Maintenance & Installation	Maintenance & Installation Officer	<p>A0 in Electrical engineering, Electronics engineering/Higher National Diploma in Electrical engineering, Electronics engineering</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge in preventive and breakdown Maintenance of machines, - Experience in machining and welding; - Computer Skills; - High Organizational Skills; - Excellent Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
				30

Official Gazette n° 30bis of 27/07/2015

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
Chemical Metrology Unit	Director	Director of Chemical Metrology Unit	<p>A0 in Chemistry with 3 years of working experience or MSc in Chemistry with 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge on chemical reference materials; - Knowledge of performance audits on metrology and quality processes; - Knowledge on Automated Calibration Software Platforms - Knowledge to prepare laboratory documentation (calibration procedures, analysis spreadsheets, reference documents, and others) in a variety of formats including Word, Excel and Power Point; - Knowledge of ISO17025, ISO9001, ANSI/NCSL Z540.1; - Knowledge of calibration standards and IM&TE; - Computer Skills; - High Organizational Skills; - Excellent Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Organic Chemistry Metrology	Organic Chemistry Metrology Officer	<p>A0 in Chemistry</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge in chemical reference materials; - Knowledge of performance audits on metrology and quality processes; - Knowledge on Automated Calibration Software Platforms - Knowledge to prepare laboratory documentation (calibration procedures, analysis spreadsheets, reference documents, and others) in a variety of formats including Word, Excel and Power Point; - Knowledge of ISO17025, ISO9001, ANSI/NCSL Z540.1; - Knowledge of calibration standards and IM&TE; - Computer Skills; - High Organizational Skills; - Excellent Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Official Gazette n° 30bis of 27/07/2015

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
	Inorganic Chemistry Metrology	Inorganic Chemistry Metrology Officer	<p>A0 in Chemistry</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge on chemical reference materials; - Knowledge of performance audits on metrology and quality processes; - Knowledge on Automated Calibration Software Platforms - Knowledge to prepare laboratory documentation (calibration procedures, analysis spreadsheets, reference documents, and others) in a variety of formats including Word, Excel and Power Point; - Knowledge of ISO17025, ISO9001, ANSI/NCSL Z540.1; - Knowledge of calibration standards and IM&TE; - Computer Skills; - High Organizational Skills; - Excellent Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Official Gazette n° 30bis of 27/07/2015

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
	Physical Chemistry Metrology	Physical Chemistry Metrology Officer	<p>AO in Chemistry or Physics</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge on chemical reference materials; - Knowledge of performance audits on metrology and quality processes; - Knowledge on Automated Calibration Software Platforms - Knowledge to prepare laboratory documentation (calibration procedures, analysis spreadsheets, reference documents, and others) in a variety of formats including Word, Excel and Power Point; - Knowledge of ISO17025, ISO9001, ANSI/NCSL Z540.1; - Knowledge of calibration standards and IM&TE; - Computer Skills; - High Organizational Skills; - Excellent Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	2
				5
Legal Metrology Unit	Director	Director of Legal Metrology Unit	<p>AO in Engineering (Civil, mechanical, electronics, Electrical) Physics or Mathematics with 3 years of working experience or Master in Engineering(Civil, mechanical, mechanical, electronics, Electrical) with 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge on Metrology standards and regulations; - Knowledge on Automated Calibration Software Platforms - Knowledge of performance audits on metrology and quality processes; - Knowledge to prepare laboratory documentation (calibration procedures, analysis spreadsheets, reference documents, and others) in a variety of formats including Word, Excel and Power Point; - Familiarity with various measurement units (meters, kilograms, seconds, amperes, etc.) - Must be able to demonstrate good calibration/metrology-based evaluations - Knowledge of ISO17025, ISO9001, ANSI/NCSL Z540.1; - Knowledge of ISO/IEC 17025 Standards - Knowledge of calibration standards and IM&TE; - Computer Skills; - High Organizational Skills; - Leadership Skills - Excellent Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; 	1

Official Gazette n° 30bis of 27/07/2015

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
	Verification	Verification Lead Officer	<p>BSc in Engineering, (Civil, mechanical, electronics, electrical) Physics or with 2 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge on Metrology verifications; - Knowledge of performance audits on metrology and quality processes; - Knowledge on Automated Calibration Software Platforms - Knowledge to prepare laboratory documentation (calibration procedures, analysis spreadsheets, reference documents, and others) in a variety of formats including Word, Excel and Power Point; - Familiarity with various measurement units (meters, kilograms, seconds, amperes, etc.) - Must be able to demonstrate good calibration/metrology-based evaluations - Familiar with writing SOP's, Exception Reports and other documents. - Well versed in Good Documentation Practices - Knowledge of ISO17025, ISO9001, ANSI/NCSL Z540.1; - Knowledge of calibration standards and IM&TE; - Computer Skills; - High Organizational Skills; - Leadership Skills - Excellent Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; 	1
	Mass Verification	Mass Verification Officer	<p>AO in Mechanical Engineering or Physics / Higher National diploma in Mechanical Engineering</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge on Metrology verifications; - Knowledge of performance audits on metrology and quality processes; - Knowledge to prepare laboratory documentation (calibration procedures, analysis spreadsheets, reference documents, and others) in a variety of formats including Word, Excel and Power Point; - Must be able to demonstrate good calibration/metrology-based evaluations - Familiarity with various measurement units (meters, kilograms, seconds, amperes, etc.) - Knowledge of ISO17025, ISO9001, ANSI/NCSL Z540.1; - Knowledge of calibration standards and IM&TE; - Computer Skills; - High Organizational Skills; - Excellent Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; 	1

Official Gazette n° 30bis of 27/07/2015

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
	Flow Verification	Flow Verification Officer	<p>AO in Engineering (Civil, Mechanical, Water) or Physics / Higher national Diploma in Engineering (Civil, Mechanical, Water)</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge on Metrology verifications; - Knowledge of performance audits on metrology and quality processes; - Knowledge on Automated Calibration Software Platforms - Knowledge to prepare laboratory documentation (calibration procedures, analysis spreadsheets, reference documents, and others) in a variety of formats including Word, Excel and Power Point; - Familiarity with various measurement units (meters, kilograms, seconds, amperes, etc.) - Knowledge of ISO17025, ISO9001, ANSI/NCSL Z540.1; - Knowledge of calibration standards and IM&TE; - Computer Skills; - High Organizational Skills; - Excellent Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; 	1
	Energy Meters Verification	Energy Meters Verification Officer	<p>AO in Electromechanical Engineering, Electrical Engineering, Electronics Engineering or Physics</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge on Metrology verification; - Knowledge of performance audits on metrology and quality processes; - Knowledge on Automated Calibration Software Platforms - Knowledge to prepare laboratory documentation (calibration procedures, analysis spreadsheets, reference documents, and others) in a variety of formats including Word, Excel and Power Point; - Familiarity with various measurement units (meters, kilograms, seconds, amperes, etc.) - Knowledge of ISO17025, ISO9001, ANSI/NCSL Z540.1; - Knowledge of calibration standards and IM&TE; - Computer Skills; - High Organizational Skills; - Excellent Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; 	2

Official Gazette n° 30bis of 27/07/2015

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
	Design and Type Approval	Design and Type Approval Lead Officer	<p>A0 in Engineering (Electronics, electrical) or Physics with 2 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge on Metrology verifications; - Knowledge of performance audits on metrology and quality processes; - Knowledge on Automated Calibration Software Platforms - Knowledge to prepare laboratory documentation (calibration procedures, analysis spreadsheets, reference documents, and others) in a variety of formats including Word, Excel and Power Point; - Familiarity with various measurement units (meters, kilograms, seconds, amperes, etc.) - Knowledge of ISO17025, ISO9001, ANSI/NCSL Z540.1; - Knowledge of calibration standards and IM&TE; - Computer Skills; - Leadership Skills - High Organizational Skills; - Excellent Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; 	1
	Fuel Dispensers	Fuel Dispensers Officer	<p>A0 in Mechanical Engineering, Electronics & telecommunication Engineering or Physics/Higher National Diploma in Mechanical Engineering</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge on Metrology verifications; - Knowledge of performance audits on metrology and quality processes; - Knowledge on Automated Calibration Software Platforms - Knowledge to prepare laboratory documentation (calibration procedures, analysis spreadsheets, reference documents, and others) in a variety of formats including Word, Excel and Power Point; - Familiarity with various measurement units (meters, kilograms, seconds, amperes, etc.) - Must be able to demonstrate good calibration/metrology-based evaluations - Knowledge of ISO17025, ISO9001, ANSI/NCSL Z540.1; - Knowledge of ISO/IEC 17025 Standards - Knowledge of calibration standards and IM&TE; - Computer Skills; - High Organizational Skills; - Excellent Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; 	1

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
	Mass Measuring Instruments	Mass Measuring Instruments Officer	<p>A0 in Mechanical Engineering or Physics/Higher National diploma in Mechanical Engineering</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge on Metrology verification; - Knowledge of performance audits on metrology and quality processes; - Knowledge on Automated Calibration Software Platforms - Knowledge to prepare laboratory documentation (calibration procedures, analysis spreadsheets, reference documents, and others) in a variety of formats including Word, Excel and Power Point; - Familiarity with various measurement units (meters, kilograms, seconds, amperes, etc.) - Must be able to demonstrate good calibration/metrology-based evaluations - Knowledge of ISO17025, ISO9001, ANSI/NCSL Z540.1; - Knowledge of ISO/IEC 17025 Standards - Knowledge of calibration standards and IM&TE; - Computer Skills; - High Organizational Skills; - Excellent Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; 	1
	Medical Equipment	Medical Equipment Officer	<p>A0 in Engineering (Electrical, Electronics, Mechanical) or Physics/Higher National Diploma in Engineering (Electrical, Electronics, Mechanical)</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge on Metrology verification; - Knowledge of performance audits on metrology and quality processes; - Knowledge on Automated Calibration Software Platforms - Knowledge to prepare laboratory documentation (calibration procedures, analysis spreadsheets, reference documents, and others) in a variety of formats including Word, Excel and Power Point; - Familiarity with various measurement units (meters, kilograms, seconds, amperes, etc.) - Must be able to demonstrate good calibration/metrology-based evaluations - Knowledge of ISO17025, ISO9001, ANSI/NCSL Z540.1; - Knowledge of calibration standards and IM&TE; - Computer Skills; - High Organizational Skills; - Excellent Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; 	1

Official Gazette n° 30bis of 27/07/2015

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
	Pre-package Controls	Pre-package Controls Lead Officer	<p>A0 in Engineering (Civil, Electrical, electronics, Mechanical) or Physics/ Higher national Diploma in Engineering (Civil, Electrical, electronics, Mechanical)</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge on Metrology verifications; - Knowledge of performance audits on metrology and quality processes; - Knowledge to prepare laboratory documentation (calibration procedures, analysis spreadsheets, reference documents, and others) in a variety of formats including Word, Excel and Power Point; - Knowledge of ISO17025, ISO9001, ANSI/NCSL Z540.1; - Knowledge of calibration standards and IM&TE; - Leadership Skills - Computer Skills; - High Organizational Skills; - Excellent Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; 	1
	Volume Control	Volume Control Officer	<p>A0 in Mechanical Engineering, Water Engineering or Physics/Higher National Diploma in Mechanical Engineering or Water Engineering</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge on Metrology calibration; - Knowledge of audits on metrology and quality processes; - Knowledge on Automated Calibration Software Platforms - Knowledge to prepare laboratory documentation (calibration procedures, analysis spreadsheets, reference documents, and others) in a variety of formats including Word, Excel and Power Point; - Familiarity with various measurement units (meters, kilograms, seconds, amperes, etc.) - Must be able to demonstrate good calibration/metrology-based evaluations - Knowledge of ISO17025, ISO9001, ANSI/NCSL Z540.1; - Knowledge of ISO/IEC 17025 Standards - Knowledge of calibration standards and IM&TE; - Leadership Skills - Computer Skills; - High Organizational Skills; - Excellent Communication Skills & Team working Skills; - High analytical Skills; - Time management Skills; 	1
				12
NATIONAL METROLOGY SERVICE DIVISION, SUB-TOTAL				49

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
Corporate Services Division	Division Manager	Corporate Services Division Manager	<p>A0 in Public Finance, Accounting, Economics, Management, Business Administration, Public Administration, Administrative Sciences, Strategic Management with 5 years of working experience including 2 in a senior position or Master's Degree in Public Finance, Accounting, Economics, Management, Business Administration, Public Administration, Strategic Management with 3 years of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Human Resources Policy and procedures; - Knowledge of Accounting principles and practices and financial data reporting. - Knowledge of Rwanda Public 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 Officer	Administrative Liaison Officer	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (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
				2
Finance Unit	Director	Director of Finance Unit	<p>A0 in Finance, Accounting, Management specialising in Finance, Accounting, or Professional Qualifications CPA, ACCA and 3 years of working experience or Master's Degree in Finance, Accounting, Management specialising in Finance, Accounting with 1 year of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting; - Knowledge of Rwanda Public Financial Law; - Leadership and management skills; - Planning and organisational, Budgeting skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Time management Skills - Interviewing Skills; - Judgment & Decision making skills; - Complex Problem solving; - Fluent in Kinyarwanda, English and/ or French. 	1

Administrative Unit	Job Title	Title of Job Position linked to the 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 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.	2
	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 Financia software (SMART IFMIS); - Judgment & Decision Making Skills; - Deep understanding of financialmaccounts; - 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
	Cashier	Cashier	A1 in Accounting, Finance, 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 Position linked to the Job	Profile	Proposed Jobs
Sub - Total				5
Planning Unit	Director	Director of Planning Unit	<p>A0 in Economics, Project Management, Management, Development Studies, Business Administration with 3 years of working experience; Or Master' or Equivalent in Economics, Project Management, Management, Development Studies, Business Administration with 1 year of working experience</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Rwanda's 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; - 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; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Planning Officer	Planning Officer	<p>A0 in Economics, Project Management, Management, Development Studies, Business Administration</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of results based management, logical framework approach, - Computer Skills; - Knowledge of Strategic planning; - Organizational Skills; - Communication Skills; - Knowledge of organizational structure, workflow & operation procedures; - Judgment & Decision Making Skills; - Complex Problem Solving; - Time management Skills; - High analytical Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Official Gazette n° 30bis of 27/07/2015

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
	Monitoring and Evaluation	Monitoring and Evaluation Officer	<p>A0 in Economics, Project Management, Management, Development Studies, Business Administration</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of results based management, logical framework approach, strategic planning processes and tools; - Knowledge of Monitoring and Evaluation concepts, systems and tools; - Computer Skills; - Organizational Skills; - Communication Skills; - Knowledge of organizational structure, workflow & operation procedures; - Knowledge in Monitoring & Evaluation Systems; - Judgment & Decision Making Skills; - Complex Problem Solving; - Time management Skills; - High analytical Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Statistics	Statistian	<p>A0 in Statistics, Applied Mathematics, Economics</p> <p><u>Key Technical Skills & Knowledge required</u></p> <ul style="list-style-type: none"> - 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
Sub - Total				4

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
Administration and Administration Unit	Director	Director of Human Resource & Administration Unit	<p>A0 in HR Management, Management with Specialization in Human Ressource, Public Administration, Administrative Sciences with 3 years of working experience or Master's Degree in HR Management, Management with Specialization in Human Ressource, Public Administration, Administrative Sciences</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Deep knowledge of Rwanda Public service and labor law; - Knowledge in conflict management; - Knowledge of regulations applying to payroll procedures; - Knowledge of human resource concepts, practices, policies and procedures; - Problem solving skills; - Computer skills; - Judgment & Decision making skills; - Time management Skills - Interviewing Skills; - High analytical skills; - Team working skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Network Administrator	Network Administrator	<p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, 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, MCSO, MCTs (.NET),LAMP/WAMP Framework or MCITP are an added advantage</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of 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

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
	Database and Application Administration	Database & Application Administrator	<p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, 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</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's Justice 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
	Human Resources Management	Human Resources Management Officer	<p>A0 in Human Resources Management, Management, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - 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

Official Gazette n° 30bis of 27/07/2015

Administrative Unit	Job Title	Title of Job Position linked to the Job	Profile	Proposed Jobs
	Estates Management	Estates Manager	<p>A1 in Civil Engineering, Electrical, Mechanical engineering or A0 in Civil Engineering, Electrical, Mechanical engineering</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Logistics Management	Logistics Officer	<p>A0 in Store Management, Management, Economics, Finance, Accounting, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Management of Material Resources; - 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
	Customer Care	Customer Care Officer	<p>A0 in Communication, Public Relations, Journalism, Marketing, Linguistics and Literature</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Customer care skills; - Public relations and interpersonnal skills - Computer Skills; - Good Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - 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	Profile	Proposed Jobs
	Store keeper	Store keeper	<p>A1 in Store Management, Management, Economics, Finance, Accounting, Public Administration, Administrative Sciences</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Planning organization skills; - Communication skills; - Flexibility skills; - Interpersonal skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. 	1
	Central Secretariat	Secretary in Central Secretariat	<p>A1 in Secretariat Studies, Office Management, or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Filing Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Driver	Driver	<p>Valid Driving License at least category B</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of routes within main area of operation; - Strong customer service orientation; - Diligent attention to detail; - Diligent attention to safety. - Ability to work on own initiative; - Ability to interact with many types of people; - Ability to maintain an amiable presence; - Excellent verbal communication skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	6
Sub - Total				15
Corporate Services Division, Sub - Total				26
RWANDA STANDARDS BOARD, GRAND TOTAL				225

<p>UMUGEREKA WA III W' ITEKA RYA MINISITIRI W'INTEBE No117/03 RYO KU WA 25/06/2015 RIGENA IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'IKIGO CY'IGIHUGU GITSURA UBUZIRANENGE (RSB)</p>	<p>ANNEX III TO PRIME MINISTER'S ORDER No117/03 OF 25/06/2015 DETERMINING ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF RWANDA STANDARDS BOARD (RSB)</p>	<p>ANNEXE III DE L'ARRETE DU PREMIER MINISTRE No117/03 No. 117/03DU 25/06/2015 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL DE L'OFFICE RWANDAIS DE NORMALISATION (RSB)</p>
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RSB SALARY STRUCTURE

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Director General of Rwanda Standards Board (RSB)	500	E	3156	2,011,950
National Standards Division Manager	500	2.III	1890	1,352,972
National Quality Testing Laboratories Division Manager	500	2.III	1890	1,352,972
National Certification Services Division Manager	500	2.III	1890	1,352,972
National Metrology Services Division Manager	500	2.III	1890	1,352,972
Corporates Services Division Manager	500	2.III	1890	1,352,972
Director of Engineering & Urban Planning Standards Unit	500	3.II	1369	980,010
Director of Systems Certification Unit	500	3.II	1369	980,010
Director of Products Certification Unit	500	3.II	1369	980,010
Director of Planning, Monitoring & Evaluation	500	3.II	1369	980,010
Director of Mechanical and Electrical Metrology Laboratories Unit	500	3.II	1369	980,010
Director of Finance	500	3.II	1369	980,010
Director of Chemical Laboratories Unit	500	3.II	1369	980,010
Director of Biotechnology Laboratories Unit	500	3.II	1369	980,010
Director of Agriculture, Chemistry and Environment Standards Unit	500	3.II	1369	980,010
Director of Human Resource & Administration Management	500	3.II	1369	980,010
Director of Standards Education, Research, Information and Documentation Unit	500	3.II	1369	980,010
Legal Affairs Officer	500	4.III	1313	930,823
Public Relations & Communication Officer	500	4.II	1141	808,888
Human Resource Officer	500	4.II	1141	808,888
Mechanical Engineering, Metallurgy & Metrology Standards Lead Officer	500	5.III	1094	775,568
Food Certification Lead Officer	500	5.III	1094	775,568
Food Laboratories Lead Officer	500	5.III	1094	775,568
Electricity Lead Officer	500	5.III	1094	775,568
Verification Lead Officer	500	5.III	1094	775,568
Pressure, Dimension and Temperature Lead Officer	500	5.III	1094	775,568
Mass and Force Laboratory Lead Officer	500	5.III	1094	775,568
Environmental Protection Lead Officer	500	5.III	1094	775,568
Organic Chemistry Laboratory Lead Officer	500	5.III	1094	775,568
Statistician	500	5.II	951	674,191
Mass Laboratory Officer	500	5.II	951	674,191
Force Laboratory Officer	500	5.II	951	674,191
Civil Engineering & Urban Planning Standards Officer	500	5.II	951	674,191
Electrical/Electronics & Telecommunication /IT & Multimedia Engineering Standards Officer	500	5.II	951	674,191
Metrology & Physical Phenomena Standards Officer	500	5.II	951	674,191
Mechanical Engineering & Metallurgy Standards Officer	500	5.II	951	674,191
Textile & Leather Engineering Standards Officer	500	5.II	951	674,191
Food Products Standards Officer	500	5.II	951	674,191
Agriculture Products Standards Officer	500	5.II	951	674,191
Water & Sanitation / Environmental Protection Standards Officer	500	5.II	951	674,191

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Pharmaceutical Products, Chemicals and Consumer products Standards Officer	500	5.II	951	674,191
Service Standards Officer	500	5.II	951	674,191
Training Coordinator	500	5.II	951	674,191
Services Standards Reseacher	500	5.II	951	674,191
Standards Marketing Officer	500	5.II	951	674,191
National Enquiry Point Officer	500	5.II	951	674,191
National contact person for Codex and Regional Standardization Officer	500	5.II	951	674,191
Standards Editor	500	5.II	951	674,191
Food Certification Officers	500	5.II	951	674,191
Non Food Product Certification Officer	500	5.II	951	674,191
FSMS/HACCP Officer	500	5.II	951	674,191
GAP/Organic Officer	500	5.II	951	674,191
QMS and EMS Certification Officer	500	5.II	951	674,191
OHASAS Certification Officer	500	5.II	951	674,191
Environmental Microbiology Laboratory Officer	500	5.II	951	674,191
Food Microbiology Laboratory Laboratory Officer	500	5.II	951	674,191
Non food microbiology Laboratory Officer	500	5.II	951	674,191
Chemical Storekeeper	500	5.II	951	674,191
Concrete Materials Laboratories Officer	500	5.II	951	674,191
Building Materials Laboratories Officer	500	5.II	951	674,191
Electrical & Electronics Laboratories Officer	500	5.II	951	674,191
Textile Laboratories Officer	500	5.II	951	674,191
Destructive tests Laboratories Officer	500	5.II	951	674,191
Non-destructive tests laboratories Officer	500	5.II	951	674,191
Pesticides and Veterinary Drugs Residues Laboratories Officer	500	5.II	951	674,191
Petroleum and Biodiesel Laboratory Officer	500	5.II	951	674,191
Essentail oils and traditionnal Medicines Laboratory Officer	500	5.II	951	674,191
Trace Metals Laboratoy Officer	500	5.II	951	674,191
Minerals Laboratory Officer	500	5.II	951	674,191
Environmental Chemistry Laboratory Officer	500	5.II	951	674,191
Fertiliser Laboratory Officer	500	5.II	951	674,191
Food Nutrient and additives Laboratory Officer	500	5.II	951	674,191
Mycotoxins Laboratory Officer	500	5.II	951	674,191
Pressure Laboratory Officer	500	5.II	951	674,191
Temperature Laboratory Officer	500	5.II	951	674,191
Dimensional Metrology Laboratory Officer	500	5.II	951	674,191
Volume and Flow Laboratory Officer	500	5.II	951	674,191
AC/DC Laboratory Officer	500	5.II	951	674,191
Power and Energy Laboratory Officer	500	5.II	951	674,191
Time and Frequency Officer	500	5.II	951	674,191
Maintenance & Installation Officer	500	5.II	951	674,191
Mass Verification Officer	500	5.II	951	674,191
Acoustics and vibrations	500	5.II	951	674,191
Energy Meters Verification Officer	500	5.II	951	674,191
Fuel Dispensers Officer	500	5.II	951	674,191
Mass Measuring Instruments Officer	500	5.II	951	674,191

POST	I.V	Level	Index	Gross Salary (Rwf/Month)
Medical Equipment Officer	500	5.II	951	674,191
Volume & Mass Control Officer	500	5.II	951	674,191
Quality Management Systems Officer	500	5.II	951	674,191
Estates Manager	500	5.II	951	674,191
Planning Officer	500	5.II	951	674,191
Procurement Officer	500	5.II	951	674,191
Internal Auditor	500	5.II	951	674,191
Budget Officer	500	5.II	951	674,191
Accountant	500	5.II	951	674,191
Network & System Administrator	500	5.II	951	674,191
Database & Application Administrator	500	5.II	951	674,191
Administrative Assistant to DG	500	5.II	951	674,191
Logistics	500	5.II	951	674,191
Administrative Liaison Officer	500	5.II	951	674,191
Librarian	500	6.II	793	562,180
Customer Care Officer	500	6.II	793	562,180
Sample Control Officer	500	7.II	660	467,893
Laboratory Attendant	500	8.II	508	360,136
Cashier	500	8.II	508	360,136
Storekeeper	500	8.II	508	360,136
Central Secretariat	500	8.II	508	360,136
Driver	500	10.II	300	212,679

<p>Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe No117/03 ryo kuwa 25/06/2015 rigena imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi b'Ikigo cy'Igihugu Gitsura Ubuziranenge (RSB)</p>	<p>Seen to be annexed to Prime Minister's Order No117/03 of 25/06/2015 determining organizational structure, salaries and fringe benefits for employees of Rwanda Standards Board (RSB)</p>	<p>Vu pour être annexé à l'Arrêté du Premier Ministre No117/03 du 25/06/2015 déterminant la structure organisationnelle, salaires et autres avantages accordés au personnel de l'Office Rwandais de Normalisation (RSB)</p>
<p>Kigali, kuwa 25/06/2015</p> <p>(sé) MUREKEZI Anastase Minisitiri w'Intebe</p>	<p>Kigali, on 25/06/2015</p> <p>(sé) MUREKEZI Anastase Prime Minister</p>	<p>Kigali, le 25/06/2015</p> <p>(sé) MUREKEZI Anastase Premier Ministre</p>
<p>(sé) UWIZEYE Judith Minisitiri w'Abakoziba Letan'Umurimo</p>	<p>(sé) UWIZEYE Judith Minister of Public Service and Labour</p>	<p>(sé) UWIZEYE Judith Ministre de la Fonction Publique et du Travail</p>
<p>Bibonywe kandi bishyizweho Ikirango cya Repubulika:</p> <p>(sé) BUSINGYE Johnston Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta</p>	<p>Seen and sealed with the Seal of the Republic:</p> <p>(sé) BUSINGYE Johnston Minister of Justice/Attorney General</p>	<p>Vu et scellé du Sceau de la République :</p> <p>(sé) BUSINGYE Johnston Ministre de la Justice/Garde des Sceaux</p>

**ITEKA RYA MINISITIRI W'INTEBE
N°118/03 RYO KU WA 25/06/2015
RISHYIRAHU IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO, IMISHAHARA
N'IBINDI BIGENERWA ABAKOZI B'IKIGO
GISHINZWE ITERAMBERE RY'UBUHINZI
N'UBWOROZI MU RWANDA (RAB)**

**PRIME MINISTER'S ORDER N° 118/03 OF
25/06/2015 DETERMINING
ORGANIZATIONAL STRUCTURE,
SALARIES AND FRINGE BENEFITS FOR
EMPLOYEES OF RWANDA
AGRICULTURE BOARD (RAB)**

**ARRETE DU PREMIER MINISTRE
N°118/03 DU 25/06/2015 DETERMINANT
LA STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
PERSONNEL DE L'OFFICE RWANDAIS
DE DEVELOPPEMENT AGRICOLE
(RAB)**

ISHAKIRO

Ingingo ya mbere: Icyo iri teka rigamije

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

Ingingo 3: Igenwa ry'umushahara

Ingingo 4: Ibigize umushahara mbumbe

**Ingingo ya 5: Ibindi bigenerwa Umuyobozi
Mukuru**

**Ingingo ya 6: Ibindi bigenerwa Umuyobozi
Mukuru Wungirije**

**Ingingo ya 7: Ibindi bigenerwa *Principal
Research Fellow* uri ku rwego rwa “1.IV”**

**Ingingo ya 8: Ibindi bigenerwa ba *Divison
Managers*, Umuyobozi Mukuru w'Ishami
ryihariye rya Rubirizi, n'Abashakashatsi bari
ku rwego rwa “2.III”**

**Ingingo ya 9: Ibindi bigenerwa Abayobozi
b'Amashami, Umujyanama w'Umuyobozi
Mukuru, ba *Specialists* n'Abashakashatsi bari**

TABLE OF CONTENTS

Article One: Purpose of this Order

**Article 2: Organizational structure and job
profiles**

Article 3: Determination of the salary

Article 4: Composition of the gross salary

**Article 5: Fringe benefits for the Director
General**

**Article 6: Fringe benefits for Deputy Director
General**

**Article 7: Fringe benefits for Principal
Research Fellow on “1.IV” job level**

**Article 8: Fringe benefits for Division
Managers, Head of Rubilizi Special Centre
and Researchers on “2.III” job classification
level**

**Article 9: Fringe benefits for Directors of
Units, Advisor to Director General,
Specialists and Researchers on “3” job**

TABLE DE MATIERES

Article premier: Objet du présent arrêté

**Article 2: Structure organisationnelle et
profils d'emplois**

Article 3: Détermination du salaire

Article 4: Composition du salaire brut

**Article 5: Avantages alloués au Directeur
Général**

**Article 6: Avantages alloués au Directeur
General Adjoint**

**Article 7: Avantages alloués au *Principal
Research Fellow* au poste de niveau “1.IV”**

**Article 8: Autres avantages alloués aux
chefs des divisions, le Directeur Général du
Centre spécial de Rubilizi et chercheurs aux
postes de niveau “2.III”**

**Article 9: Autres avantages alloués aux
Directeurs d'Unités, le Conseiller du
Directeur Général, les Spécialistes et les**

ku rwego rw'imirimo rwa "3"	classification level	Chercheurs aux postes de niveau "3"
<u>Ingingo ya 10:</u> Indamunite z'urugendo rw'imodoka	<u>Article 10:</u> Mileage allowances	<u>Article 10:</u> Indemnités kilométriques
<u>Ingingo ya 11:</u> Abashinzwe kubahiriza iri teka	<u>Article 11:</u> Authorities responsible for the implementation of this Order	<u>Article 11:</u> Autorités chargées de l'exécution du présent arrêté
<u>Ingingo ya 12:</u> Ivanwaho ry'ingingo zinyuranyije n'iri teka	<u>Article 12:</u> Repealing provision	<u>Article 12:</u> Disposition abrogatoire
<u>Ingingo ya 13:</u> Igihe iteka ritangira gukurikizwa	<u>Article 13:</u> Commencement	<u>Article 13:</u> Entrée en vigueur

**ITEKA RYA MINISITIRI W'INTEBE
N°118/03 RYO KU WA 25/06/2015
RISHYIRAHU IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO, IMISHAHARA
N'IBINDI BIGENERWA ABAKOZI B'IKIGO
GISHINZWE ITERAMBARE RY'UBUHZINZI
N'UBWOROZI MU RWANDA(RAB)**

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;

Ashingiye ku Itegeko n° 38/2010 ryo ku wa 25/11/2010 rishyiraho Ikigo gishinzwe Iterambere ry'Ubuhozi n'Ubworozi mu Rwanda (RAB) rikanagena inshingano, imiterere n'imikorere byacyo, cyane cyane mu ngingo zaryo iya 11 n'ya 12;

Asubiye ku Iteka rya Minisitiri w'Intebe n° 143/03 ryo ku wa 05/10/2011 rishyiraho imbonerahamwe n'incamake y'imyanya y'imirimo by'Ikigo gishinzwe Iterambere ry'Ubuhozi n'Ubworozi mu Rwanda;

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 ryahindurwe kandi ryujijwe

**PRIME MINISTER'S ORDER N°118/03 OF
25/06/2015 DETERMINING
ORGANIZATIONAL STRUCTURE,
SALARIES AND FRINGE BENEFITS FOR
EMPLOYEES OF RWANDA
AGRICULTURE BOARD (RAB)**

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;

Pursuant to Law n° 38/2010 of 25/11/2010 establishing Rwanda Agriculture Board (RAB) and determining its responsibilities, organisation and functioning, especially in Articles 11 and 12;

Reviewing Prime Minister's Order n° 143/03 of 05/10/2011 determining the organizational structure and summary of job positions of Rwanda Agriculture Board;

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 amended and complemented to

**ARRETE DU PREMIER MINISTRE
N°118/03 DU 25/06/2015 DETERMINANT
LA STRUCTURE
ORGANISATIONNELLE, SALAIRES ET
AUTRES AVANTAGES ACCORDES AU
PERSONNEL DE L'OFFICE RWANDAIS
DE DEVELOPPEMENT AGRICOLE
(RAB)**

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° 38/2010 du 25/11/2010 portant création de l'Office Rwandais de Développement Agricole (RAB) et déterminant ses attributions, organisation et fonctionnement, spécialement en ses articles 11 et 12;

Revu l'Arrêté du Premier Ministre n° 143/03 du 05/10/2011 déterminant la structure organisationnelle et la synthèse des emplois de l'Office Rwandais de Développement Agricole;

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

kugeza ubu;	date;	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:
<u>Ingingo ya mbere: Icyo iri teka rigamiye</u>	<u>Article One: Purpose of this Order</u>	<u>Article premier: Objet du présent arrêté</u>
Iri teka rishyiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi b'Ikigo gishinzwe Iterambere ry'Ubuhanzi n'Ubworozi mu Rwanda RAB).	This Order determines organizational structure, salaries and fringe benefits for employees of Rwanda Agriculture Board (RAB).	Le présent arrêté détermine la structure organisationnelle, salaires et autres avantages accordés au personnel de l'Office Rwandais de Développement Agricole (RAB).
<u>Ingingo ya 2: Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo</u>	<u>Article 2: Organizational structure and job profiles</u>	<u>Article 2: Structure organisationnelle et profils d'emplois</u>
Imbonerahamwe y'imyanya y'imirimo n'ibisabwa ku myanya y'imirimo muri RAB biri ku migereka ya I na II y'iri teka.	The organizational structure and job profiles for RAB are respectively in annex I and II of this Order.	La structure organisationnelle et les profils d'emplois de RAB sont respectivement en annexes I et II du présent arrêté.
<u>Ingingo 3: Igenwa ry'Umushahara</u>	<u>Article 3:Determination of the Salary</u>	<u>Article 3: Détermination du Salaire</u>
Imishahara y'Abakozi ba RAB 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 RAB biri ku mugereka wa III w'iri teka.	Salaries for employees of RAB 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 RAB are in annex III to this Order.	Les salaires accordés au personnel de RAB sont déterminés suivant la classification des emplois et conformément aux principes généraux de fixation des salaires dans la fonction publique. Le niveau, l'indice, la valeur indiciaire et le salaire brut correspondant à chaque emploi de RAB sont en annexe III du présent arrêté.

Ingingo 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 kibanziriza iki ntigenerwa Abayobozi bari ku nzego z’imirimo za “E”, “F”, “G/1.IV” na “H/2” boroherezwa ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu 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 Umuyobozi Mukuru

Umuyobozi Mukuru wa RAB agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

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

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 the previous paragraph shall not be granted to officials positioned on levels “E”, “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.

Article 5: Fringe benefits for the Director General

The Director General of RAB shall be entitled to the following fringe benefits:

- 1 ° One hundred thousand Rwandan francs (100,000 Rwf) each month for office telephone communication and forty

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 dont question à l’alinéa précédent n’est pas allouée aux Agents de l’Etat aux postes de niveau “E”, “F”, “G/1.IV” et “H/2” pour lesquels le transport est facilité selon les Instructions du Ministre ayant le transport dans ses attributions, 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.

Article 5: Autres avantages alloués au Directeur Général

Le Directeur Général de RAB bénéficie des avantages suivants :

- 1 ° les frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw)

ibihumbi mirongo ine y'u Rwanda (40.000Frw) buri kwezi ya interineti igendanwa n'ay'itumanaho rya telefoni igendanwa angana n'ibihumbi ijana na mirongo itanu (150.000 Frw) buri kwezi;

thousand Rwandan francs (40,000 Rwf) per month for wireless internet connection and One hundred and fifty thousand Rwandan francs (150,000 Rwf) per month for mobile phone communication;

par mois et les frais d'internet sans fil équivalant à quarante mille francs rwandais (40.000 Frw) par mois et ceux de communication par téléphone portable équivalant à cent cinquante mille francs rwandais (150.000 Frw) par mois ;

2 ° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana atatu y'u Rwanda (300.000 frw) buri kwezi anyura kuri konti y'urwego bireba;

2 ° office guest's entertainment allowance of three hundred thousand Rwandan francs (300,000 Rwf) per month and transferred to the institution's account;

2 ° les frais de représentation au service équivalant à trois cent mille francs rwandais (300.000 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 6: Ibindi bigenerwa Umuyobozi Mukuru Wungirije

Umuyobozi Mukuru Wungirije agenerwa ibindi bibafasha gutunganya imirimo ku buryo bukurikira:

1 ° amafaranga y'itumanaho rya telefoni yo mu biro angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi n'ay'irya telefoni igendanwa angana n'ibihumbi ijana y'u Rwanda (100.000 Frw) buri kwezi;

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

Article 6: Fringe benefits for Deputy Director General

The Deputy Director General shall be entitled to the following fringe benefits:

1 ° One hundred thousand Rwandan francs (100,000 Rwf) per month for office telephone communication and One hundred thousand Rwandan francs (100,000 Rwf) per month for mobile phone communication;

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

Article 6: Autres avantages alloués au Directeur General Adjoint

Le Directeur Général Adjoint bénéficie des avantages comme suit :

1 ° les frais de communication par téléphone de bureau équivalant à cent mille francs rwandais (100.000 Frw) par mois et ceux de téléphone portable équivalant 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 7: Ibindi bigenerwa Principal Research Fellow uri ku rwego rwa “1.IV”

Principal Research Fellow yororoherezwa mu bijyanye n’uburyo bw’ingendo hakurikijwe uburyo bwihariye buteganywa n’amabwiriza ya Minisitiri ufite gutwara abantu n’ibintu mu nshingano ze.

Ingingo ya 8: Ibindi bigenerwa ba Divison Managers, Umuyobozi Mukuru w’Ishami ryihariye rya Rubirizi, n’Abashakashatsi bari ku rwego rwa “2.III”

Ba Divison Managers, Umuyobozi Mukuru w’Ishami ryihariye rya Rubilizi, n’Abashakashatsi bari ku rwego rwa “2.III” bagenerwa buri wese ibindi bibafasha gutunganya imirimo ku buryo bukurikira:

- 1° *ba Divison Managers* n’Umuyobozi Mukuru w’Ishami ryihariye rya Rubilizi bagenerwa buri wese amafaranga y’itumanaho rya telefoni yo mu biro angana n’ amafaranga ibihumbi mirongo irindwi y’u Rwanda (70.000 Frw) buri kwezi n’ay’itumanaho rya telefone igendanwa angana n’ibihumbi mirongo irindwi y’u Rwanda (70.000 Frw) buri kwezi;
- 2° *ba Divison Managers* n’Umuyobozi Mukuru w’Ishami ryihariye rya Rubilizi bororoherezwa kandi ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n’ibintu mu nshingano ze;
- 3° Buri Mushakashatsi uri ku rwego rwa “2.III” bitewe n’izamurwa mu ntera mu mirimo

Article 7: Fringe benefits for Principal Research Fellow on “1.IV” job level

Principal Research Fellow shall be entitled to transport facilitation in particular manner in accordance with Instructions of the Minister in charge of transport.

Article 8: Fringe benefits for Division Managers, Head of Rubilizi Special Centre and Researchers on “2.III” job classification level

Division Managers, Head of Rubilizi Special Centre and Researchers on “2.III” job classification level shall each be entitled to fringe benefits as follows:

- 1° division Managers and the Head of Rubilizi Special Centre shall each be entitled to seventy thousand Rwandan francs (70,000 Rwf) each month for office telephone communication and a mobile phone communication allowance of seventy thousand Rwandan francs (Rwf 70,000) per month;
- 2° division Managers and the Head of Rubilizi Special Centre shall also be entitled to transport facilitation in accordance with the Instructions of the Minister in charge of transport;
- 3° each Career Researcher on “2.III” Job level shall be entitled to transport

Article 7: Autres avantages alloués au Principal Research Fellow au poste de niveau “1.IV”

Le *Principal Research Fellow* bénéficie d’une facilitation de transport de façon particulière conformément aux instructions du Ministre ayant le transport dans ses attributions.

Article 8: Autres avantages alloués aux chefs des divisions, au Directeur Général du Centre spécial de Rubilizi et aux chercheurs aux postes de niveau “2.III”

Les chefs des divisions, le Directeur Général du Centre spécial de Rubilizi et chercheurs aux postes de niveau “2.III” bénéficient chacun des avantages comme suit:

- 1° les Chefs de Divisions et le Directeur Général du Centre spécial de Rubilizi bénéficient chacun des frais de communication par téléphone de bureau équivalant à soixante-dix mille francs Rwandais (70.000 Frw) et ceux de téléphone portable équivalant à soixante-dix mille francs rwandais (70.000Frw) par mois;
- 2° les Chefs des Divisions et le Directeur Général du Centre spécial de Rubilizi bénéficient d’une facilitation de transport conformément aux instructions du Ministre ayant le transport dans ses attributions;
- 3° chaque Chercheur de Carrière au poste de niveau “2.III” bénéficie d’une

bakora, yororoherezwa mu bijyanye n'uburyo bw'ingendo hakurikijwe uburyo bwihariye buteganywa n'amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

4 °

Ingingo ya 9: Ibindi bigenerwa Abayobozi b'Amashami, Umujyanama w'Umuyobozi Mukuru, ba *Specialists* n'Abashakashatsi bari ku rwego rw'imirimo rwa "3"

Abayobozi b'Amashami, Umujyanama w'Umuyobozi Mukuru, ba *Specialists* n'Abashakashatsi bari ku rwego rw'imirimo rwa "3" bagenerwa buri wese ibindi bibafasha gutunganya imirimo ku buryo bukurikira:

1 ° buri Muyobozi w'Ishami, Umujyanama w'Umuyobozi Mukuru na buri *Specialist* agenerwa amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo itatu y'u Rwanda (30.000 Frw) buri kwezi;

2 ° buri Muyobozi w'Ishami, Umujyanama w'Umuyobozi Mukuru na buri *Specialist* bagenerwa kandi 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 (100.000 Frw) buri kwezi ya telefoni yo mu biro.

facilitation in particular manner in accordance with Instructions of the Minister responsible for transport.

Article 9: Fringe benefits for Directors of Units, Advisor to Director General, Specialists and Researchers on "3" job classification level

Directors of Units, Advisor to Director General, Specialists and Researchers on "3" job classification level shall each be entitled to fringe benefits as follows:

1 ° directors of Units, Advisor to Director General and Specialists shall each be entitled to a mobile phone communication allowance of thirty thousand Rwandan francs (Rwf 30,000) per month;

2 ° directors of Units, Advisor to Director General and Specialists shall also each be entitled to a special transport allowance as determined by 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.

facilitation de transport de façon particulière conformément aux instructions du Ministre ayant le transport dans ses attributions.

Article 9: Autres avantages alloués aux Directeurs d'Unités, le Conseiller du Directeur Général, les Spécialistes et les Chercheurs aux postes de niveau "3"

Les Directeurs d'Unités, le Conseiller du Directeur Général, les Spécialistes et les Chercheurs aux postes de niveau "3" bénéficient chacun d'autres avantages comme suit:

1 ° les Directeurs d'Unités, le Conseiller du Directeur Général et les Spécialistes bénéficient chacun des frais de communication par téléphone portable équivalant à trente mille francs rwandais (30.000 Frw) par mois;

2 ° les Directeurs d'Unités, le Conseiller du Directeur Général et les Spécialistes bénéficient aussi chacun de 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

Abashakashatsi b'umwuga bari ku rwego rw'imirimo rwa "3" bitewe n'izamurwa mu ntera mu mirimo bakora; kandi bakaba badafite itsinda ry'abakozi ba Leta bayobora hashingiwe ku mbonerahamwe yemewe y'Urwego bakorera, ntibagenerwa amafaranga y'itumanaho n'uburyo bwo koroherezwa ingendo bivugwa muri iyi ngingo.

Ingingo ya 10: Indamunite z'urugendo rw'imodoka

Iyo Abayobozi Bakuru bari ku rwego rwa "E", "F", "G/1.IV" 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 11: Abashinzwe kubahiriza iri teka

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

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

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

Career Researchers positioned by career progression on level "3" without a pool of public servants under their responsibilities in accordance with the approved organizational structure, shall not be entitled to communication allowances and transport facilitation stipulated in this Article.

Article 10: Mileage allowances

When Senior Officials on levels "E", "F", "G/1.IV" and "H/2" go on official mission inside the country by using their vehicles, the State pay them mileage allowances specified in the Ministerial Instructions issued by the Minister in charge of transport.

Article 11: Authorities responsible for the implementation of this Order

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.

Article 12: Repealing provision

All prior provisions contrary to this Order are hereby repealed.

francs rwandais (100.000 Frw) par mois.

Les Chercheurs de carrière aux postes d'avancement professionnel de niveaux "3", mais qui n'ont pas d'agents de l'Etat placés sous leurs responsabilités suivant la structure organisationnelle approuvée, ne bénéficient pas de frais de communication et la facilitation de transport dont mention au présent article.

Article 10: Indemnités kilométriques

Lorsque les hauts cadres aux postes de niveaux "E", "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 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.

Article 12: Disposition abrogatoire

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

Ingingo ya 13: 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 **25/06/2015**

(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/IntumwaNkuru ya Leta

Article 13: 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 **25/06/2015**

(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 13: 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 **25/06/2015**

(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)

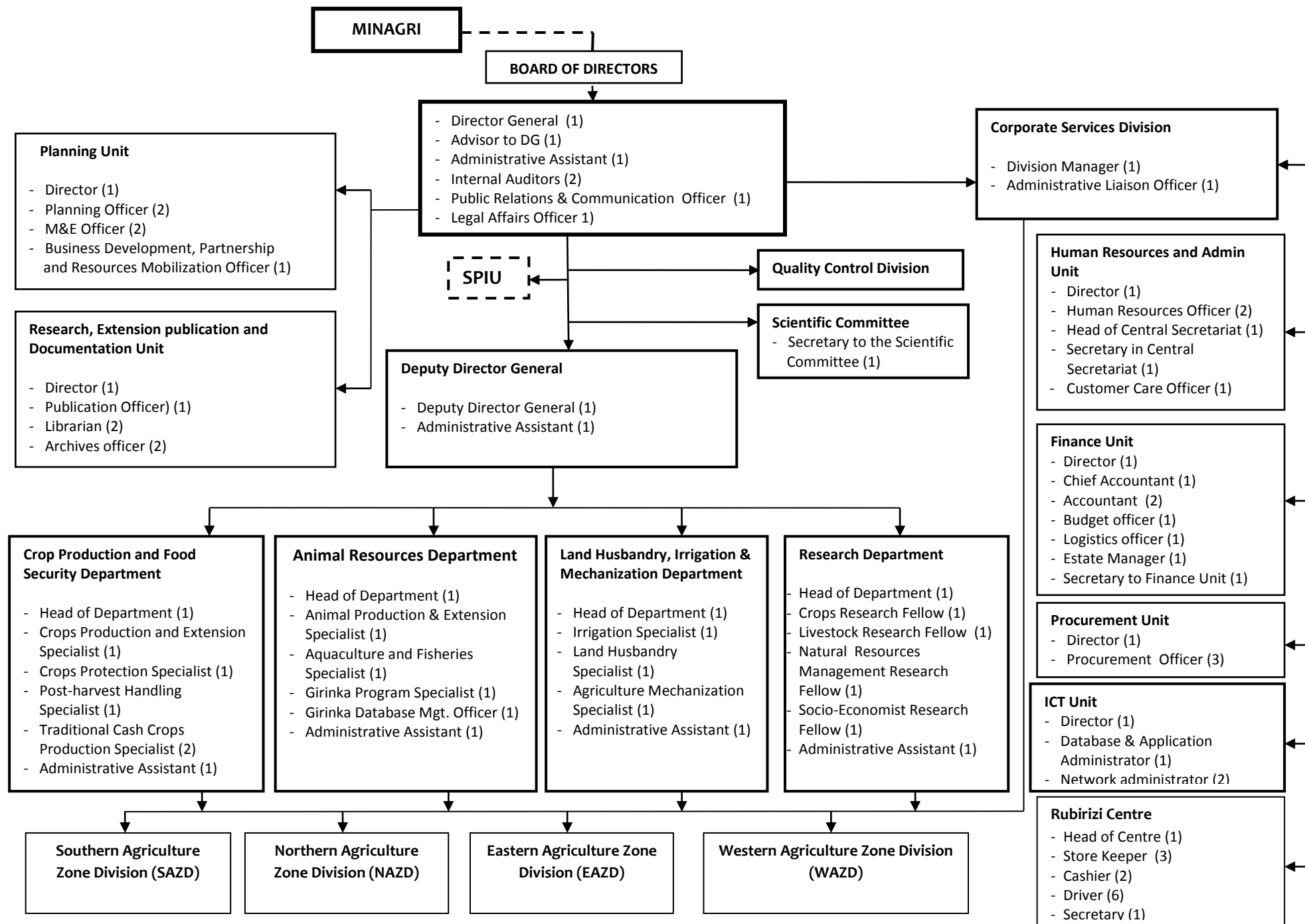
BUSINGYE Johnston

Ministre de la Justice/Garde des Sceaux

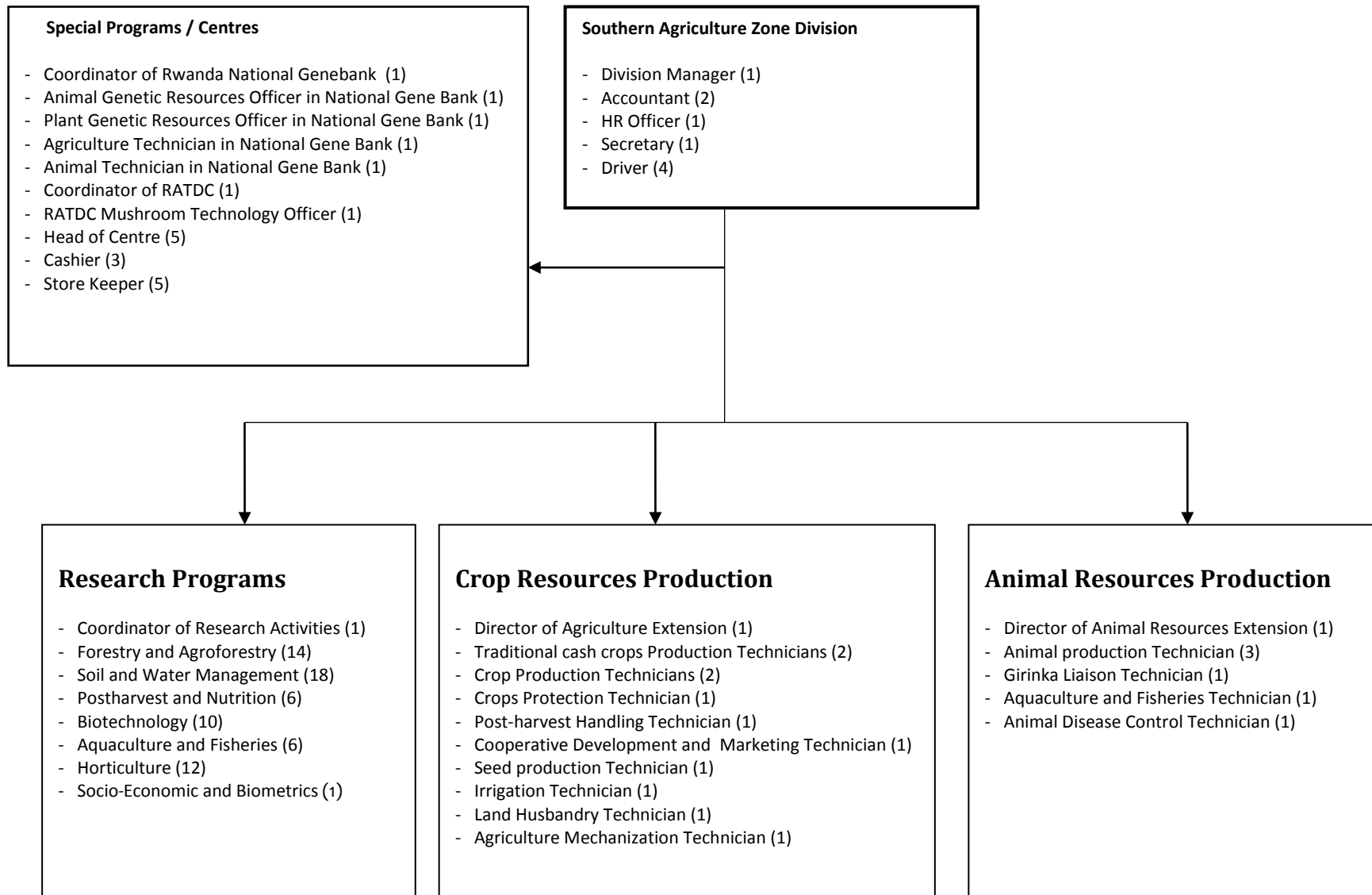
<p>UMUGEREKA WA I W'ITEKA RYA MINISITIRI W'INTEBE N°No118/03 RYO KU WA 25/06/2015 RISHYIRAHU IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'IKIGO GISHINZWE ITERAMBERE RY'UBUHINZI N'UBWOROZI MU RWANDA (RAB)</p>	<p>ANNEXI TO PRIME MINISTER'S ORDER No118/03 OF 25/6/2015 DETERMINING ORGANIZATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF RWANDA AGRICULTURE BOARD(RAB)</p>	<p>ANNEXE I DE L'ARRETE DU PREMIER MINISTRE No118/03 DU 25/6/2015 DETERMINANT LA STRUCTUREORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGES ACCORDES AU PERSONNEL DE L'OFFICE RWANDAIS DE DEVELOPPEMENT AGRICOLE (RAB</p>
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Official Gazette n° 30bis of 27/07/2015

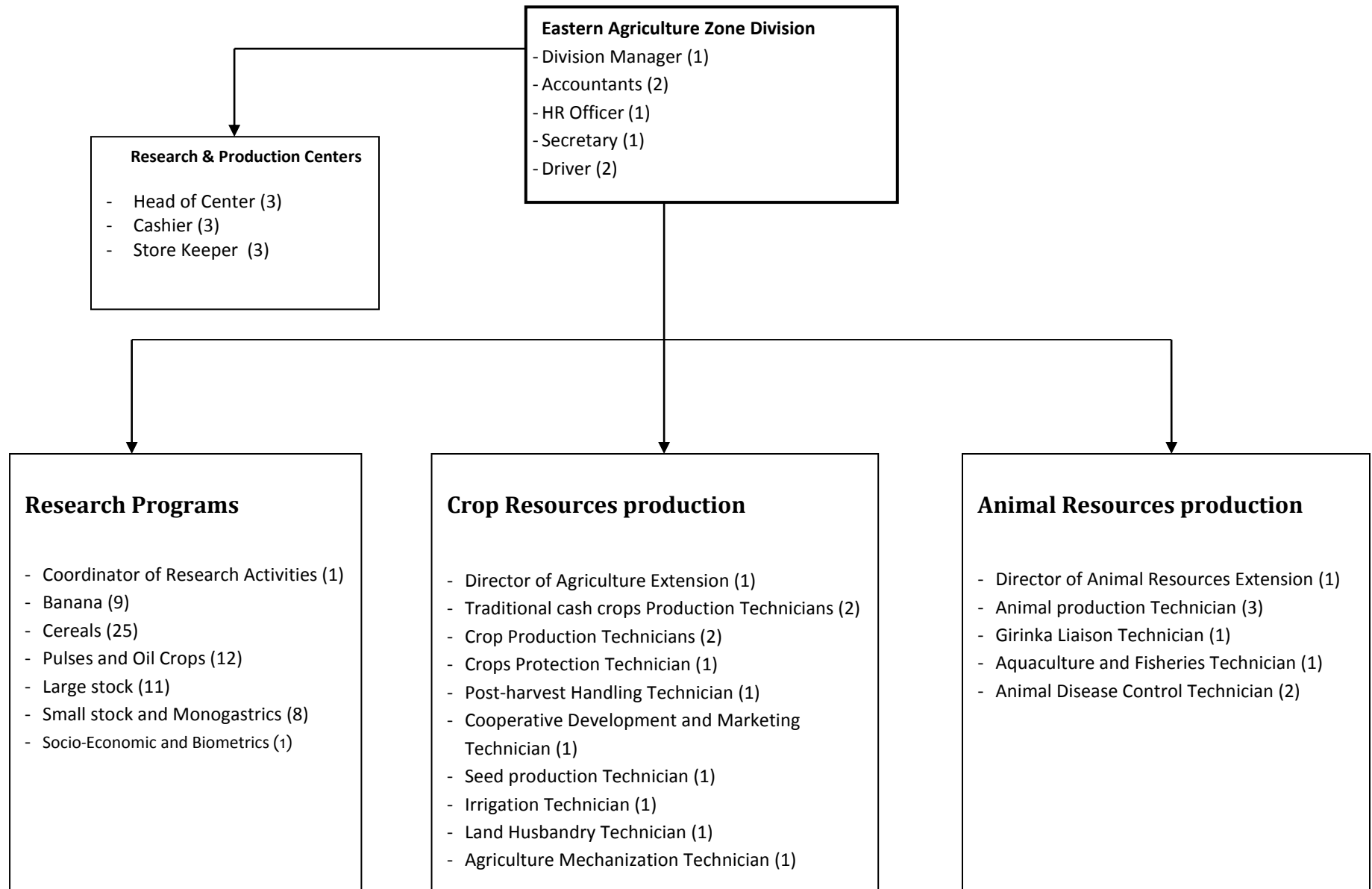
RWANDA AGRICULTURE BOARD (RAB) - ORGANIZATIONAL CHART



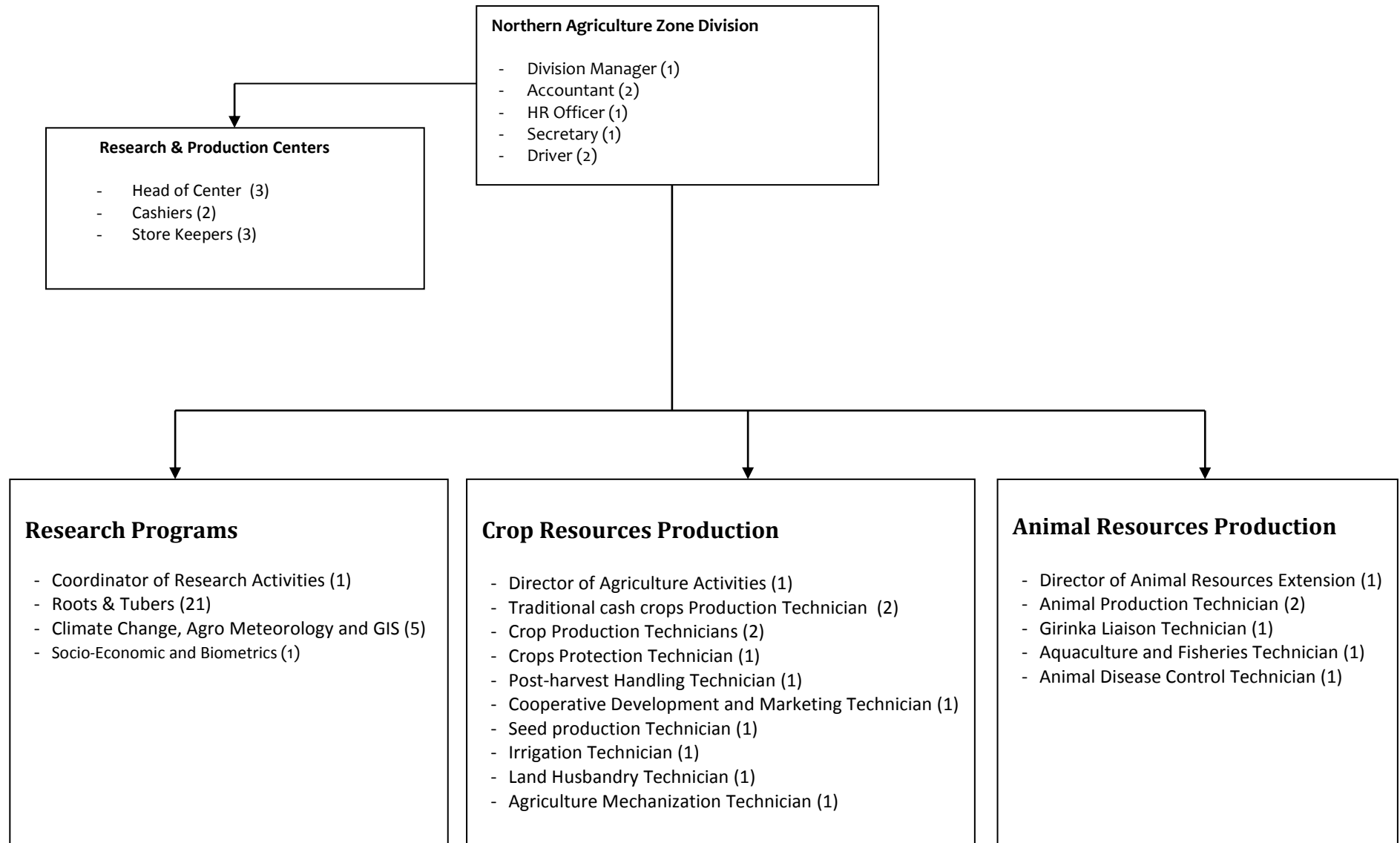
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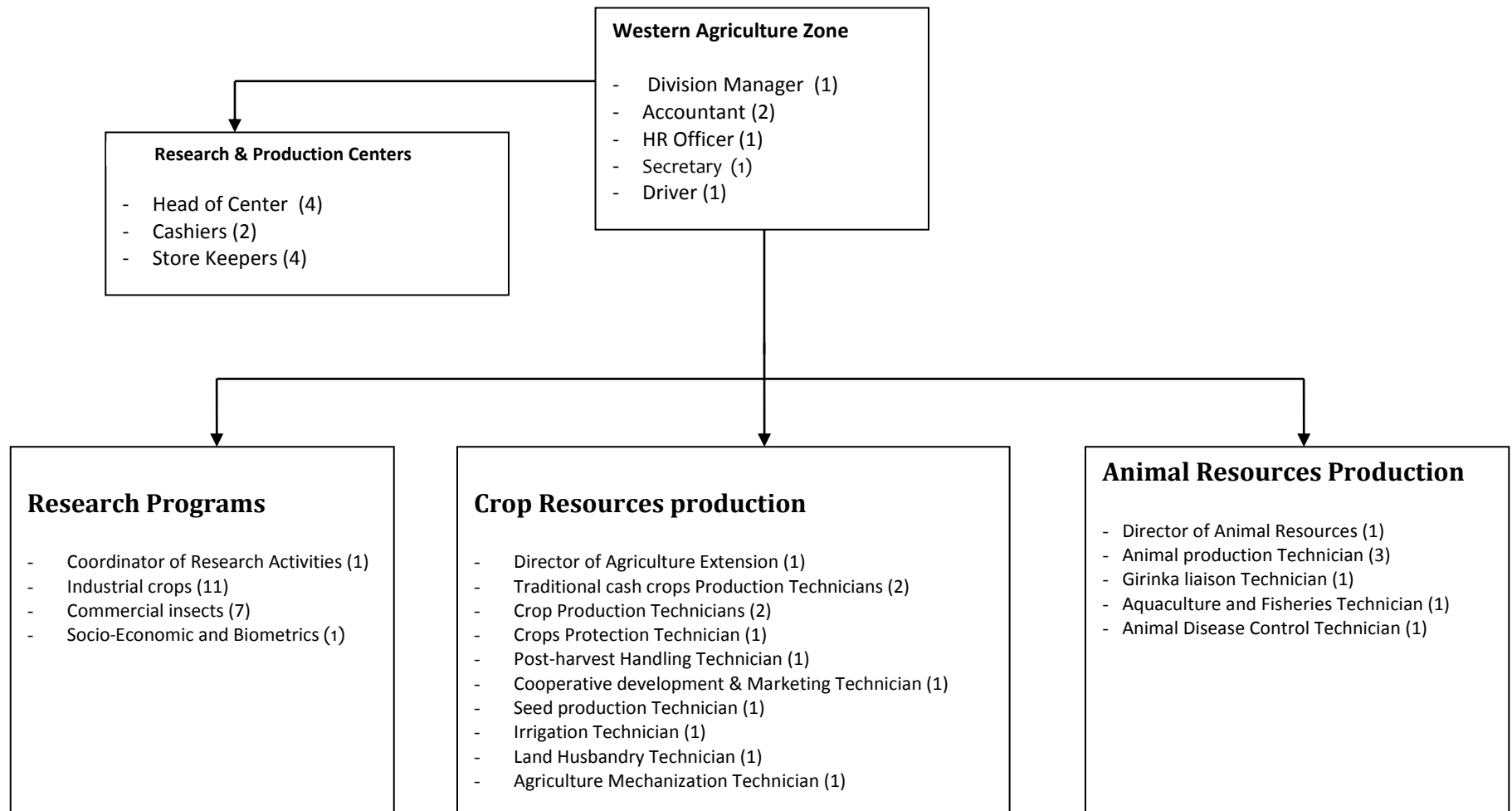
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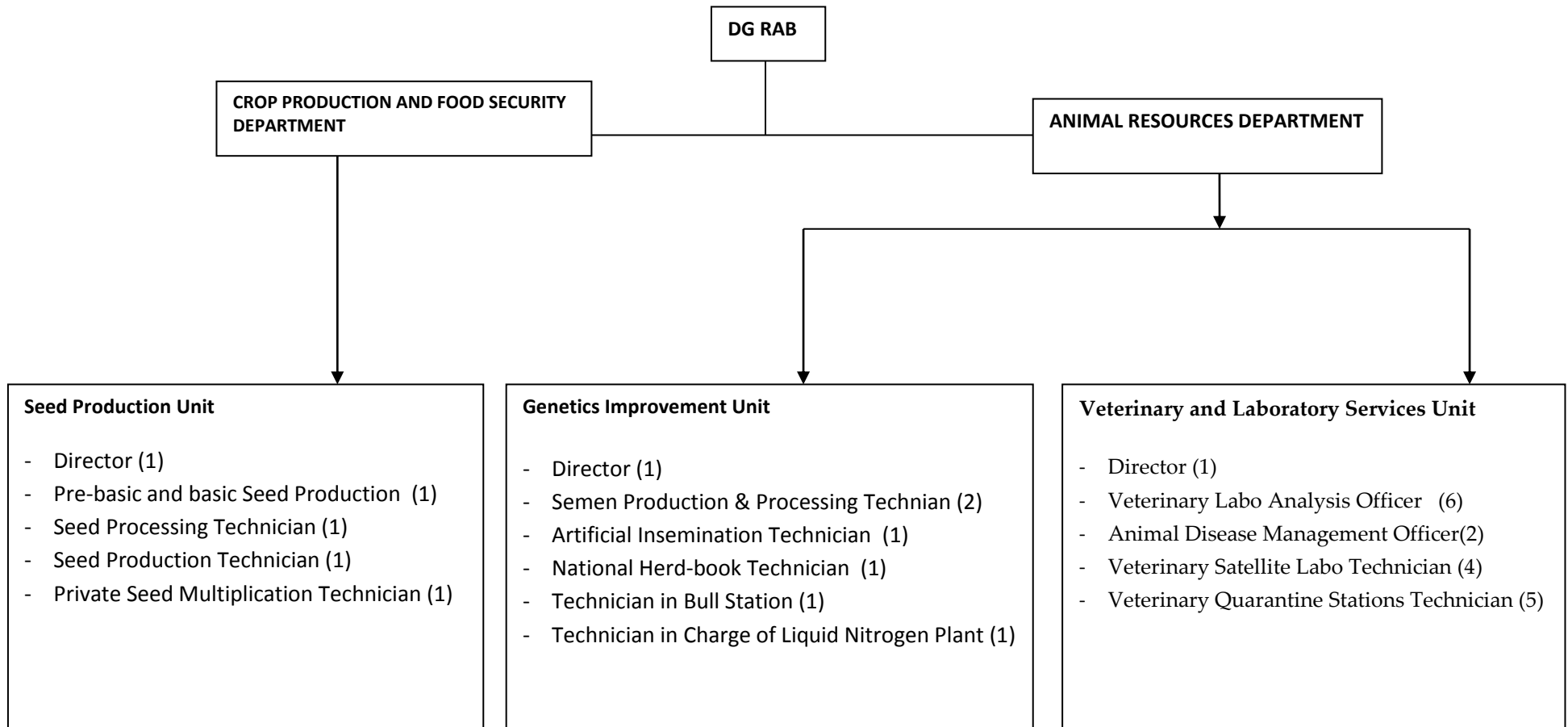
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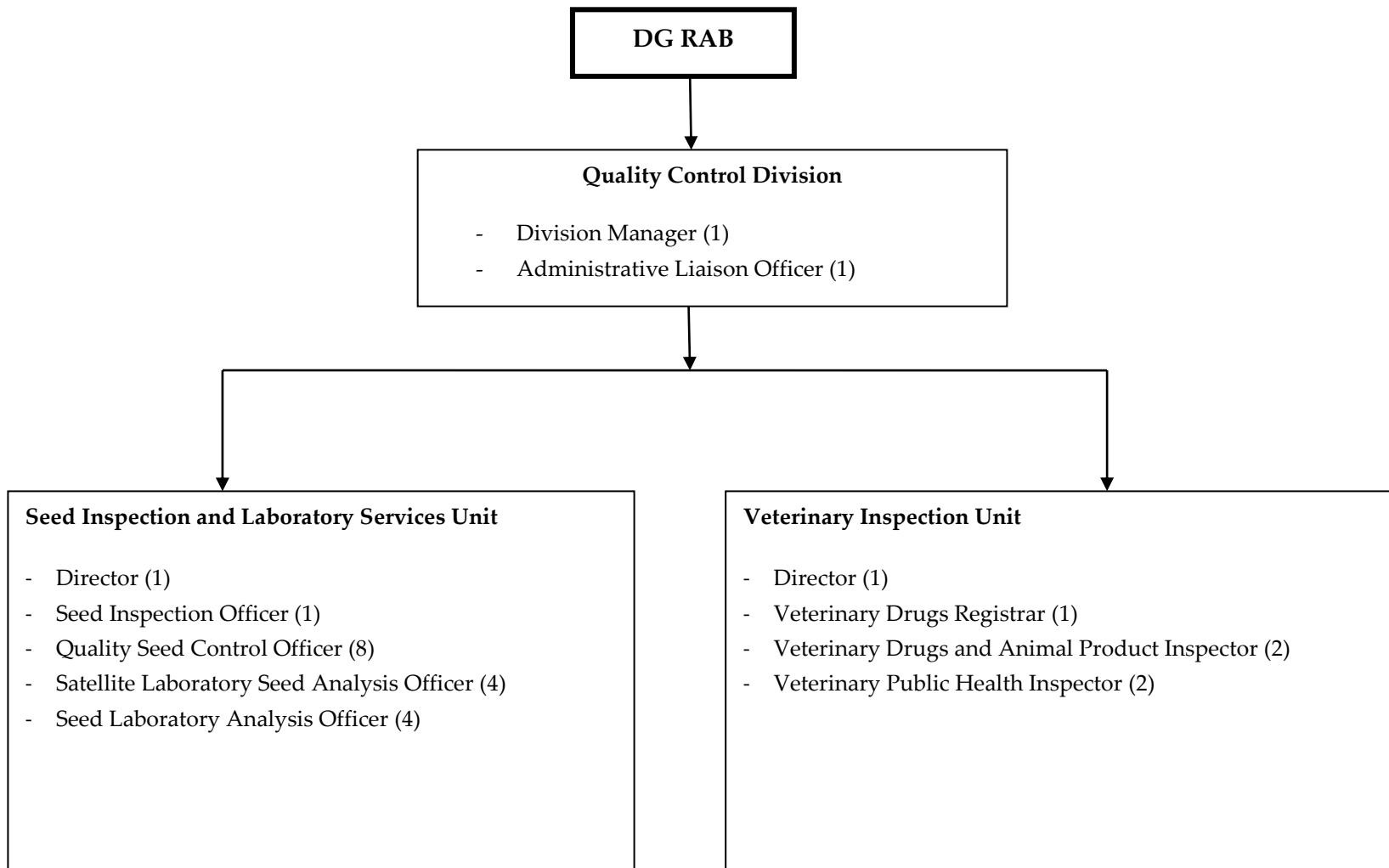


WESTERN AGRICULTURE ZONE DIVISION - ORGANIZATIONAL CHART



RUBIRIZI CENTRE - ORGANIZATIONAL CHART





<p>UMUGEREKA WA II W' ITEKA RYA MINISITIRI W'INTEBE No118/03 RYO KU WA 25/6/2015 RISHYIRAHO IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'IKIGO GISHINZWE ITERAMBERE RY'UBUHINZI N'UBWOROZI MU RWANDA(RAB)</p>	<p>ANNEX II TO PRIME MINISTER'S ORDER No118/03 OF 25/6/2015 DETERMINING ORGANIZATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF RWANDA AGRICULTURE BOARD (RAB)</p>	<p>ANNEXE II DE L'ARRETE DU PREMIER MINISTRE No118/03 DU 25/6/2015 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGESACCORDES AU PERSONNEL DE L'OFFICE RWANDAIS DE DEVELOPPEMENT AGRICOLE (RAB)</p>
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RWANDA AGRICULTURE BOARD (RAB) - JOB PROFILES				
Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Director General Office	Director General	Director General	Political Appointee	1
	Advisor	Advisor to the Director General	<p>A0 in Law, Public Administration, Management, Agriculture, Animal sciences, Agriculture Economics, Rural development, agri-business, with 3 years of working experience or Master's Degree or Equivalent in Law, Public Administration, Management, Agriculture, Animal sciences, Agriculture Economics, Rural development, agri-business with 1 year of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Extensive knowledge and understanding of the Rwandan Agriculture system; - Good knowledge of government policy- making and legislative processes; - Knowledge of the Agriculture 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; <p>knowledge of all is an advantage.</p>	1
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretarial Studies,Office Management or A0 in Public Administration, Management, Sociology, Social Work, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Internal Auditor	Internal Auditor	<p>A0 in Finance, Accounting or Management with specialization Finance / Accounting</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Detailed knowledge of financial and Audit Standards, HR & Financial regulations, Procedures and Financial software; - Planning 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 	2
	Public Relations and Communication	Public Relations and Communication Officer	<p>A0 in Communication, International Relations, Public Relations, Journalism, Marketing, Linguistics and Literature.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Excellent communication skills both orally and in writing - Excellent interpersonal skills - Report writing and presentation skills - 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	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Legal Affairs	Legal Affairs Officer	<p>A0 in Law</p> <p><u>Key Technical skills and Knowledge required :</u></p> <ul style="list-style-type: none"> - High analytical and problem solving skills; - Legal research and analysis in complex areas of law; - Knowledge of Substantive Law and Legal Procedures; - Decision making skills; - Experience in contract drafting and negotiation; - Excellent communication skills ; - Very effective organization skills; - Team working skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. 	1
Office of the DG, Sub - Total				7

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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Planning Officer	Planning Officer	<p>A0 in Economics, Project Management, Management, Development Studies, Business Administration</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge 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 	2

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Monitoring and Evaluation	Monitoring and Evaluation Officer	<p>A0 in Economics, Project Management, Management, Development Studies, Business Administration.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge 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 . 	2
	Business Development, Partnership and Resources Mobilization	Business Development, Partnership and Resources Mobilization Officer	<p>A0 in Economics, Project Management, Management, Development Studies, Business Administration.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Basic knowledge and Understanding of applies fundamental concepts and principles of a professional discipline; - Basic knowledge of organizational policies and procedures; - Demonstrates good knowledge of information technology; 	1
Office of the Director, Sub - Total				6

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Research, Extension Publication and Documentation Unit	Director	Director of Research, Extension Publication and Documentation Unit	<p>A0 in Journalism, Linguistics and and Literature, Communication, Media Sciencies with 3 years of working experience or Master's Degree in Journalism, Linguistics and and Literature, Communication, Media Sciencies with 1 year of working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Deep knowledge in recording and preserve research findings and extension materials; - Deep knowledge in disseminating innovative research findings to users; - Basic knowledge of organizational policies and procedures; - Demonstrates good knowledge of information technology; - Research skills; - Coordination skills; - Computer Skills; - Organizational Skills; - Communication Skills; - Knowledge of organizational structure, workflow & operation procedures; -Judgment & Decision Making Skills; - Complex Problem Solving; - 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 Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Publication Officer	Publication Officer	<p>A0 in Communication, Media Studies, Public Relations, Journalism, Marketing, Linguistics and and Literature, Archives and Documentation.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in publications production and/or communications role; - Organizational Skills; - Communication 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
	Librarian	Librarian	<p>A1 in Library studies, Arts and Publishing, Information Sciences or A0 in Library studies, Arts and Publishing, Information Sciences.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in Library policies, procedures, methods, ethics and professional standards; - Knowledge in Library programming standards; - Organization and structure skills of the library; - Computer skills; - Excellent communication skills, - Interpersonal and writing skills, - Computer Skills; - Organizational Skills; - Publication 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 	2

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Archives Management	Archives Officer	<p>A1 in Library Sciencies, Information Sciences, Information system or A0 in Library Sciencies, Information Sciences, Information system.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -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 writting & Presentation skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	2
Office of the Director, Sub - Total				6
Office of the Deputy	Deputy Director General	Deputy Director General	Political Appointee	1
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretarial Studies,Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; -Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Secretary to the Scientific Committee	Secretary to the Scientific Committee	<p>A0 in Agriculture, Animal sciences, Agriculture Economics, Rural development, agri-business, Natural Resources Management.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda Agriculture sector; - Knowledge in Agriculture and Livestock research areas and agenda; - Extensive understanding of the National and International context of Research; - Detailed knowledge of research in Crops; - Excellent knowledge in research Publication; - 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 DDG, Sub - Total				3
Crop Production and Food Security Department	Head of Department	Head of Crop Production and Food Security Department	<p>AO in Agriculture Sciences, agri-business, Rural development, agricultural economics with 7 years of working experience including 2 years on a senior position or Master's Degree in Agriculture Sciences, Agri- business, Rural development, agricultural economics with 5 years of working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Deep knowledge of Agriculture context development agenda; - Leadership 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 Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
	Crop Production and Extention	Crop Production and Extention specialist	<p>A0 in Agriculture, Rural development, agricultural economics with 3 years of working experience or Master's Degree in Agriculture, Rural development, agricultural economics.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Agricultural practices; - Extensive knowledge of Production and processing; - 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Crops Protection Specialist	Crops Protection Specialist	<p>A0 in Entomology/ Plant Pathology/ Plant Protection with 3 years of working experience or Master's Degree in Entomology/ Plant Pathology/ Plant Protection.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in Pest exclusion/ prevention; - Knowledge in Pest detection/ Early Warning/ Surveillance; - Knowledge in Emergency preparedness and response; - Knowledge in Pest management programs; - Extensive knowledge of Production and processing; - Knowledge of Agricultural practices; - Deep knowledge in Agriculture development agenda; - Knowledge in handling crop protection such as spraying, pesticides, and weed killers;) - Problem Solving Skills; - Computer Skills; - Judgment & Decision Making Skills; - Time management Skills; - Teamworking Skills; - Fluent 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
	Post - Harvest Handling	Post - Harvest Handling Specialist	<p>A0 in Agriculture Economics, Rural development, agri-business with 3 years of working experience or Master's Degree in Agriculture Economics, Rural development, agri-business.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Deep knowledge of Rwanda Agriculture sector ; - Deep knowledge of in Postharvest and storage; - Deep knowledge of General Principles of Grain Quality; - Deep Knowledge of Weather and climate change; - Knowledge in grades and standards that apply to cereal grains and pulses; - Proven skills in Management - Excellent communication and presentation skills - Good command of MS Office applications (Word, Excel, Outlook, Internet Explorer) - Fluent in Kinyarwanda and full working knowledge of English. 	1
	Traditional Cash crops Production	Traditional Cash crops Production Specialist	<p>A0 in Agri- business, Agriculture, Agriculture Economics, and Rural development, with 3 years of working experience or Master's Degree in Agri- business, Agriculture, Agriculture Economics, and Rural development.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Deep knowledge of Rwanda Agriculture sector ; - Deep knowledge in Cropping systems; - Proven skills in Management; - Excellent communication and presentation skills - Good command of MS Office applications (Word, Excel, Outlook, Internet Explorer) - Fluent in Kinyarwanda and full working knowledge of English. 	2
Office of the HoD, Sub - Total				7

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Animal Resources Department	Head of Department	Head of Animal Resources Department	<p>A0 in Animal Sciences, Animal breeding and genetics/ Animal nutrition or Animal health; Animal Husbandry or Veterinary Sciences with 7 years of working experience including 2 years on a senior position or Master's Degree in Animal Sciences, Animal breeding and genetics/ Animal nutrition or Animal health; Animal Husbandry or Veterinary Sciences with 5 years of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - 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 Assistant	Administrative Assistant	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (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	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Animal Resources Production & Extension	Animal Resources Production & Extension Specialist	<p>Ao in Animal Sciences or Veterinary Medicine with 3 years of working experience in Animal Resources or Master's Degree in Animal sciences, Animal Husbandry and Veterinary sciences with 1 year of working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda Animal Resources; - Extensive knowledge of Production; - 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Aquaculture and Fisheries	Aquaculture and Fisheries Specialist	<p>A0 in Animal sciences, Animal Husbandry and Veterinary sciences, with 3 years of working experience in Aquaculture and Fisheries or Master's Degree in Animal sciences, Animal Husbandry and Veterinary sciences,</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda Animal Resources sector; - Extensive knowledge of Animal Production; - 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 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Girinka Program Specialist	Girinka Program Specialist	<p>A0 in Animal sciences, Animal Husbandry and Veterinary sciences, with 3 years of working experience in Girinka or Master's Degree in Animal sciences, Animal Husbandry and Veterinary sciences.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda Animal Resources sector especially of Girinka Program; - Knowledge of Livelihood of Rwanda families; - Approach skills to malnutrition and poverty reduction in Rwanda; - Extensive knowledge of Animal Production; - 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Girinka Database Management	Girinka Database Management Officer	<p>A0 in Management, Business Administration, Economics, Rural development, Development Studies, Sociology, Social Work, Statistics.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda Animal Resources sector especially of Girinka Program; - Knowledge of Livelihood of Rwanda families; - Knowledge of using system utilities to troubleshoot faulty database information; - IT 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
Office of the HoD, Sub - Total				6
Land Husbandry, Irrigation & Mechanization Department	Head of Department	Head of Land Husbandry, Irrigation & Mechanization Department	<p>A0 in Agriculture Engineering, irrigation and water management with 7 years of working experience including 2 years on a senior position or Master's Degree in Agriculture Engineering, irrigation and water management with 5 years of working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Deep knowledge of Agriculture context development agenda; - Deep knowledge in land acquisition act and land reform program; - 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 Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Irrigation	Irrigation Specialist	<p>A0 in Agriculture Engineering, Soil Science, environmental sciences, irrigation and hydraulics, Agricultural mechanization with 3 Years of working experience or Master's Degree in Agriculture Engineering, Soil Science, environmental sciences, irrigation and hydraulics, Agricultural mechanization.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Agricultural practices; - Maintenance skills of irrigation systems; - Working knowledge of planting and maintaining turf, water schedules and fertilizers; - Working knowledge of safety practices and procedures while making mechanical repairs; - Knowledge of various turf vehicles; working knowledge of vehicle repair and operations; -working knowledge of minor equipment maintenance and repair functions; - Skills in the operation of a variety of light and some heavy equipment to include hydraulics and small engine equipment; - 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 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Land Husbandry	Land Husbandry Specialist	<p>A0 in Watershed management, Soil and Environmental management, Water and soil management, Forestry Ecosystem Management; Community Forestry and Agro forestry with 3 Years of working experience or Master's Degree in Watershed management, Soil and Environmental management, Water and soil management, Forestry Ecosystem Management; Community Forestry and Agro forestry.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Agricultural practices; - Maintenance skills of Land Husbandry; - Working knowledge of planting and maintaining turf, water schedules and fertilizers; - 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Agriculture Mechanization	Agriculture Mechanization Specialist	<p>A0 in Agriculture Mechanization, Soil and Environmental management, Rural Engineering or Master's Degree in A0 in Agriculture Mechanization, Soil and Environmental management, Rural Engineering</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge and deep understanding of the Agriculture sector in Rwanda; - Understanding of standards for farm tools, farm machinery and equipment; - In-depth understanding of the development production and quality control; - 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
Office of the HoD, Sub - Total				5

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Research Department	Head of Department	Head of Research Department	<p>A0 in Agricultural sciences, Agriculture Engineering, irrigation and water management with 7 years of working experience and 2 years on a senior position or Master's Degree in Agricultural sciences, Agriculture Engineering, irrigation and water management with 5 years of working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Deep knowledge of Agriculture context development; - Ability to conduct a research; - Ability of identifying research goals, methods, variables, and other test parameters'; - Resource Mobilization skills; - Extensive knowledge in agriculture transformation strategies; - Extensive knowledge of showing agriculture trends; - 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 Assistant	Administrative Assistant	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Science, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, 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	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Crop Research	Crops Research Fellow	<p>A0 in Agriculture Scienes, Crop sciences, with 3 years of working experience, or Master's Degree in Agriculture Scienes, Crop sciences, with 1 year of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> -Knowledge of the Agriculture sector in Rwanda; - Detailed knowledge of research in Crops; - Excellent knowledge in research publication; - 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 Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Livestock Research	Livestock Research Fellow	<p>A0 in Animal Health, Animal Nutrition, Animal breeding with 3 years of working experience, or Master's Degree in Animal Health, Animal Nutrition, Animal breeding with 1 year of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> -Knowledge of the Livestock Sector in Rwanda; -Detailed knowledge in context of Livestock research; - Excellent knowledge in research publication; - Resource Mobilization skills; - Methodology - based - approach skills; - 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 Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Natural Resources Management Research	Natural Resources Management Research Fellow	<p>A0 in Natural Resources, Environment Management with 3 years of working experience, or Master's Degree in Natural Resources, Environment Management with 1 year of working experience.</p> <p><u>Key technical skills and Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Natural Resources context in Rwanda; - Detailed knowledge in context of Natural Resources research; - Excellent knowledge in research publication; - 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 Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Socio-Economist Research	Socio-Economist Researcher	<p>A0 in Agriculture economics, Social Sciencies, Demography with 3 years of working experience, or Master's Degree in Agriculture economics, Social Sciencies, Demography with 1 year of working experience.</p> <p><u>Key technical skills and Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of statistical packages for data analysis and report production; - Proven skills in project and research program management; - Extensive understanding of the National and International context of Research; - Extensive knowledge of the population welfare; - Excellent knowledge in research publication; - 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 HoD, Sub - Total				6

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Corporate Services Division	Division Manager	Corporate Services Division Manager	<p>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</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Human Resources Policy and procedures; - Knowledge of Accounting principles and practices and financial data reporting. - Knowledge of Rwanda Public 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 Assistant	Administrative Liaison Officer	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Science, Management, Sociology, Social Work, and Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
Office of the Division Manager				2

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Human Resources and Administration Unit	Director	Director of Human Resources and Administration Unit	<p>A0 in Human Resources Management, Management, Public Administration with 3 years of working experience or Master's Degree in Human Resources Management, Management, Public Administration with 1 year of working experience</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of human resources concepts, practices, policies, and procedures; - Knowledge of 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	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Human Resources Management	Human Resources Management Officer	<p>A0 in Human Resources Management, Management, Public Administration, Administrative Sciences</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -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; - Fluency in Kinyarwanda, English and/ or French;knowledge of all is an advantage 	2

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Customer care Officer	Customer care Officer	<p>A0 in Communication, Public Relations, International Relations, and Marketing.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Excellent interpersonal skills; - Knowledge in Customer care satisfaction; - Knowledge in Hospitality management; - Public speaking skills; - Time management skills; - Organizational skills; - Excellent communication skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	1
	Secretary	Head of Central Secretariat	<p>A1 in Secretariat Studies, Office Management, Library & information Science or A0 in Public Administration, Administrative Sciences, Library & information Science, Management, Sociology and Social Work, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Secretary	Secretary in Central Secretariat	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - 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
Office of the Director, Sub - Total				6
Finance Unit	Director	Director of Finance Unit	<p>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</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's financial management standards and procedures; - Knowledge of Accounting principles and practices and financial data reporting; - Knowledge of 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	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Chief Accountant	Chief Accountant	<p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting with 1 year of working experience or Professional Qualifications in CPA, ACCA.</p> <p><u>Key technical skills and knowledge required</u></p> <ul style="list-style-type: none"> - 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 financialaccounts ; - 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Accountant	Accountant	<p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p><u>Key technical skills and knowledge required</u></p> <ul style="list-style-type: none"> - 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. 	2

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Budget management	Budget Officer	<p>A0 in Finance, Accounting, Management, Economics</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of cost analysis techniques; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in Financial software (SMART IFMIS); - Judgment & Decision Making Skills; - Deep understanding of financial accounts; - High Analytical Skills - Interpersonal skills; - Time management Skills - Complex Problem solving; -Flexibility Skills; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Logistics Management	Logistics Officer	<p>A0 in Store Management, Management, Accounting, Economics, Public Administration, Administrative Sciences</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - 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	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Estate Management	Estate Manager	<p>A0 in Civil Engineering</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Organizational Skills; - Computer Skills; - Communication Skills; - Report writing & Presentation Skills; - Analytical Skills; - Interpersonal Skills; - Time management Skills; - Negotiation Skills; - Team working Skills - Problem Solving Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Secretary	Secretary to the Director of Finance	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Analytical & Problem solving Skills; - Decision Making Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
Office of the Director, Sub - Total				8

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Procurement Unit	Director	Director of Procurement Unit	<p>A0 in Procurement, Management, Accounting, Law, Public Finance, Economics with 3 years of working experience or Master's Degree in Procurement, Management, Accounting, Law, Public Finance, Economics with 1 year of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Deep 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 - High analytical skills; - Category management skills - Time management skills - Decision making skills - Excellent communication skills. - Computer skills. - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	1
	Procurement	Procurement Officer	<p>A0 in Procurement, Management, Accounting, Law, Public Finance, Economics</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - High analytical skills - Knowledge of basic business and purchasing practices - Knowledge of state contracting law, regulations and procedures - Knowledge of grade, qualities, suppliers and prices 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/or French. Knowledge of all is an advantage. 	3
Office of the Director, Sub - Total				4

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
ICT Unit	Director	Director of ICT Unit	<p>Master's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 1 year of working experience in ICT or 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, MCSD, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Rwanda's justice 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Database and Application Administration	Database & Application Administrator	<p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda's Justice 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	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Network Administrator	Network Administrator	<p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required; Certifications in CCNA, MCSE, MCSA, MCTs (.NET), LAMP/WAMP Framework or MCITP are an added advantage</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of 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. 	2
Office of the Director, Sub - Total				4
RUBILIZI CENTRE	Head of Centre	Head of Centre	A0 in Human Resource Management, Management, Public Administration, Administrative Sciences, Business Administration, Finance, Economics. Rural Development, Development Studies	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Store keeper	Store keeper	<p>A1 in Store Management, Management, Economics, Public Administration, Administrative Sciences</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Planning organization skills; - Communication skills; - Flexibility skills; - Interpersonal skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. 	3
	Cashier	Cashier	<p>A2 in Accounting with 2 years of working experiences or A1 in Accounting, Management, Economics</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in financial business; - Knowledge of operating cash register and maintaining cash drawer; - Proven knowledge of processing exact and efficient sale and return transactions; - Planning skills; - Communication skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. 	2
	Secretary	Secretary	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Science, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, 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	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Driver	Driver	Valid Driving License category B <u>Key Technical Skills & Knowledge required:</u> - Good knowledge of routes within main area of operation; - Strong customer service orientation; - Diligent attention to detail; - Diligent attention to safety. - Ability to work on own initiative; - Ability to interact with many types of people; - Ability to maintain an amiable presence; - Excellent verbal communication skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	6
Office of the Head of Centre, Sub - Total				13
RAB HEAD QUARTERS, SUB- TOTAL				83
Southern Agriculture Zone Division	Division Manager	Southern Agriculture Zone Division Manager	A0 in Agricultural Discipline with 5 years of working experience or Master's Degree in Agricultural Discipline with 3 years of working experience. <u>Key technical skills and knowledge required:</u> - Knowledge of the Agriculture development agenda; - Leadership Skills; - High analytical skills; - Category management skills - Time management skills - Decision making skills - Excellent communication skills. - Computer skills. - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage.	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Secretary	Secretary	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Administrative Science, Management, Sociology, Social Work</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, Organizational, Interpersonal Skills; - Computer knowledge (Work Processing, Power Point and Internet) - Analytical and problem solving skills; - Time management skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
	Accountant	Accountant	<p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p><u>Key technical skills and knowledge required</u></p> <ul style="list-style-type: none"> - 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. 	2

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Human Resources Management	Human Resources Management Officer	<p>A0 in Management, Public Administration, Administrative Sciences, Human Resources Management</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Deep knowledge of Rwandan public service and labor law; - Knowledge in Conflict Management; - knowledge of the regulations applying to payroll procedures; - Knowledge of human resources concepts, practices, policies, and procedures; - Problem Solving Skills; - Computer Skills; - Judgment & Decision Making Skills; - Time management Skills; - Interview Skills; - High analytical Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Driver	Driver	<p>Valid Driving License, category B</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Good knowledge of routes within main area of operation; - Strong customer service orientation; - Diligent attention to detail; - Diligent attention to safety. - Ability to work on own initiative; - Ability to interact with many types of people; - Ability to maintain an amiable presence; - Excellent verbal communication skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	4
Office of the Division Manager, Sub - Total				9

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Genebank	Coordinator of Rwanda National Genebank	Coordinator of Rwanda National Genebank	<p>Master's Degree in Animal Production, Crop Production, Plant or Animal, Breeding or Genetics with a Minimum of 3 Years of working experience.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Knowledge in Genebank operations and procedures; - Knowledge in conserving seeds and other planting materials; - Management skills in living samples of the diversity of genetic resources, including plants, animal breeds, forest genetic resources and microbes and the wild relatives of crops; - Knowledge of the Agriculture development agenda; - Leadership Skills; - High analytical skills; - Category management skills - Time management skills - Decision making skills - Excellent communication skills. - Computer skills. - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	1
	Animal Genetic Resources Officer in National Gene Bank	Animal Genetic Resources Officer in National Gene Bank	<p>Ao in Animal Genetics and Breeding, and Biotechnology</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Knowledge in Genebank operations and procedures; - Knowledge in conserving seeds and other planting materials; - Management skills in living samples of the diversity of genetic resources, including plants, animal breeds, forest genetic resources and microbes and the wild relatives of crops; - Knowledge of the Agriculture development agenda; - Leadership Skills; - High analytical skills; - Category management skills - Time management skills - Decision making skills - Excellent communication skills. - Computer skills. - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Plant Genetic Resources Officer in National Gene Bank	Plant Genetic Resources Officer in National Gene Bank	<p>Ao in Plant Genetics and Breeding, and Biotechnology</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Knowledge in Genebank operations and procedures; - Knowledge in conserving seeds and other planting materials; - Management skills in living samples of the diversity of genetic resources, including plants, animal breeds, forest genetic resources and microbes and the wild relatives of crops; - Knowledge of the Agriculture development agenda; - Leadership Skills; - High analytical skills; - Category management skills - Time management skills - Decision making skills - Excellent communication skills. - Computer skills. - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	1
	Agriculture Technician in National Gene Bank	Agriculture Technician in National Gene Bank	<p>A1 / A0 in Agronomy, Agriculture Crop Production.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Knowledge in Genebank operations and procedures; - Knowledge in conserving seeds and other planting materials; - Management skills in living samples of the diversity of genetic resources, including plants, animal breeds, forest genetic resources and microbes and the wild relatives of crops; - Knowledge of the Agriculture development agenda; - Leadership Skills; - High analytical skills; - Category management skills - Time management skills - Decision making skills - Excellent communication skills. - Computer skills. - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Animal Genetic Resource Technician	Animal Genetic Resource Technician	<p>A1 / A0 in Animal Production</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in Genebank operations and procedures; - Knowledge in conserving seeds and other planting materials; - Management skills in living samples of the diversity of genetic resources, including plants, animal breeds, forest genetic resources and microbes and the wild relatives of crops; - Knowledge of the Agriculture development agenda; - Leadership Skills; - High analytical skills; - Category management skills - Time management skills - Decision making skills - Excellent communication skills. - Computer skills. - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	1
	Coordinator of RATDC	Coordinator of RATDC	<p>A0 in Agriculture Sciences, Agri-Business, Agri - Economics, Soil Conservation, Irrigation and Water Management.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in Agriculture production, - Knowledge of the Agriculture development agenda; - Leadership Skills; - Analytical skills; - 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	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	RATDC Mushroom Technology Officer	RATDC Mushroom Technology Officer	<p>A1 / A0 in Agriculture Science.</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Knowledge in Mushroom value chain operations and procedures; - Knowledge in conserving seeds and other planting materials; - Knowledge of the Agricultural development and Food Security and Nutrition agenda; - Analytical skills; - Category management skills - Time management skills - Decision making skills - Excellent communication skills. - Computer skills. - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	1
	Head	Head of Centre	<p>A0 in Human Resources Management, Management, Public Administration, Administrative Sciences, Business Administration, Finance, Economics. Rural Development, Development Studies</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of the Agriculture development agenda; - Leadership Skills; - High analytical skills; - Category management skills - Time management skills - Decision making skills - Excellent communication skills. - Computer skills. - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	5

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Cashier	Cashier	<p>A2 in Accounting with 2 years of working experiences or A1 in Accounting, Management, Economics</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in financial business; - Knowledge of operating cash register and maintaining cash drawer; - Proven knowledge of processing exact and efficient sale and return transactions; - Planning skills; - Communication skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. 	3
	Store keeper	Store keeper	<p>A1 in Store Management, Management, Economics, Public Administration, Administrative Sciences</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Planning organization skills; - Communication skills; - Flexibility skills; - Interpersonal skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. 	5
Office of the Head of Centre, Sub - Total				20

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Southern Agriculture Zone Division, Research Programs	Coordinator	Coordinator of Research Activities	<p>Master's Degree in Agriculture Science, Agriculture Economics, Natural resources management, veterinary medicine, Biotechnology</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Deep Knowledge and understanding of the Agriculture and Livestock sector in Rwanda; - Detailed knowledge of Agriculture and Livestock research areas and agenda; - Extensive understanding of the National and International context of Research; - 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
				1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Forestry and Agroforestry Agroforestry	Principal Research fellow in Agroforestry	Principal Research fellow in Agroforestry	<p>A PhD in Forestry and Agroforestry or related field and at least 5 years of working experience or 6 Publications in refereed journals or equivalents (e.g. book chapters); and 3 won research projects</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Forest sector in Rwanda; - Detailed knowledge of Forest research areas and agenda; - Knowledge of statistical packages for data analysis and report production; - Proven skills in project and research program management; - Extensive understanding of the National and International context of Research; - Forest Management skills; - Proven skills in project management - Resource mobilization - Scientific writing - Presentation skills - Creativity & Initiative - Networking - 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; 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Senior Research Fellow	Senior Research Fellow in Agroforestry	<p>Msc in Forestry and Agroforestry with 5 Years of working experience, and 6 Publication or PhD with 3 Years of working experience and at least 1 publication.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in Agriculture Sector in Rwanda; - Knowledge of statistical packages for data analysis and report production; - Proven skills in project and research program management; - Extensive understanding of the National and International context of Research; - Capacity in project development and resource mobilization - Good quality in scientific writing skills; - Presentation skills - Creativity & Initiative - Networking; - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent 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
		Assistant Research Fellow in Agroforestry	<p>MSc in Agroforestry, Forestry, Soil, Environment sciences or BSc in Agroforestry, forestry, soil, environment sciences with 5 years of working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Forest sector in Rwanda; - Detailed knowledge of Forest research areas and agenda; - Knowledge of statistical packages for data analysis and report production; - Proven skills in project and research program management; - Extensive understanding of the National and International context of Research; - Proven skills in research design and implementation in Forest management - Capacity in project development and resource mobilization - Good quality in scientific writing - Forest Management skills; - Presentation skills - Networking - Excellent communication and Interpersonal skills; - Writing skills, - Computer Skills; - Organizational Skills; - Judgment & Decision Making Skills; - Time management Skills; - High analytical Skills; - Fluent 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
	Research Technician	Research Technician in Agroforestry	<p>A1 / A0 in Agroforestry, Forestry, Soil, Environment sciences,</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Proven skills to implement research protocol - Proven skills in laboratory analysis - Sufficient skills in data collection, recording and management - Sufficient knowledge in technical writing - Ability to contribute in project management - Sufficient skills in computer and data analysis - Excellent communication skills both oral and in writing - Creativity & Initiative - Networking - Organizational Skills; - Judgment & Decision Making Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	5
	Forestry	Research Fellow in Forestry	<p>MSc in Forestry, Agroforestry, Soil and Environment sciences with 3 years of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <p>Key technical skills and knowledge</p> <ul style="list-style-type: none"> - Proven skills in project management - Resource mobilization - Scientific writing - Computer, presentation, statistical analysis - Knowledge of English or French and Kinyarwanda - Excellent communication skills both oral and in writing - Organizational Skills; - Judgment & Decision Making Skills; - Time management Skills; - Fluent 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
		Assistant Research Fellow in Forestry	<p>MSc in Agroforestry, Forestry, Soil, Environment sciences or BSc in Agroforestry, forestry, soil, environment sciences with 5 years of working experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Forest sector in Rwanda; - Detailed knowledge of Forest research areas and agenda; - Knowledge of statistical packages for data analysis and report production; - Proven skills in project and research program management; - Extensive understanding of the National and International context of Research; - Proven skills in research design and implementation in Forest management - Capacity in project development and resource mobilization - Good quality in scientific writing - Forest Management skills; - Presentation skills - Networking - Excellent communication and Interpersonal skills; - Writing skills, - Computer Skills; - Organizational Skills; - Judgment & Decision Making Skills; - Time management Skills; - High analytical Skills; - Fluent 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
	Research Technician	Research Technician in Forestry	<p>A1/A0 in Forestry, Agroforestry and Environment sciences</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Proven skills to implement research protocol - Proven skills in laboratory analysis - Sufficient skills in data collection, recording and management - Sufficient knowledge in technical writing - Ability to contribute in project management - Sufficient skills in computer and data analysis; - Creativity & Initiative - Networking - Organizational Skills; - Judgment & Decision Making Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	4
Forestry and Agroforestry Program, Sub - Total				14
Soil and Water Management	Research Technician	Research Technician in Soil Conservation	<p>A1 / A0 in Soil Science, Agriculture, Watershed Management, Soil and Water Management.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive understanding of the National and International context of Research; - Proven skills in research design and implementation of Irrigation Practices, - Capacity in project development and resource mobilization - Good quality in scientific writing - Knowledge in management of research activities - Presentation skills - Creativity & Initiative - Networking - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	5

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Soil Quality and Plant Nutrition	Principal Research fellow	Principal Research Fellow in Soil Quality and Plant Nutrition	<p>PhD in Soil Science, Fertility Management, Farming System with 6 Peer Reviewed Publication, 3 Won Research Projects, and minimum 6 Years of Working experience in Soil Quality and Plant Nutrition .</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive understanding of the National and International context of Research; - Proven skills in research design and implementation of Irrigation Practices, - Capacity in project development and resource mobilization - Good quality in scientific writing - Knowledge in management of research activities - Presentation skills - Creativity & Initiative - Networking - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent 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
	Research fellow	Research fellow in Soil Quality and Plant Nutrition	<p>Master's Degree in Soil Science, Fertility Management, Farming System, Soil and Environment Science 3 Years of Working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive understanding of the National and International context of Research; - Proven skills in research design and implementation of Irrigation Practices, - Capacity in project development and resource mobilization - Good quality in scientific writing - Knowledge in management of research activities - Presentation skills - Creativity & Initiative - Networking - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent 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
	Assistant Research fellow in Soil Quality and Plant Nutrition	Assistant Research fellow in Soil Quality and Plant Nutrition	<p>Bsc in Soil Science, Fertility Management, Farming System with 5 Years of working Experience, or Msc in Soil Science, Fertility Management, Farming System with 1 Publication</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive understanding of the National and International context of Research; - Proven skills in research design and implementation of Irrigation Practices, - Capacity in project development and resource mobilization - Good quality in scientific writing - Knowledge in management of research activities - Presentation skills - Creativity & Initiative - Networking - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	2

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Research Technician	Research Technician in Soil Quality and Plant Nutrition	<p>A1 / A0 in Soil Science, Agriculture, and Watershed Management, Chemistry, Biology and Watershed Management.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive understanding of the National and International context of Research; - Proven skills in research design and implementation of Irrigation Practices, - Capacity in project development and resource mobilization - Good quality in scientific writing - Knowledge in management of research activities - Presentation skills - Creativity & Initiative - Networking - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	5

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Irrigation	Senior Research Fellow	Senior Research Fellow in Irrigation	<p>Msc in Irrigation and Water Management with 5 Years of working experience, and 6 Publication or PhD with 3 Years of working experience and at least 1 publication.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in Agriculture Sector in Rwanda; - Knowledge of statistical packages for data analysis and report production; - Proven skills in project and research program management; - Extensive understanding of the National and International context of Research; - Capacity in project development and resource mobilization - Good quality in scientific writing skills; - Presentation skills - Creativity & Initiative - Networking; - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent 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
	Assistant Research fellow in Irrigation	Assistant Research fellow in Irrigation	<p>Bsc in Soil Science, Fertility Management, Farming System with 5 Years of working Experience, or Msc in Soil Science, Fertility Management, Farming System with 1 Publication</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive understanding of the National and International context of Research; - Proven skills in research design and implementation of Irrigation Practices, - Capacity in project development and resource mobilization - Good quality in scientific writing - Knowledge in management of research activities - Presentation skills - Creativity & Initiative - Networking - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
	Research Technician	Research Technician in Irrigation	<p>A1 / A0 Agriculture Engineering, Rural Engineering, Irrigation, Soil and Water Management.</p> <p><u>Key technical skills and knowledge</u></p> <ul style="list-style-type: none"> - Proven skills to implement research protocol ; - Sufficient knowledge in scientific writing - Computer, presentation, statistical analysis; - Excellent communication skills both oral and in writing - Creativity & Initiative; - Excellent communication and Interpersonal skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	2
Soil Conservation and Water Management Program, Sub - Total				18

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Postharvest and Nutrition	Senior Research Fellow in Postharvest and Nutrition	Senior Research Fellow in Postharvest and Nutrition	<p>MSc in Crop science or agriculture biochemistry or food sciences with 5 years of working experience and 6 peer reviewed papers or PhD in crop science or biotechnology with 2 years of working experience and 3 peer reviewed papers and 2 won research proposals.</p> <p><u>Key technical skills and knowledge:</u></p> <ul style="list-style-type: none"> - Proven skills in project management - Resource mobilization - Scientific writing - Computer, presentation, statistical analysis - Leadership skills - Knowledge of English or French and Kinyarwanda - Excellent communication skills both oral and in writing - Creativity & Initiative - Organizational Skills; - Judgment & Decision Making Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
	Associate Research Fellow	Associate Research Fellow in Postharvest and Nutrition	<p>MSc in Food sciences, Agriculture Biochemistry, Crop science, or with 3 years of working experience and 3 peer reviewed papers.</p> <p><u>Key technical skills and knowledge:</u></p> <ul style="list-style-type: none"> - Proven skills in project management - Resource mobilization - Scientific writing - Computer, presentation, statistical analysis; - Excellent communication skills both oral and in writing - Creativity & Initiative - Organizational Skills; - Judgment & Decision Making Skills; - Time management Skills; - Fluent 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
	Assistant Research Fellow in Postharvest and Nutrition	Assistant Research Fellow in Postharvest and Nutrition	<p>Bsc in Food Science with 5 Years of working Experience, or Msc in Food Science with 1 Publication</p> <p><u>Key technical skills and knowledge:</u></p> <ul style="list-style-type: none"> - Proven skills in project management - Resource mobilization - Scientific writing - Computer, presentation, statistical analysis; - Excellent communication skills both oral and in writing - Creativity & Initiative - Good communication skills both oral and in writing - Creativity & Initiative; - Organizational Skills; - Judgment & Decision Making Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	2
	Research Technician	Research Technician in Postharvest and Nutrition	<p>A1 / Ao in Food science, Agronomy, Bio - Chemistry</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Proven skills in project management - Resource mobilization - Scientific writing; - Proven skills to implement research protocol - Proven skills in laboratory analysis - Sufficient skills in data collection, recording and management Sufficient knowledge in technical writing - Ability to contribute in project management Sufficient skills in computer and data analysis - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	2
Postharvest and Nutrition Program , Sub - Total				6

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Biotechnology	Senior Principal Research Fellow in Biotechnology	Senior Principal Research Fellow in Biotechnology	<p>PhD degree in crop production or Biotechnology Minimum 7 years of experience in Crop Research, at least 9 peer reviewed papers and 4 won research projects.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive understanding of the National and International context of Research; - Proven skills in research design and implementation in Biotechnology management - Capacity in project development and resource mobilization - Good quality in scientific writing skills; - Biotechnology skills; - Presentation skills - Creativity & Initiative - Networking - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent 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
	Research fellow in Biotechnology	Research fellow in Biotechnology	<p>Msc in crop production or Biotechnology with 3 Years of working experience, and 3 Peer Reviewed Publication, or PhD and 1 Peer Reviewed Publication.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive understanding of the National and International context of Research; - Proven skills in research design and implementation of Irrigation Practices, - Capacity in project development and resource mobilization - Good quality in scientific writing - Knowledge in management of research activities - Presentation skills - Creativity & Initiative - Networking - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
	Assistant Research Fellow in Biotechnology	Assistant Research Fellow in Biotechnology	<p>Bsc in Crop production or Biotechnology with 5 Years of working Experience, or Msc in Crop production or Biotechnology with 1 Publication</p> <p><u>Key technical skills and knowledge:</u></p> <ul style="list-style-type: none"> - Proven skills in project management - Resource mobilization - Scientific writing - Computer, presentation, statistical analysis; - Excellent communication skills both oral and in writing - Creativity & Initiative - Good communication skills both oral and in writing - Creativity & Initiative; - Organizational Skills; -Judgment & Decision Making Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	4

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Research Technician in Biotechnology	Research Technician in Biotechnology	<p>A1 / Ao in Food science, Crop production, Agriculture, or Biotechnology</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Proven skills in project management - Resource mobilization - Scientific writing; - Proven skills to implement research protocol - Proven skills in laboratory analysis - Sufficient skills in data collection, recording and management <p>Sufficient knowledge in technical writing</p> <ul style="list-style-type: none"> - Ability to contribute in project management <p>Sufficient skills in computer and data analysis</p> <ul style="list-style-type: none"> - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	4
Biotechnology Program, Sub - Total				10

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Aquaculture and Fisheries	Assistant Research Fellow in Aquaculture and Fisheries	Assistant Research Fellow in Aquaculture and Fisheries	<p>Bsc in Animal breeding and genetics/ Animal nutrition or Animal health with 5 Years of working Experience, or Msc in animal breeding and genetics/ Animal nutrition or Animal health with 1 Publication</p> <p><u>Key technical skills and knowledge:</u></p> <ul style="list-style-type: none"> - Proven skills in project management - Resource mobilization - Scientific writing - Computer, presentation, statistical analysis; - Excellent communication skills both oral and in writing - Creativity & Initiative - Good communication skills both oral and in writing - Creativity & Initiative; - Organizational Skills; - Judgment & Decision Making Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	2
	Research Technician in Aquaculture and Fisheries	Research Technician in Aquaculture and Fisheries	<p>A1 / Ao in Animal breeding and genetics/ Animal nutrition or Animal health</p> <p><u>Key technical skills and knowledge:</u></p> <ul style="list-style-type: none"> - Proven skills in project management - Resource mobilization - Scientific writing; - Proven skills to implement research protocol - Proven skills in laboratory analysis - Sufficient skills in data collection, recording and management - Sufficient knowledge in technical writing - Ability to contribute in project management - Sufficient skills in computer and data analysis - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage. 	4
Aquaculture and Fisheries Program, Sub - Total				6

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Horticulture	Research Fellow in Horticulture	Research Fellow in Horticulture	<p>MSc in Crop science, Horticulture with 5 years of working experience, and at least 3 peer reviewed papers or PhD with one peer reviewed paper.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Proven skills in project management - Resource mobilization - Scientific writing - Computer, presentation, statistical analysis - Excellent communication skills both oral and in writing - Creativity & Initiative - Networking; - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	2
	Associate Research Fellow in Horticulture	Associate Research Fellow in Horticulture	<p>MSc in Crop science, Horticulture and at least 3 publications.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Proven skills in project management - Resource mobilization - Scientific writing - Computer, presentation, statistical analysis - Excellent communication skills both oral and in writing - Creativity & Initiative - Networking; - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	3

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Assistant Research Fellow in Horticulture	Assistant Research Fellow in Horticulture	<p>MSc in Crop science, Horticulture or BSc with 5 years of working experience</p> <p><u>Key technical skills and knowledge</u></p> <ul style="list-style-type: none"> - Scientific writing; - Computer, presentation, statistical analysis; - Excellent communication skills both oral and in writing - Creativity & Initiative -Resource Mobilization skills; - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	4
	Research Technician in Horticulture	Research Technician in Horticulture	<p>A1 / Ao in Agriculture, Horticulture, Agri-business.</p> <p><u>Key technical skills and knowledge</u></p> <ul style="list-style-type: none"> - Scientific writing; - Computer, presentation, statistical analysis; - Excellent communication skills both oral and in writing - Creativity & Initiative - Ability to prioritize and plan strategically - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	3
Horticulture Program, Sub - Total				12

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Socio- Economic	Senior Research Fellow in Socio-Economic & Biometric	Senior Research Fellow in Socio-Economic & Biometric	<p>MSc in Sociology, Economics with 5 years of working experience and 6 peer reviewed papers or PhD in Social Sciences, Economics with 2 years of working experience and 3 peer reviewed papers and 2 won research proposals.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Proven skills in project management - Resource mobilization - Scientific writing - Computer, presentation, statistical analysis - Excellent communication skills both oral and in writing - Creativity & Initiative - Networking; - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
Southern Zone, Research Programs, Sub - Total				68

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Southern Agriculture Zone Division, Agriculture Extension Crop Resources Production	Director	Director of Agriculture Extension	<p>A0 in Agriculture Sciences, Agri-business, Agriculture, Agriculture Economics, and Rural development with 3 years of working experience or Master's Degree in Agriculture Sciences, Agri-business, Agriculture, Agriculture Economics, and Rural development with 1 year of working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Deep Knowledge and understanding of the Agriculture sector in Rwanda; - Detailed knowledge of Agriculture research areas and agenda; - Extensive understanding of the National and International context of Research; - 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
	Traditional Cash crops Production	Traditional Cash crops Production Technician	<p>A0 in Crop Production, Horticulture, Agri - Business, Rural Development</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Deep knowledge of Rwanda Agriculture sector ; - Deep knowledge in Cropping systems; - Proven skills in Management; - Excellent communication and presentation skills - Good command of MS Office applications (Word, Excel, Outlook, Internet Explorer) - Fluent in Kinyarwanda and full working knowledge of English. 	2

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Crop Production	Crop Production Technician	<p>A1 / A0 in Agriculture, Rural development, agricultural economics.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Agricultural practices; - Extensive knowledge of Production and processing; - 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 	2
	Crops Protection Technician	Crops Protection Technician	<p>A1 / A0 in Entomology/ Plant Pathology/ Plant Protection.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in Pest exclusion/ prevention; - Knowledge in Pest detection/ Early Warning/ Surveillance; - Knowledge in Emergency preparedness and response; - Knowledge in Pest management programs; - Extensive knowledge of Production and processing; - Knowledge of Agricultural practices; - Deep knowledge in Agriculture development agenda; - Knowledge in handling crop protection such as spraying, pesticides, and weed killers;) - Problem Solving Skills; - Computer Skills; - Judgment & Decision Making Skills; - Time management Skills; - Teamworking Skills; - Fluent 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
	Post - Harvest Handling	Post - Harvest Handling Technician	<p>A0 in Crop science, Agriculture Economics, Agribusiness, and Food sciences.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Deep knowledge of Rwanda Agriculture sector ; - Deep knowledge of in Postharvest and storage; - Deep knowledge of General Principles of Grain Quality; - Deep Knowledge of Weather and climate change; - Knowledge in grades and standards that apply to cereal grains and pulses; - Proven skills in Management - Excellent communication and presentation skills - Good command of MS Office applications (Word, Excel, Outlook, Internet Explorer) - Fluent in Kinyarwanda and full working knowledge of English. 	1
	Cooperative Development and Marketing	Cooperative Development and Marketing Technician	<p>A0 in Economics, Agri-business, Development studies</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive Knowledge and understanding of Rwandan Cooperative sector; - Knowledge of Rwandan Agriculture sector; - Entrepreneurship skills; - Marketing skills; - 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Seed production	Seed production Technician	<p>A1 / A0 in Agriculture, Seed Production, or Agronomy</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Irrigation	Irrigation Technician	<p>A1 / A0 in Agriculture Engineering, Soil Science, environmental sciences, irrigation and hydraulology, and Rural Engineering.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Agricultural practices; - Maintenance skills of irrigation systems; - Working knowledge of planting and maintaining turf, water schedules and fertilizers; - Working knowledge of safety practices and procedures while making mechanical repairs; - Knowledge of various turf vehicles; working knowledge of vehicle repair and operations; -working knowledge of minor equipment maintenance and repair functions; - Skills in the operation of a variety of light and some heavy equipment to include hydraulics and small engine equipment; - 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Land Husbandry	Land Husbandry Technician	<p>A1 / A0 in Watershed management, Soil and Environmental management, Water and soil management, Forestry Ecosystem Management.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Agricultural practices; - Maintenance skills of Land Husbandry; - Working knowledge of planting and maintaining turf, water schedules and fertilizers; - 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Agriculture Mechanization	Agriculture Mechanization Technician	<p>A1 / A0 in Agriculture Mechanization, Agriculture Engineering.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge and deep understanding of the Agriculture sector in Rwanda; - Understanding of standards for farm tools, farm machinery and equipment; - In-depth understanding of the development production and quality control; - Computer skills; - Excellent communication skills, - Interpersonal and writing skills, - Computer Skills; - Organizational Skills; - Judgment & Decision Making Skills; - Complex Problem Solving skills; - Time management Skills; - Analytical Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
Office of the Director, Sub - Total				12

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Southern Agriculture Zone Division, Livestock Extension Animal Resources Production	Director	Director of Animal Resources Extension	<p>A0 in Animal sciences, Animal Husbandry or Veterinary sciences with 3 years of working experience or Master's Degree in Animal sciences, Animal Husbandry or Veterinary sciences with 1 year of working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Deep knowledge in animal breeding and genetics; - Knowledge in Animal nutrition or Animal health; - Excellent interpersonal skills; - 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Animal Production	Animal Production Technician	<p>A1 / A0 in Animal sciences, Animal Husbandry, Animal Production, and Veterinary sciences.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda Livestock sector; - Extensive knowledge of Livestock Production; - 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 	3
	Girinka Liason Technician	Girinka Liason Technician	<p>A1 / A0 in Animal sciences, Animal Husbandry and Veterinary sciences.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda Livestock sector especially of Girinka Program; - Knowledge of Livelihood of Rwandan Families; - Approach skills to malnutrition and poverty reduction in Rwanda; - Extensive knowledge of Production; - 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Aquaculture and Fisheries	Aquaculture and Fisheries Technician	<p>A1 / A0 in Animal Sciences, Animal Husbandry, Aquaculture or Veterinary sciences.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - 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 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Animal Disease Control Technician	Animal Disease Control Technician	<p>A1 in Animal Health / A0 in Veterinary Medicine</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda Livestock sector; - Knowledge of the principles and practices of Animal Disease Control; - Knowledge of of Prevention, Protection, Control and Eradication; - Control skills in quality Control of Animal Product; - Skills in Diagnosis of Livestock Disease Outbreaks; - Skills in Veterinary Public Health; - Computer skills; - Excellent communication skills, - Interpersonal and writing skills, - Computer Skills; - Organizational Skills; - Judgment & Decision Making Skills; - Complex Problem Solving skills; - Time management Skills; - Analytical Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
Office of the Director, Sub - Total				7
RAB, SOUTHERN AGRICULTURE ZONE DIVISION, SUB- TOTAL				116
Eastern Agriculture Zone Division	Division Manager	Eastern Agriculture Zone Division Manager	<p>A0 in a relevant agricultural Discipline with 5 years of working experience or Master's Degree in a relevant Agricultural Discipline with 3 years of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of the Agriculture development agenda; - Leadership Skills; - High analytical skills; - Category management skills - Time management skills - Decision making skills - Excellent communication skills. - Computer skills. - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Accountant	Accountant	<p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of cost analysis techniques; - Knowledge to analyse complex financial information & Produce reports; - Deep understanding of financial accounts; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in 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
	Human Resources Management	Human Resources Management Officer	<p>A0 in Human Resources Management, Management, Public Administration, Administrative Sciences</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -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; - 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
	Secretary	Secretary	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, and Law</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Driver	Driver	<p>Valid Driving License category B</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge of routes within main area of operation; - Strong customer service orientation; - Diligent attention to detail; - Diligent attention to safety. - Ability to work on own initiative; - Ability to interact with many types of people; - Ability to maintain an amiable presence; - Excellent verbal communication skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	2
Office of the Division Manager, Sub - Total				7

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Cross - Cutting / Special Programs / Centres	Head of Centre	Head of Centre	<p>A0 in Human Resources Management, Management, Public Administration, Administrative Sciences, Business Administration, Finance, Economics. Rural Development, Development Studies.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of the Agriculture development agenda; - Leadership Skills; - High analytical skills; - Category management skills - Time management skills - Decision making skills - Excellent communication skills. - Computer skills. - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	3
	Cashier	Cashier	<p>A2 in Accounting with 2 years of working experiences or A1 in Accounting, Management, Economics</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in financial business; - Knowledge of operating cash register and maintaining cash drawer; - Proven knowledge of processing exact and efficient sale and return transactions; - Planning skills; - Communication skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. 	3

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Store keeper	Store keeper	<p>A1 in Store Management, Management, Economics, Public Administration, Administrative Sciences</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Planning organization skills; - Communication skills; - Flexibility skills; - Interpersonal skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. 	3
Office of the Head of Centre, Sub - Total				9
Eastern Agriculture Zone Division, Research Activities Research Programs	Coordinator	Coordinator of Research Activities	<p>AO in Agriculture Sciences, Animal sciences, Animal Husbandry or Veterinary Medicine with 3 years of working experience or Master's Degree in Agriculture Sciences, Animal sciences, Animal Husbandry or Veterinary Medicine with 1 year of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Deep Knowledge and understanding of the Agriculture and Livestock sector in Rwanda; - Detailed knowledge of Agriculture and Livestock research areas and agenda; - Extensive understanding of the National and International context of Research; - 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
				1
Banana	Senior Principal Research fellow	Senior Principal Research fellow in Banana	<p>A PhD degree in crop production, Minimum 7 years of experience in Crop Research and at least 9 peer reviewed publication and at least 4 won projects.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive understanding of the National and International context of Research; - Proven skills in research design and implementation in Banana management - Capacity in project development and resource mobilization - Good quality in scientific writing skills; - Biotechnology skills; - Presentation skills - Creativity & Initiative - Networking - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent 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
	Associate Research Fellow in Banana	Associate Research Fellow in Banana	<p>MSc in crop science and at least 3 publications.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Proven skills in project management - Resource mobilization - Scientific writing - Computer, presentation, statistical analysis - Excellent communication skills both oral and in writing - Creativity & Initiative - Networking; - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent 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
	Assistant Research Fellow in Banana	Assistant Research Fellow in Banana	<p>MSc in Crop science or BSc with 5 years of experiences</p> <p><u>Key technical skills and knowledge</u></p> <ul style="list-style-type: none"> - Scientific writing; - Computer, presentation, statistical analysis; - Excellent communication skills both oral and in writing - Creativity & Initiative - Resource Mobilization skills; - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	2
	Research Technician in Banana	Research Technician in Banana	<p>A1 / Ao in Crop science, or Agriculture.</p> <p><u>Key technical skills and knowledge</u></p> <ul style="list-style-type: none"> - Scientific writing; - Computer, presentation, statistical analysis; - Excellent communication skills both oral and in writing - Creativity & Initiative - Ability to prioritize and plan strategically - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	5
Banana Program, Sub - Total				9

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Cereals Maize	Senior Principal Research fellow	Senior Principal Research fellow	<p>A PhD degree in Crop production with 7 years of experience in Crop Research, at least 9 peer reviewed papers and at least 4 won proposals.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive understanding of the National and International context of Research; - Proven skills in research design and implementation in Maize management - Capacity in project development and resource mobilization - Good quality in scientific writing skills; - Biotechnology skills; - Presentation skills - Creativity & Initiative - Networking - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent 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
	Research Fellow in Maize	Research Fellow in Maize	<p>MSc in Crop science, Minimum 3 years experience, at least 3 peer reviewed papers or PhD with one peer reviewed paper</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Detailed knowledge of Cereals research areas and agenda; - Knowledge of statistical packages for data analysis and report production; - Proven skills in project and research program management; - Extensive understanding of the National and International context of Research; - Capacity in project development and resource mobilization - Good quality in scientific writing skills; - Forest Management skills; - Presentation skills - Creativity & Initiative - Networking - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent 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
	Associate Research Fellow in Maize	Associate Research Fellow in Maize	<p>MSc in Crop science and at least 3 publications</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Agriculture sector in Rwanda; - Knowledge of statistical packages for data analysis and report production; - Proven skills in project and research program management; - Extensive understanding of the National and International context of Research; - Capacity in project development and resource mobilization - Good quality in scientific writing skills; - Forest Management skills; - Presentation skills - Creativity & Initiative - Networking - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent 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
	Assistant Research Fellow	Assistant Research Fellow in Maize	<p>BSc with 5 years of working experiences, or MSc in crop science</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Agriculture sector in Rwanda; - Knowledge of statistical packages for data analysis and report production; - Proven skills in project and research program management; - Extensive understanding of the National and International context of Research; - Capacity in project development and resource mobilization - Good quality in scientific writing skills; - Presentation skills - Creativity & Initiative - Networking - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage. 	1
	Research Technician in Maize	Research Technician in Maize	<p>A1 / Ao in Crop science, Agriculture</p> <p><u>Key technical skills and knowledge</u></p> <ul style="list-style-type: none"> - Scientific writing; - Computer, presentation, statistical analysis; - Excellent communication skills both oral and in writing - Creativity & Initiative - Ability to prioritize and plan strategically - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	4

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Maize Sub Program, Sub - Total				8
Rice	Senior Research Fellow in Rice	Senior Research Fellow in Rice	<p>MSc in Crop science with 5 years of working experience and 6 peer reviewed papers or PhD in Crop science with 2 years of working experience and 3 peer reviewed papers and 2 won research proposals.</p> <p><u>Key technical skills and knowledge:</u></p> <ul style="list-style-type: none"> - Proven skills in project management - Resource mobilization - Scientific writing - Computer, presentation, statistical analysis - Leadership skills - Knowledge of English or French and Kinyarwanda - Excellent communication skills both oral and in writing - Creativity & Initiative - Organizational Skills; - Judgment & Decision Making Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	2

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Associate Research Fellow in Rice	Associate Research Fellow in Rice	<p>Bsc in Crop science with 6 Years of working experience and at least 3 publications or MSc in Crop science and at least 2 Peer Reviewed Publications</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Agriculture sector in Rwanda; - Knowledge of statistical packages for data analysis and report production; - Proven skills in project and research program management; - Extensive understanding of the National and International context of Research; - Capacity in project development and resource mobilization - Good quality in scientific writing skills; - Presentation skills - Creativity & Initiative - Networking - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent 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
	Assistant Research Fellow	Assistant Research Fellow in Rice	<p>MSc in Crop science or BSc with 5 years of experiences</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Agriculture sector in Rwanda; - Knowledge of statistical packages for data analysis and report production; - Proven skills in project and research program management; - Extensive understanding of the National and International context of Research; - Capacity in project development and resource mobilization - Good quality in scientific writing skills; - Presentation skills - Creativity & Initiative - Networking - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage. 	5
	Research Technician in Rice	Research Technician in Rice	<p>A1 / Ao in Crop science, Agriculture.</p> <p><u>Key technical skills and knowledge</u></p> <ul style="list-style-type: none"> - Scientific writing; - Computer, presentation, statistical analysis; - Excellent communication skills both oral and in writing - Creativity & Initiative - Ability to prioritize and plan strategically - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	3
Rice Sub Program, Sub - Total				11

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Sorghum	Assistant Research Fellow in Sorghum	Assistant Research Fellow in Sorghum	<p>MSc in crop science or BSc with 5 years of experiences</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Agriculture sector in Rwanda; - Knowledge of statistical packages for data analysis and report production; - Proven skills in project and research program management; - Extensive understanding of the National and International context of Research; - Capacity in project development and resource mobilization - Good quality in scientific writing skills; - Presentation skills - Creativity & Initiative - Networking - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage. 	1
	Research Technician in Sorghum	Research Technician in Sorghum	<p>A1 / Ao in Crop science, and Agriculture.</p> <p><u>Key technical skills and knowledge</u></p> <ul style="list-style-type: none"> - Scientific writing; - Computer, presentation, statistical analysis; - Excellent communication skills both oral and in writing - Creativity & Initiative - Ability to prioritize and plan strategically - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	2
Sorghum Sub Program - Total				3

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Wheat	Research Fellow in Wheat	Research Fellow in Wheat	<p>MSc in Crop science, Minimum 5 years experience, at least 3 peer reviewed papers or PhD with one peer reviewed paper.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Detailed knowledge of Cereals (Wheat) research areas and agenda; - Knowledge of statistical packages for data analysis and report production; - Proven skills in project and research program management; - Extensive understanding of the National and International context of Research; - Capacity in project development and resource mobilization - Good quality in scientific writing skills; - Presentation skills - Creativity & Initiative - Networking - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent 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
	Assistant Research Fellow in Wheat	Assistant Research Fellow in Wheat	<p>MSc in crop science or BSc with 5 years of experiences</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Agriculture sector in Rwanda; - Knowledge of statistical packages for data analysis and report production; - Proven skills in project and research program management; - Extensive understanding of the National and International context of Research; - Capacity in project development and resource mobilization - Good quality in scientific writing skills; - Presentation skills - Creativity & Initiative - Networking - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage. 	1
	Research Technician in Wheat	Research Technician in Wheat	<p>A1 / Ao in Crop science, Agriculture.</p> <p><u>Key technical skills and knowledge</u></p> <ul style="list-style-type: none"> - Scientific writing; - Computer, presentation, statistical analysis; - Excellent communication skills both oral and in writing - Creativity & Initiative - Ability to prioritize and plan strategically - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
Whear Sub - Program , Sub - Total				3

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Cereals Program, Sub - Total				25
Large Stock Cattle	Senior Research Fellow in Cattle	Senior Research Fellow in Cattle	<p>MSc in Animal breeding and genetics/ Animal nutrition or Animal health with 5 years of working experience and 6 peer reviewed papers and 2 won research proposals, or PhD in Animal breeding and genetics/ Animal nutrition or Animal health with 3 years of working experience and 3 peer reviewed papers and 2 won research proposals.</p> <p><u>Key technical skills and knowledge:</u></p> <ul style="list-style-type: none"> - Proven skills in project management - Resource mobilization - Scientific writing - Computer, presentation, statistical analysis - Leadership skills - Knowledge of English or French and Kinyarwanda - Excellent communication skills both oral and in writing - Creativity & Initiative - Organizational Skills; - Judgment & Decision Making Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	2

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Associate Research Fellow in Cattle	Associate Research Fellow in Cattle	<p>Bsc in Animal breeding and genetics/ Animal nutrition or Animal health with 6 Years of working experience and at least 3 publications or MSc in Animal breeding and genetics/ Animal nutrition or Animal health and at least 3 publications.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Livestock sector in Rwanda; - Knowledge of statistical packages for data analysis and report production; - Proven skills in project and research program management; - Extensive understanding of the National and International context of Research; - Capacity in project development and resource mobilization - Good quality in scientific writing skills; - Presentation skills - Creativity & Initiative - Networking - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent 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
	Assistant Research Fellow in Cattle	Assistant Research Fellow in Cattle	<p>Msc degree with no experiences or BSc and 5 years of experience in animal sciences or veterinary sciences,</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in Livestock Sector in Rwanda; - Knowledge of statistical packages for data analysis and report production; - Proven skills in project and research program management; - Extensive understanding of the National and International context of Research; - Capacity in project development and resource mobilization - Good quality in scientific writing skills; - Presentation skills - Creativity & Initiative - Networking - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage. 	4
	Research Technician in Cattle	Research Technician in Cattle	<p>A1 / Ao in Animal sciences or veterinary sciences.</p> <p><u>Key technical skills and knowledge</u></p> <ul style="list-style-type: none"> - Scientific writing; - Computer, presentation, statistical analysis; - Excellent communication skills both oral and in writing - Creativity & Initiative; - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	4

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Large Stock Program, Sub - Total				11
Small Stock and Monogastrics	Senior Research Fellow in Goat	Senior Research Fellow in Goat	<p>MSc in Animal breeding and genetics/ Animal nutrition or Animal health with 5 years of working experience and 6 peer reviewed papers and 2 won research proposals, or PhD in Animal breeding and genetics/ Animal nutrition or Animal health with 3 years of working experience and 3 peer reviewed papers and 2 won research proposals.</p> <p><u>Key technical skills and knowledge:</u></p> <ul style="list-style-type: none"> - Proven skills in project management - Resource mobilization - Scientific writing - Computer, presentation, statistical analysis - Leadership skills - Knowledge of English or French and Kinyarwanda - Excellent communication skills both oral and in writing - Creativity & Initiative - Organizational Skills; -Judgment & Decision Making Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
Goat				

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Assistant Research Fellow in Goat	Assistant Research Fellow in Goat	<p>Msc degree with no experiences or BSc and 5 years of experience in animal sciences or veterinary sciences,</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in Livestock Sector in Rwanda; - Knowledge of statistical packages for data analysis and report production; - Proven skills in project and research program management; - Extensive understanding of the National and International context of Research; - Capacity in project development and resource mobilization - Good quality in scientific writing skills; - Presentation skills - Creativity & Initiative - Networking - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage. 	1
	Research Technician in Goat	Research Technician in Goat	<p>A1 in Animal Health / Ao in Animal sciences or veterinary sciences.</p> <p><u>Key technical skills and knowledge</u></p> <ul style="list-style-type: none"> - Scientific writing; - Computer, presentation, statistical analysis; - Excellent communication skills both oral and in writing - Creativity & Initiative; - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	3

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Goat Sub - Program , Sub - Total				5
Small Stock and Monogastrics	Senior Research Fellow in Pourty	Senior Research Fellow in Pourty	<p>MSc in Animal breeding and genetics/ Animal nutrition or Animal health with 5 years of working experience and 6 peer reviewed papers and 2 won research proposals, or PhD in Animal breeding and genetics/ Animal nutrition or Animal health with 3 years of working experience and 3 peer reviewed papers and 2 won research proposals.</p> <p><u>Key technical skills and knowledge:</u></p> <ul style="list-style-type: none"> - Proven skills in project management - Resource mobilization - Scientific writing - Computer, presentation, statistical analysis - Leadership skills - Knowledge of English or French and Kinyarwanda - Excellent communication skills both oral and in writing - Creativity & Initiative - Organizational Skills; -Judgment & Decision Making Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
Pourty				

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Poultry	Research Fellow in Poultry	Research Fellow in Poultry	<p>A PhD degree with experiences in animal breeding and genetics/ Animal nutrition with 1 peer reviewed paper or MSc in animal health with 3 years of experience in livestock Research and 3 peer reviewed papers; Msc degree with 5 years experiences in livestock research,</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Detailed knowledge of Poultry research areas and agenda; - Knowledge of statistical packages for data analysis and report production; - Proven skills in project and research program management; - Extensive understanding of the National and International context of Research; - Capacity in project development and resource mobilization - Good quality in scientific writing skills; - Presentation skills - Creativity & Initiative - Networking - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent 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
	Research Technician in Poultry	Research Technician in Poultry	<p>A1 / A0 in Animal sciences or veterinary sciences.</p> <p>Key technical skills and knowledge</p> <ul style="list-style-type: none"> - Scientific writing; - Computer, presentation, statistical analysis; - Excellent communication skills both oral and in writing - Creativity & Initiative; - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	2
Poultry - Sub Program, Sub - Total				3
SMALL STOCK & MONOGASTRICS Program, Sub - Total				8
Pulses and Oil Crops Beans	Associate Research Fellow in Beans	Associate Research Fellow in Beans	<p>Bsc in Crop science with 6 Years of working experience and at least 3 publications or MSc in Crop science and at least 3 publications</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Agriculture Sector in Rwanda; - Knowledge of statistical packages for data analysis and report production; - Proven skills in project and research program management; - Extensive understanding of the National and International context of Research; - Capacity in project development and resource mobilization - Good quality in scientific writing skills; - Presentation skills - Creativity & Initiative - Networking - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent 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
	Assistant Research Fellow in Beans	Assistant Research Fellow in Beans	<p>MSc in Crop science or BSc with 5 years of experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in Agriculture Sector in Rwanda; - Knowledge of statistical packages for data analysis and report production; - Proven skills in project and research program management; - Extensive understanding of the National and International context of Research; - Capacity in project development and resource mobilization - Good quality in scientific writing skills; - Presentation skills - Creativity & Initiative - Networking; - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage. 	3
	Research Technician in Beans	Research Technician in Beans	<p>A1 / A0 in crop science, Agriculture.</p> <p><u>Key technical skills and knowledge</u></p> <ul style="list-style-type: none"> - Scientific writing; - Computer, presentation, statistical analysis; - Excellent communication skills both oral and in writing - Creativity & Initiative; - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	4
Beans - Sub Program , Sub - Total				8

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Soybeans	Research Fellow	Research Fellow in Soybeans	<p>MSc in crop science, Minimum 5 years experience, at least 3 peer reviewed papers or PhD with one peer reviewed paper.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Detailed knowledge of Pulse and Oil crops (Soybeans) research areas and agenda; - Knowledge of statistical packages for data analysis and report production; - Proven skills in project and research program management; - Extensive understanding of the National and International context of Research; - Capacity in project development and resource mobilization - Good quality in scientific writing skills; - Presentation skills - Creativity & Initiative - Networking - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent 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
	Associate Research Fellow	Associate Research Fellow in Soybeans	<p>Bsc in Crop science with 6 Years of working experience and at least 3 publications or MSc in crop science and at least 3 publications</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Agriculture sector in Rwanda; - Knowledge of statistical packages for data analysis and report production; - Proven skills in project and research program management; - Extensive understanding of the National and International context of Research; - Capacity in project development and resource mobilization - Good quality in scientific writing skills; - Presentation skills - Creativity & Initiative - Networking - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage. 	1
	Research Technician in Soy Beans	Research Technician in Soy Beans	<p>A1 / A0 in crop science, Agriculture</p> <p><u>Key technical skills and knowledge</u></p> <ul style="list-style-type: none"> - Scientific writing; - Computer, presentation, statistical analysis; - Excellent communication skills both oral and in writing - Creativity & Initiative; - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	2
Soy Beans, Sub - Program, Sub-Total				4

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
PULSES AND OIL CROPS PROGRAM, Sub - Total				12
Socio- Economic	Research Fellow in Socio- Economic & Biometric	Research Fellow in Socio- Economic & Biometric	<p>MSc in Sociology, Economics , Minimum 5 years experience, at least 3 peer reviewed papers or PhD with one peer reviewed paper.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Proven skills in project management - Resource mobilization - Scientific writing - Computer, presentation, statistical analysis - Excellent communication skills both oral and in writing - Creativity & Initiative - Networking; - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
RESEARCH PROGRAMS, Eastern Zone Sub - Total				67

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Eastern Agriculture Zone Division, Agriculture Extension Crop Resources Production	Director	Director of Agriculture Extension	<p>A0 in Agriculture Sciences, Agri-business, Agriculture, Agriculture Economics, and Rural development with 3 years of working experience or Master's Degree in Agriculture Sciences, Agri-business, Agriculture, Agriculture Economics, and Rural development with 1 year of working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Deep Knowledge and understanding of the Agriculture sector in Rwanda; - Detailed knowledge of Agriculture research areas and agenda; - Extensive understanding of the National and International context of Research; - 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
	Traditional Cash crops Production	Traditional Cash crops Production Technician	<p>A0 in Agri-business, Agriculture, Agriculture Economics, and Rural development.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Deep knowledge of Rwanda Agriculture sector ; - Deep knowledge in Cropping systems; - Proven skills in Management; - Excellent communication and presentation skills - Good command of MS Office applications (Word, Excel, Outlook, Internet Explorer) - Fluent in Kinyarwanda and full working knowledge of English. 	2

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Crop Production	Crop Production Technician	<p>A0 in Agriculture, Rural development, agricultural economics.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Agricultural practices; - Extensive knowledge of Production and processing; - 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 	2
	Crops Protection Technician	Crops Protection Technician	<p>A0 in Entomology/ Plant Pathology/ Plant Protection.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in Pest exclusion/ prevention; - Knowledge in Pest detection/ Early Warning/ Surveillance; - Knowledge in Emergency preparedness and response; - Knowledge in Pest management programs; - Extensive knowledge of Production and processing; - Knowledge of Agricultural practices; - Deep knowledge in Agriculture development agenda; - Knowledge in handling crop protection such as spraying, pesticides, and weed killers;) - Problem Solving Skills; - Computer Skills; - Judgment & Decision Making Skills; - Time management Skills; 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Post - Harvest Handling	Post - Harvest Handling Technician	<p>A0 in Crop science or agriculture biochemistry or food sciences.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Deep knowledge of Rwanda Agriculture sector ; - Deep knowledge of in Postharvest and storage; - Deep knowledge of General Principles of Grain Quality; - Deep Knowledge of Weather and climate change; - Knowledge in grades and standards that apply to cereal grains and pulses; - Proven skills in Management - Excellent communication and presentation skills - Good command of MS Office applications (Word, Excel, Outlook, Internet Explorer) - Fluent in Kinyarwanda and full working knowledge of English. 	1
	Cooperative Development and Marketing	Cooperative Development and Marketing Technician	<p>A0 in Economics, Agri-business, Development studies</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive Knowledge and understanding of Rwandan Cooperative sector; - Knowledge of Rwandan Agriculture sector; - Entrepreneurship skills; - Marketing skills; - 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Seed production	Seed production Technician	<p>A0 in Agriculture, Seed Production, or Agronomy</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Irrigation	Irrigation Technician	<p>A0 in Agriculture Engineering, Soil Science, environmental sciences, irrigation and hydraulurgy.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Agricultural practices; - Maintenance skills of irrigation systems; - Working knowledge of planting and maintaining turf, water schedules and fertilizers; - Working knowledge of safety practices and procedures while making mechanical repairs; - Knowledge of various turf vehicles; working knowledge of vehicle repair and operations; - working knowledge of minor equipment maintenance and repair functions; - Skills in the operation of a variety of light and some heavy equipment to include hydraulics and small engine equipment; - 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Land Husbandry	Land Husbandry Technician	<p>A0 in Watershed management, Soil and Environmental management, Water and soil management, Forestry Ecosystem Management.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Agricultural practices; - Maintenance skills of Land Husbandry; - Working knowledge of planting and maintaining turf, water schedules and fertilizers; - 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Agriculture Mechanization	Agriculture Mechanization Technician	<p>A0 in Agriculture Mechanization, Soil and Environmental management</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge and deep understanding of the Agriculture sector in Rwanda; - Understanding of standards for farm tools, farm machinery and equipment; - In-depth understanding of the development production and quality control; - 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
Office of the Director, Sub - Total				12

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Eastern Agriculture Zone Division, Animal Resources Development	Director	Director of Animal Resources Extension	<p>A0 in Animal sciences, Veterinary Medicine with 3 years of working experience or Master's Degree in Animal sciences, Animal Husbandry or Veterinary sciences with 1 year of working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Deep knowledge in animal breeding and genetics; - Knowledge in Animal nutrition or Animal health; - Excellent interpersonal skills; - 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Animal Production	Animal Production Technician	<p>A1 / A0 in Animal sciences, Animal Husbandry, Animal Production, and Veterinary sciences.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda Animal Resources sector; - Extensive knowledge of Livestock Production; - 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 	3

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Girinka Liason Technician	Girinka Liason Technician	<p>A1 / A0 in Animal sciences, Animal Husbandry and Veterinary sciences.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda Animal Resources sector especially of Girinka Program; - Indigenous knowledge of the Rwandan Community; - Approach skills to malnutrition and poverty reduction in Rwanda; - Extensive knowledge of Production; - 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Aquaculture and Fisheries	Aquaculture and Fisheries Technician	<p>A1 / A0 in Animal Sciences, Animal Husbandry, Aquaculture and Veterinary sciences.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - 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 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Animal Disease Control Technician	Animal Disease Control Technician	<p>A1 / A0 in Veterinary Medicine,</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda Livestock sector; - Knowledge of the principles and practices of Animal Disease Control; - Knowledge of of Prevention, Protection, Control and Eradication; - Control skills in quality Control of Animal Product; - Skills in Diagnosis of Livestock Disease Outbreaks; - Skills in Veterinary Public Health; - Computer skills; - Excellent communication skills, - Interpersonal and writing skills, - Computer Skills; - Organizational Skills; - Judgment & Decision Making Skills; - Complex Problem Solving skills; - Time management Skills; - Analytical Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	2
Office of the Director, Sub - Total				8
RAB, EASTERN AGRICULTURE ZONE DIVISION, SUB- TOTAL				103
Northern Agriculture Zone Division	Division Manager	Northern Agriculture Zone Division Manager	<p>A0 in a relevant agricultural Discipline with 5 years of working experience or Master's Degree in a relevant Agricultural Discipline with 3 years of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of the Agriculture development agenda; - Leadership Skills; - High analytical skills; - Category management skills - Time management skills - Decision making skills - Excellent communication skills. - Computer skills. - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Accountant	Accountant	<p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of cost analysis techniques; - Knowledge to analyse complex financial information & Produce reports; - Deep understanding of financial accounts; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in 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	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Human Resources Management	Human Resources Management Officer	<p>A0 in Human Resources Management, Management, Public Administration, Administrative Sciences</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - 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; - Fluency in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Secretary	Secretary	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Driver	Driver	Valid Driving License category B <u>Key Technical Skills & Knowledge required:</u> <ul style="list-style-type: none"> - Good knowledge of routes within main area of operation; - Strong customer service orientation; - Diligent attention to detail; - Diligent attention to safety. - Ability to work on own initiative; - Ability to interact with many types of people; - Ability to maintain an amiable presence; - Excellent verbal communication skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	2
Office of the Division Manager, Sub - Total				7
Cross - Cutting / Special Programs / Centres	Head of Centre	Head of Centre	A0 in Human Resources Management, Management, Public Administration, Administrative Sciences, Business Administration, Finance, Economics. Rural Development, Development Studies <u>Key technical skills and knowledge required:</u> <ul style="list-style-type: none"> - Knowledge of the Agriculture development agenda; - Leadership Skills; - High analytical skills; - Category management skills - Time management skills - Decision making skills - Excellent communication skills. - Computer skills. - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	3

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Cashier	Cashier	<p>A2 in Accounting with 2 years of working experiences or A1 in Accounting, Management, Economics</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in financial business; - Knowledge of operating cash register and maintaining cash drawer; - Proven knowledge of processing exact and efficient sale and return transactions; - Planning skills; - Communication skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. 	2
	Store keeper	Store keeper	<p>A1 in Store Management, Management, Economics, Public Administration, Administrative Sciences</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Planning organization skills; - Communication skills; - Flexibility skills; - Interpersonal skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. 	3
Office of Head of Centre, Sub - Total				8

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Northern Agriculture Zone Division Research Activities Research Programs	Coordinator	Coordinator of Research Activities	<p>AO in Agriculture Sciences, Animal sciences, Animal Husbandry or Veterinary Medicine with 3 years of working experience or Master's Degree in Agriculture Sciences, Animal sciences, Animal Husbandry or Veterinary Medicine with 1 year of working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Deep Knowledge and understanding of the Agriculture and Livestock sector in Rwanda; - Detailed knowledge of Agriculture and Livestock research areas and agenda; - Extensive understanding of the National and International context of Research; - 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
				1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Roots and Tubers Cassava	Senior Research Fellow in Cassava	Senior Research Fellow in Cassava	<p>MSc in Crop science with 5 years of working experience and 6 peer reviewed papers or PhD in Crop science with 2 years of working experience and 3 peer reviewed papers and 2 won research proposals.</p> <p><u>Key technical skills and knowledge:</u></p> <ul style="list-style-type: none"> - Proven skills in project management - Resource mobilization - Scientific writing - Computer, presentation, statistical analysis - Leadership skills - Knowledge of English or French and Kinyarwanda - Excellent communication skills both oral and in writing - Creativity & Initiative - Organizational Skills; - Judgment & Decision Making Skills; - Time management Skills; - Fluent 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
Roots & Tubers Cassava	Research fellow in Cassava	Research fellow in Cassava	<p>MSc in crop science, Minimum 5 years experience, at least 3 peer reviewed papers or PhD with one peer reviewed paper, PhD with one peer reviewed paper</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Detailed knowledge of Pulse and Oil crops (Soybeans) research areas and agenda; - Knowledge of statistical packages for data analysis and report production; - Proven skills in project and research program management; - Extensive understanding of the National and International context of Research; - Capacity in project development and resource mobilization - Good quality in scientific writing skills; - Presentation skills - Creativity & Initiative - Networking - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage. 	2

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Associate Research Fellow	Associate Research Fellow in Cassava	<p>Bsc in Crop science with 6 Years of working experience and at least 3 publications or MSc in Crop science and 2 peer reviewed papers</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Agriculture sector in Rwanda; - Knowledge of statistical packages for data analysis and report production; - Proven skills in project and research program management; - Extensive understanding of the National and International context of Research; - Capacity in project development and resource mobilization - Good quality in scientific writing skills; - Presentation skills - Creativity & Initiative - Networking - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent 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
	Assistant Research Fellow in Cassava	Assistant Research Fellow in Cassava	<p>MSc in crop science or BSc with 5 years of experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in Agriculture Sector in Rwanda; - Knowledge of statistical packages for data analysis and report production; - Proven skills in project and research program management; - Extensive understanding of the National and International context of Research; - Capacity in project development and resource mobilization - Good quality in scientific writing skills; - Presentation skills - Creativity & Initiative - Networking; - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage. 	1
	Research Technician in Cassava	Research Technician in Cassava	<p>A1 / A0 in Crop science, Agriculture,</p> <p><u>Key technical skills and knowledge</u></p> <ul style="list-style-type: none"> - Scientific writing; - Computer, presentation, statistical analysis; - Excellent communication skills both oral and in writing - Creativity & Initiative; - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	3
Cassava - Sub Program , Sub - Total				8

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Sweet Potato	Senior Research Fellow in Sweet Potato	Senior Research Fellow in Sweet Potato	<p>MSc in Crop science with 5 years of working experience and 6 peer reviewed papers or PhD in Crop science with 2 years of working experience and 3 peer reviewed papers and 2 won research proposals.</p> <p><u>Key technical skills and knowledge:</u></p> <ul style="list-style-type: none"> - Proven skills in project management - Resource mobilization - Scientific writing - Computer, presentation, statistical analysis - Leadership skills - Knowledge of English or French and Kinyarwanda - Excellent communication skills both oral and in writing - Creativity & Initiative - Organizational Skills; - Judgment & Decision Making Skills; - Time management Skills; - Fluent 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
	Associate Research Fellow in Sweet Potato	Associate Research Fellow in Sweet Potato	<p>Bsc in Crop science with 6 Years of working experience and at least 3 publications or MSc in Crop science and 2 peer reviewed papers.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Agriculture sector in Rwanda; - Knowledge of statistical packages for data analysis and report production; - Proven skills in project and research program management; - Extensive understanding of the National and International context of Research; - Capacity in project development and resource mobilization - Good quality in scientific writing skills; - Presentation skills - Creativity & Initiative - Networking - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage. 	1
	Research Technician in Sweet Potato	Research Technician in Sweet Potato	<p>A1 / A0 in crop science, Agriculture.</p> <p><u>Key technical skills and knowledge</u></p> <ul style="list-style-type: none"> - Scientific writing; - Computer, presentation, statistical analysis; - Excellent communication skills both oral and in writing - Creativity & Initiative; - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	3
Sweet Potato - Sub Program , Sub - Total				5

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Irish Potato	Senior Research Fellow in Irish Potato	Senior Research Fellow in Irish Potato	<p>MSc in Crop science with 5 years of working experience and 6 peer reviewed papers or PhD in Crop science with 2 years of working experience and 3 peer reviewed papers and 2 won research proposals.</p> <p><u>Key technical skills and knowledge:</u></p> <ul style="list-style-type: none"> - Proven skills in project management - Resource mobilization - Scientific writing - Computer, presentation, statistical analysis - Leadership skills - Knowledge of English or French and Kinyarwanda - Excellent communication skills both oral and in writing - Creativity & Initiative - Organizational Skills; - Judgment & Decision Making Skills; - Time management Skills; - Fluent 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
	Research fellow in Irish Potato	Research fellow in Irish Potato	<p>MSc in Crop science, Minimum 5 years experience, at least 3 peer reviewed papers or PhD with one peer reviewed paper, PhD with one peer reviewed paper</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Detailed knowledge of Pulse and Oil crops (Soybeans) research areas and agenda; - Knowledge of statistical packages for data analysis and report production; - Proven skills in project and research program management; - Extensive understanding of the National and International context of Research; - Capacity in project development and resource mobilization - Good quality in scientific writing skills; - Presentation skills - Creativity & Initiative - Networking - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent 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
	Assistant Research Fellow in Irish Potato	Assistant Research Fellow in Irish Potato	<p>MSc in crop science or BSc with 5 years of experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in Agriculture Sector in Rwanda; - Knowledge of statistical packages for data analysis and report production; - Proven skills in project and research program management; - Extensive understanding of the National and International context of Research; - Capacity in project development and resource mobilization - Good quality in scientific writing skills; - Presentation skills - Creativity & Initiative - Networking; - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage. 	3
	Research Technician in Irish Potato	Research Technician in Irish Potato	<p>A1 / A0 in crop science, Agronomy</p> <p><u>Key technical skills and knowledge</u></p> <ul style="list-style-type: none"> - Scientific writing; - Computer, presentation, statistical analysis; - Excellent communication skills both oral and in writing - Creativity & Initiative; - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	3
Irish Potato - Sub Program , Sub - Total				8
ROOTS AND TUBERS Program, Sub - Total				21

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Climate Change, Agro Meteorology and GIS	Senior Principal Research fellow	Senior Principal Research fellow	<p>PhD in Agro-meteorology and climate change with 7 years of working experience and 9 peer reviewed papers and 4 won research proposals.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive understanding of the National and International context of Research; - Proven skills in research design and implementation, agro-meteorology and climate change - Capacity in project development and resource mobilization - Good quality in scientific writing <p>Computer skills, GIS skills and data analysis</p> <ul style="list-style-type: none"> - Knowledge in management of research activities - Presentation skills - Creativity & Initiative - Networking - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent 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
	Senior Research Fellow in Climate Change, Agro Meteorology and GIS	Senior Research Fellow in Climate Change, Agro Meteorology and GIS	<p>MSc in in agro-meteorology and climate change with 5 years of working experience and 6 peer reviewed papers or PhD in Crop science with 2 years of working experience and 3 peer reviewed papers and 2 won research proposals.</p> <p><u>Key technical skills and knowledge:</u></p> <ul style="list-style-type: none"> - Proven skills in project management - Resource mobilization - Scientific writing - Computer, presentation, statistical analysis - Leadership skills - Excellent communication skills both oral and in writing - Creativity & Initiative - Organizational Skills; -Judgment & Decision Making Skills; - Time management Skills; - Fluent 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
	Assistant Research Fellow in Climate Change, Agro Meteorology and GIS	Assistant Research Fellow in Climate Change, Agro Meteorology and GIS	<p>MSc in Climate Change, Geography, Agro Meteorology and GIS or BSc with 5 years of experience</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in Agriculture Sector in Rwanda; - Knowledge of statistical packages for data analysis and report production; - Proven skills in project and research program management; - Extensive understanding of the National and International context of Research; - Capacity in project development and resource mobilization - Good quality in scientific writing skills; - Presentation skills - Creativity & Initiative - Networking; - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage. 	1
	Research Technician in Climate Change, Agro Meteorology and GIS	Research Technician in Climate Change, Agro Meteorology and GIS	<p>A1 / A0 in agro-meteorology and climate change and Geography</p> <p><u>Key technical skills and knowledge</u></p> <ul style="list-style-type: none"> - Scientific writing; - Computer, presentation, statistical analysis; - Excellent communication skills both oral and in writing - Creativity & Initiative; - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	2
Climate Change, Agro Meteorology and GIS - Program , Sub - Total				5

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Socio-Economics	Principal Research Fellow in Socio-Economics and Biometrics	Principal Research Fellow in Socio-Economics and Biometrics	<p>PhD in Sociology, Economics with 6 years experience in Research and 6 peer reviewed papers and 4 won research projects.</p> <p><u>Key technical skills and knowledge:</u></p> <ul style="list-style-type: none"> - Proven skills in project management - Resource mobilization - Scientific writing - Computer, presentation, statistical analysis - Creativity & Initiative - Ability to prioritize and plan strategically - Networking; - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
RESEARCH PROGRAMS, Northern Zone Sub - Total				28

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Northern Agriculture Zone Division, Agriculture Extension Crop Resources Production	Director	Director of Agriculture Extension	<p>A0 in Agriculture Sciences, Agri-business, Agriculture, Agriculture Economics, and Rural development with 3 years of working experience or Master's Degree in Agriculture Sciences, Agri-business, Agriculture, Agriculture Economics, and Rural development with 1 year of working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Deep Knowledge and understanding of the Agriculture sector in Rwanda; - Detailed knowledge of Agriculture research areas and agenda; - Extensive understanding of the National and International context of Research; - 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Traditional Cash crops Production	Traditional Cash crops Production Technician	<p>A0 in Agri-business, Agriculture, Agriculture Economics, and Rural development.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Deep knowledge of Rwanda Agriculture sector ; - Deep knowledge in Cropping systems; - Proven skills in Management; - Excellent communication and presentation skills - Good command of MS Office applications (Word, Excel, Outlook, Internet Explorer) - Fluent in Kinyarwanda and full working knowledge of English. 	2
	Crop Production	Crop Production Technician	<p>A0 in Agriculture, Rural development, agricultural economics.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Agricultural practices; - Extensive knowledge of Production and processing; - 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 	2

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Crops Protection Technician	Crops Protection Technician	<p>A0 in Entomology/ Plant Pathology/ Plant Protection.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in Pest exclusion/ prevention; - Knowledge in Pest detection/ Early Warning/ Surveillance; - Knowledge in Emergency preparedness and response; - Knowledge in Pest management programs; - Extensive knowledge of Production and processing; - Knowledge of Agricultural practices; - Deep knowledge in Agriculture development agenda; - Knowledge in handling crop protection such as spraying, pesticides, and weed killers;) - Problem Solving Skills; - Computer Skills; - Judgment & Decision Making Skills; 	1
	Post - Harvest Handling	Post - Harvest Handling Technician	<p>A0 in Crop science or agriculture biochemistry or food sciences.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Deep knowledge of Rwanda Agriculture sector ; - Deep knowledge of in Postharvest and storage; - Deep knowledge of General Principles of Grain Quality; - Deep Knowledge of Weather and climate change; - Knowledge in grades and standards that apply to cereal grains and pulses; - Proven skills in Management - Excellent communication and presentation skills - Good command of MS Office applications (Word, Excel, Outlook, Internet Explorer) - Fluent in Kinyarwanda and full working knowledge of English. 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Cooperative Development and Marketing	Cooperative Development and Marketing Technician	<p>A0 in Economics, Agri-business, Development studies, Agri-Economics, Rural Development, Marketing, and Rural Finance.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive Knowledge and understanding of Rwandan Cooperative sector; - Knowledge of Rwandan Agriculture sector; - Entrepreneurship skills; - Marketing skills; - 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
	Seed production	Seed production Technician	<p>A0 in Agriculture, Seed Production, or Agronomy</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Irrigation	Irrigation Technician	<p>A0 in Agriculture Engineering, Soil Science, environmental sciences, irrigation and hydraulurgy.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Agricultural practices; - Maintenance skills of irrigation systems; - Working knowledge of planting and maintaining turf, water schedules and fertilizers; - Working knowledge of safety practices and procedures while making mechanical repairs; - Knowledge of various turf vehicles; working knowledge of vehicle repair and operations; - working knowledge of minor equipment maintenance and repair functions; - Skills in the operation of a variety of light and some heavy equipment to include hydraulics and small engine equipment; - 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Land Husbandry	Land Husbandry Technician	<p>A0 in Watershed management, Soil and Environmental management, Water and soil management, Forestry Ecosystem Management.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Agricultural practices; - Maintenance skills of Land Husbandry; - Working knowledge of planting and maintaining turf, water schedules and fertilizers; - 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Agriculture Mechanization	Agriculture Mechanization Technician	<p>A0 in Agriculture Mechanization, Soil and Environmental management</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge and deep understanding of the Agriculture sector in Rwanda; - Understanding of standards for farm tools, farm machinery and equipment; - In-depth understanding of the development production and quality control; - 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
Office of the Director, Sub - Total				12

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Northern Agriculture Zone Division, Livestock Extension Animal Resources Production	Director	Director of Animal resources Extension	<p>A0 in Animal sciences, Animal Husbandry or Veterinary sciences with 3 years of working experience or Master's Degree in Animal sciences, Animal Husbandry or Veterinary sciences with 1 year of working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Deep knowledge in animal breeding and genetics; - Knowledge in Animal nutrition or Animal health; - Excellent interpersonal skills; - 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Animal Production	Animal Production Technician	<p>A1 / A0 in Animal sciences, Animal Husbandry, Animal Production, and Veterinary sciences.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda Animal Resources sector; - Extensive knowledge of Livestock Production; - 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 	2

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Girinka Liason Technician	Girinka Liason Technician	<p>A1 / A0 in Animal sciences, Animal Husbandry and Veterinary sciences.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda Animal Resources sector especially of Girinka Program; - Indigenous knowledge of the Rwandan Community; - Approach skills to malnutrition and poverty reduction in Rwanda; - Extensive knowledge of Production; - 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Aquaculture and Fisheries	Aquaculture and Fisheries Technician	<p>A0 in Animal Sciencies, Animal Husbandry, Aquaculture and Veterinary sciencies.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - 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 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Animal Disease Control Technician	Animal Disease Control Technician	<p>A0 in Veterinary Medicine,</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda Livestock sector; - Knowledge of the principles and practices of Animal Disease Control; - Knowledge of of Prevention, Protection, Control and Eradication; - Control skills in quality Control of Animal Product; - Skills in Diagnosis of Livestock Disease Outbreaks; - Skills in Veterinary Public Health; - Computer skills; - Excellent communication skills, - Interpersonal and writing skills, - Computer Skills; - Organizational Skills; - Judgment & Decision Making Skills; - Complex Problem Solving skills; - Time management Skills; - Analytical Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
Office of the Director, Sub- Total				6
RAB, NORTHERN AGRICULTURE ZONE DIVISION, SUB- TOTAL				61

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Western Agriculture Zone Division	Division Manager	Western Agriculture Zone Division Manager	<p>A0 in a relevant agricultural Discipline with 5 years of working experience or Master's Degree in a relevant Agricultural Discipline with 3 years of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of the Agriculture development agenda; - Leadership Skills; - High analytical skills; - Category management skills - Time management skills - Decision making skills - Excellent communication skills. - Computer skills. - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	1
	Accountant	Accountant	<p>Accounting Professional Qualification recognised by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance/Accounting</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of cost analysis techniques; - Knowledge to analyse complex financial information & Produce reports; - Deep understanding of financial accounts; - Planning and organisational skills; - Communication skills; - Strong IT skills, particularly in 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	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Human Resources Management	Human Resources Management Officer	<p>A0 in Human Resources Management, Management, Public Administration, Administrative Sciences</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -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; - 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
	Secretary	Secretary	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, and Law</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Office Administration; - Communication Skills; - Computer Skills; - Interpersonal Skills; - Organizational Skills; - Stress Management Skills; - Time Management Skills; - Bookkeeping Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Driver	Driver	<p>Valid Driving License category B</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Good knowledge of routes within main area of operation; - Strong customer service orientation; - Diligent attention to detail; - Diligent attention to safety. - Ability to work on own initiative; - Ability to interact with many types of people; - Ability to maintain an amiable presence; - Excellent verbal communication skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
Office of the Division Manager, Sub - Total				6

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Cross - Cutting / Special Programs / Centres	Head of Special Centre	Head of Centre	<p>A0 in Human Resources Management, Management, Public Administration, Administrative Sciences, Business Administration, Finance, Economics. Rural Development, Development Studies.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of the Agriculture development agenda; - Leadership Skills; - High analytical skills; - Category management skills - Time management skills - Decision making skills - Excellent communication skills. - Computer skills. - Fluent in Kinyarwanda, English and/or French. Knowledge of all is an advantage. 	4
	Cashier	Cashier	<p>A2 in Accounting with 2 years of working experiences or A1 in Accounting, Management, Economics</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in financial business; - Knowledge of operating cash register and maintaining cash drawer; - Proven knowledge of processing exact and efficient sale and return transactions; - Planning skills; - Communication skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. 	2

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Store keeper	Store keeper	<p>A1 in Store Management, Management, Economics, Public Administration, Administrative Sciences</p> <p>Key technical skills and knowledge required:</p> <ul style="list-style-type: none"> - Knowledge of Management of Material Resources; - Knowledge of supply chain management; - Planning organization skills; - Communication skills; - Flexibility skills; - Interpersonal skills; - Computer skills; - Fluent in Kinyarwanda, English and/or French. 	4
Office of the Head of Centre, Sub - Total				10
Western Agriculture Zone Division Research Activities Research Programs	Coordinator	Coordinator of Research Activities	<p>AO in Agriculture Sciences, Animal sciences, Animal Husbandry or Veterinary Medicine with 3 years of working experience or Master's Degree in Agriculture Sciences, Animal sciences, Animal Husbandry or Veterinary Medicine with 1 year of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Deep Knowledge and understanding of the Agriculture and Livestock sector in Rwanda; - Detailed knowledge of Agriculture and Livestock research areas and agenda; - Extensive understanding of the National and International context of Research; - 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
				1
Industrial Crops Coffee	Research fellow in Coffee	Research fellow in Coffee	<p>MSc in Crop science, Minimum 5 years experience, at least 3 peer reviewed papers or PhD with one peer reviewed paper, PhD with one peer reviewed paper</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Detailed knowledge of Pulse and Oil crops (Soybeans) research areas and agenda; - Knowledge of statistical packages for data analysis and report production; - Proven skills in project and research program management; - Extensive understanding of the National and International context of Research; - Capacity in project development and resource mobilization - Good quality in scientific writing skills; - Presentation skills - Creativity & Initiative - Networking - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent 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
	Associate Research Fellow in Coffee	Associate Research Fellow in Coffee	<p>Bsc in Crop science with 6 Years of working experience and at least 3 publications or MSc in Crop science and 2 peer reviewed papers</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Agriculture sector in Rwanda; - Knowledge of statistical packages for data analysis and report production; - Proven skills in project and research program management; - Extensive understanding of the National and International context of Research; - Capacity in project development and resource mobilization - Good quality in scientific writing skills; - Presentation skills - Creativity & Initiative - Networking - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent 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
	Assistant Research Fellow in Coffee	Assistant Research Fellow in Coffee	<p>MSc in crop science or BSc with 3 years of working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Agriculture sector in Rwanda; - Knowledge of statistical packages for data analysis and report production; - Proven skills in project and research program management; - Extensive understanding of the National and International context of Research; - Capacity in project development and resource mobilization; - Good quality in scientific writing skills; - Presentation skills; - Creativity & Initiative; - Networking; - Excellent communication and Interpersonal skills; - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage. 	1
	Research Technician in Coffee	Research Technician in Coffee	<p>A1 / A0 in Crop Science, Agriculture.</p> <p><u>Key technical skills and knowledge</u></p> <ul style="list-style-type: none"> - Scientific writing; - Computer, presentation, statistical analysis; - Excellent communication skills both oral and in writing - Creativity & Initiative; - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	5
Coffee, Sub Program - Total				8

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Tea	Assistant Research Fellow in Tea	Assistant Research Fellow in Tea	<p>MSc in crop science or BSc with 3 years of working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Agriculture sector in Rwanda; - Knowledge of statistical packages for data analysis and report production; - Proven skills in project and research program management; - Extensive understanding of the National and International context of Research; - Capacity in project development and resource mobilization; - Good quality in scientific writing skills; - Presentation skills; - Creativity & Initiative; - Networking; - Excellent communication and Interpersonal skills; - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage. 	1
	Research Technician in Tea	Research Technician in Tea	<p>A1 / A0 in Crop Science, Agriculture.</p> <p><u>Key technical skills and knowledge</u></p> <ul style="list-style-type: none"> - Scientific writing; - Computer, presentation, statistical analysis; - Excellent communication skills both oral and in writing - Creativity & Initiative; - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	2
Tea Sub Program, Sub - Total				3

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Industrial Crops, Sub Total				11
Commercial Insects	Assistant Research Fellow in Sericulture	Assistant Research Fellow in Sericulture	<p>BSc in Crop Production with 5 years of working experience, or MSc in Crop Production</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Agriculture sector in Rwanda; - Knowledge of statistical packages for data analysis and report production; - Proven skills in project and research program management; - Extensive understanding of the National and International context of Research; - Capacity in project development and resource mobilization; - Good quality in scientific writing skills; - Presentation skills; - Creativity & Initiative; - Networking; - Excellent communication and Interpersonal skills; - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage. 	1
	Research Technician in Sericulture	Research Technician in Sericulture	<p>A2 in Agronomy with 5 Years of working experience, or A1 / A0 in Crop Science, Agriculture.</p> <p><u>Key technical skills and knowledge</u></p> <ul style="list-style-type: none"> - Scientific writing; - Computer, presentation, statistical analysis; - Excellent communication skills both oral and in writing - Creativity & Initiative; - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	3

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Sericulture, Sub Program - Total				4
Commercial Insects	Assistant Research Fellow in Apiary	Assistant Research Fellow in Apiary	<p>BSc in Bee Breeding, Animal Science, Bee Nutrition, Veterinary Medicine with 5 years of working experience, or MSc in Apiary, Animal Science, Bee Breeding, Bee Nutrition, Veterinary Medicine</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Agriculture sector in Rwanda; - Knowledge of statistical packages for data analysis and report production; - Proven skills in project and research program management; - Extensive understanding of the National and International context of Research; - Capacity in project development and resource mobilization; - Good quality in scientific writing skills; - Presentation skills; - Creativity & Initiative; - Networking; - Excellent communication and Interpersonal skills; - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage. 	1
	Research Technician in Apiary	Research Technician in Apiary	<p>A1 / A0 in Bee Breeding, Animal Science, Bee Nutrition, Veterinary Medicine.</p> <p><u>Key technical skills and knowledge</u></p> <ul style="list-style-type: none"> - Scientific writing; - Computer, presentation, statistical analysis; - Excellent communication skills both oral and in writing - Creativity & Initiative; - Excellent communication and Interpersonal skills, - Computer Skills, - Organizational Skills; - Complex Problem Solving skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	2

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Apiary, Sub Program - Total				3
Commercial Insects, Sub Total				7
Socio-Economic	Senior Research Fellow in in Socio-Economic & Biometric	Senior Research Fellow in in Socio-Economic & Biometric	<p>MSc inSociogy, Economics with 5 years of working experience and 6 peer reviewed papers or PhD in Crop science with 2 years of working experience and 3 peer reviewed papers and 2 won research proposals.</p> <p><u>Key technical skills and knowledge:</u></p> <ul style="list-style-type: none"> - Proven skills in project management - Resource mobilization - Scientific writing - Computer, presentation, statistical analysis - Leadership skills - Knowledge of English or French and Kinyarwanda - Excellent communication skills both oral and in writing - Creativity & Initiative - Organizational Skills; -Judgment & Decision Making Skills; - Time management Skills; - Fluent in Kinyarwanda, English and/ or French; Knowledge of all is an advantage 	1
Western, Research Program, Sub - Total				20

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Western Agriculture Zone Division, Crop Resources Production	Director	Director of Agriculture Extension	<p>A0 in Agriculture Sciences, Agri-business, Agriculture, Agriculture Economics, and Rural development with 3 years of working experience or Master's Degree in Agriculture Sciences, Agri-business, Agriculture, Agriculture Economics, and Rural development with 1 year of working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Deep Knowledge and understanding of the Agriculture sector in Rwanda; - Detailed knowledge of Agriculture research areas and agenda; - Extensive understanding of the National and International context of Research; - 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
	Traditional Cash crops Production	Traditional Cash crops Production Technician	<p>A0 in Agri-business, Agriculture, Agriculture Economics, and Rural development.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Deep knowledge of Rwanda Agriculture sector ; - Deep knowledge in Cropping systems; - Proven skills in Management; - Excellent communication and presentation skills - Good command of MS Office applications (Word, Excel, Outlook, Internet Explorer) - Fluent in Kinyarwanda and full working knowledge of English. 	2

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Crop Production	Crop Production Technician	<p>A1 in Agriculture or Ao in Agriculture, Agriculture Economics, and Agribusiness</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Agricultural practices; - Extensive knowledge of Production and processing; - 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 	2
	Crops Protection Technician	Crops Protection Technician	<p>A0 in Entomology/ Plant Pathology/ Plant Protection.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in Pest exclusion/ prevention; - Knowledge in Pest detection/ Early Warning/ Surveillance; - Knowledge in Emergency preparedness and response; - Knowledge in Pest management programs; - Extensive knowledge of Production and processing; - Knowledge of Agricultural practices; - Deep knowledge in Agriculture development agenda; - Knowledge in handling crop protection such as spraying, pesticides, and weed killers;) - Problem Solving Skills; - Computer Skills; - Judgment & Decision Making Skills; - Time management Skills; 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Post - Harvest Handling	Post - Harvest Handling Technician	<p>A0 in Crop science or agriculture biochemistry or food sciences.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Deep knowledge of Rwanda Agriculture sector ; - Deep knowledge of in Postharvest and storage; - Deep knowledge of General Principles of Grain Quality; - Deep Knowledge of Weather and climate change; - Knowledge in grades and standards that apply to cereal grains and pulses; - Proven skills in Management - Excellent communication and presentation skills - Good command of MS Office applications (Word, Excel, Outlook, Internet Explorer) - Fluent in Kinyarwanda and full working knowledge of English. 	1
	Cooperative Development and Marketing	Cooperative Development and Marketing Technician	<p>A0 in Economics, Agri-business, Development studies, Agri-Economics, Rural Development, Marketing, and Rural Finance.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Extensive Knowledge and understanding of Rwandan Cooperative sector; - Knowledge of Rwandan Agriculture sector; - Entrepreneurship skills; - Marketing skills; - 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Seed production	Seed production Technician	<p>A1 in Agriculture or Ao in Agriculture, Agriculture Economics, and Agribusiness, Seed Production.</p> <p><u>Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Irrigation	Irrigation Technician	<p>A0 in Agriculture Engineering, Soil Science, environmental sciences, irrigation and hydraulurgy.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Agricultural practices; - Maintenance skills of irrigation systems; - Working knowledge of planting and maintaining turf, water schedules and fertilizers; - Working knowledge of safety practices and procedures while making mechanical repairs; - Knowledge of various turf vehicles; working knowledge of vehicle repair and operations; - working knowledge of minor equipment maintenance and repair functions; - Skills in the operation of a variety of light and some heavy equipment to include hydraulics and small engine equipment; - 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Land Husbandry	Land Husbandry Technician	<p>A0 in Watershed management, Soil and Environmental management, Water and soil management, Forestry Ecosystem Management.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Agricultural practices; - Maintenance skills of Land Husbandry; - Working knowledge of planting and maintaining turf, water schedules and fertilizers; - 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
	Agriculture Mechanization	Agriculture Mechanization Technician	<p>A0 in Agriculture Mechanization, Soil and Environmental management</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge and deep understanding of the Agriculture sector in Rwanda; - Understanding of standards for farm tools, farm machinery and equipment; - In-depth understanding of the development production and quality control; - 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Office of the Diretor, Sub - Total				12
Western Agriculture Zone Division, Livestock Extension Animal Resources Extension	Director	Director of Animal Resources	A0 in Animal sciences, Animal Husbandry or Veterinary sciences with 3 years of working experience or Master's Degree in Animal sciences, Animal Husbandry or Veterinary sciences with 1 year of working experience. <u>Key Technical Skills & Knowledge required:</u> - Deep knowledge in animal breeding and genetics; - Konowledge in Animal nutrition or Animal health; - Excellent interpersonal skills; - 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Animal Production	Animal Production Technician	<p>A1 / A0 in Animal sciences, Animal Husbandry, Animal Production, and Veterinary sciences.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda Animal Resources sector; - Extensive knowledge of Livestock Production; - 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 	3
	Girinka Liason Technician	Girinka Liason Technician	<p>A1 / A0 in Animal sciences, Animal Husbandry and Veterinary sciences.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda Animal Resources sector especially of Girinka Program; - Indigenous knowledge of the Rwandan Community; - Approach skills to malnutrition and poverty reduction in Rwanda; - Extensive knowledge of Production; - 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Aquaculture and Fisheries	Aquaculture and Fisheries Technician	<p>A0 in Animal Sciencies, Animal Husbandry, Aquaculture and Veterinary sciencies.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - 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 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Animal Disease Control Technician	Animal Disease Control Technician	<p>A0 in Veterinary Medicine,</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda Livestock sector; - Knowledge of the principles and practices of Animal Disease Control; - Knowledge of of Prevention, Protection, Control and Eradication; - Control skills in quality Control of Animal Product; - Skills in Diagnosis of Livestock Disease Outbreaks; - Skills in Veterinary Public Health; - Computer skills; - Excellent communication skills, - Interpersonal and writing skills, - Computer Skills; - Organizational Skills; - Judgment & Decision Making Skills; - Complex Problem Solving skills; - Time management Skills; - Analytical Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
Office of the Director, Sub Total				7
RAB, WESTERN AGRICULTURE ZONE DIVISION, SUB- TOTAL				55

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
RUBILIZI CENTRE Seed Production Unit	Director	Director of Seed Production Unit	<p>A0 in Agriculture, preferably in Seed Production, Agronomy / Plant Science, with 3 years of working experience, or Master's Degree in Agriculture, preferably in Seed Production, Agronomy / Plant Science with 1 year of working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> -Deep knowledge in Agriculture development agenda; - Deep knowledge in Crop production ; - 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
	Pre - basic and basic Seed Production	Pre - basic and basic Seed Production Technician	<p>A0 in Agriculture, preferably in Seed Production, Agronomy / Plant Science</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Agricultural practices; - Knowledge in production/manufacturing; - 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Seed Processing	Seed Processing Technician	<p>A1 / A0 in Agriculture, preferably in Seed Production, Agronomy / Plant Science.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Agricultural practices; - Extensive knowledge of Production and processing; - Knowledge in production/manufacturing; - 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
	Seed Production Technician	Seed Production Technician	<p>A0 in Agriculture, preferably in Seed Production, Agronomy / Plant Science</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Agricultural practices; - Extensive knowledge of Production; - Knowledge in Seed varieties; - 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Private Seed Multiplication	Private Seed Multiplication Technician	<p>A0 in Agriculture, preferably in Seed Production, Agronomy / Plant Science</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Agricultural practices; - Extensive knowledge of Production and processing; - Knowledge in production/manufacturing; - 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
Office of the Director, Sub - Total				5

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
RUBILIZI SPECIAL CENTRE Genetics Improvement Unit	Director	Director of Genetic Improvement Unit	<p>A0 in Veterinary, Animal Sciences, Animal Breeding and Genetics with 3 years of working experience, or Master's Degree in Biotechnology, Biology, Semen Production with 1 year of working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda Livestock Sector; - Knowledge in using the most modern tools for selection and analysis of Genes; . - Knowledge in different DNA profile (Genotype); - Leadership skills; - 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
	Semen Production & Processing	Semen Production & Processing Technician	<p>A1 in Animal Husbandry or A0 in Animal Production, or Veterinary Medicine.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda Livestock sector; - Computer skills; - Deep knowledge in animal reproduction; - 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 	2

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Artificial Insemination	Artificial Insemination Technician	<p>Ao in Veterinary Medicine or animal breeding and genetics.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda Livestock sector; - Computer skills; - Deep knowledge in animal reproduction; - Knowledge and technical capacity of assisted reproduction technologies; - 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	National Herd-book	National Herd-book Technician	<p>A0 in animal breeding and genetics.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda Livestock sector; - Awareness in the agriculture development agenda; - Computer skills; - Deep knowledge in animal reproduction; - Knowledge and technical capacity of assisted reproduction technologies; - 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Technician in Bull Station	Technician in Bull Station	<p>A1 in Animal Health,Animal Production with 2 years of working experience or A0 in Veterinary Medicine.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda Livestock sector; - Knowledge in maintaining bull, nutrition, health, handling and semen collection and compliance with established standards; - Computer skills; - Deep knowledge in animal reproduction; - 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

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Liquid Nitrogen Plant	Liquid Nitrogen Plant Technician	<p>A1 / A0 in Engineering in Liquid Nitrogen production, calibration and maintenance of lab equipment</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Liquid nitrogen plant manufactured and exported; - Knowledge in Air Process Description; - Knowledge in Air compression; - Knowledge in Air purification and in Liquid Oxygen and liquide Nitrogen; - 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
Office of the Director, Sub - Total				7

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Director of Veterinary and Laboratory Services Unit	Director	Director of Veterinary and Laboratory Services Unit	<p>A0 in Animal Medicine with 3 years of working experience in Laboratory Services or Master's Degree in Veterinary Sciences with 1 year of working experience.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda Animal Resources Sector; - Knowledge in animal model development; - In depth knowledge of the drug discovery and development process; - Knowledge of all aspects laboratory animal science; - Knowledge of regulations and practices in animal care and use; - Strong leadership and proven management skills; - Demonstrated planning and organizational skills; - 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	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Veterinary Labo Analysis Officer	Veterinary Labo Analysis Officer	<p>A1 in Animal Health or A0 in Veterinary Medicine, Biology, Chemistry and Biochemistry.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda Animal Resources Sector; - Knowledge in animal model development; - In depth knowledge of the drug discovery and development process; - Knowledge of all aspects laboratory animal science; - Knowledge of regulations and practices in animal care and use; - Organizational skills; - Problem Solving Skills; - Computer Skills; - Judgment & Decision Making Skills; - Time management Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	6
	Animal Diseases Management Officer	Animal Diseases Management Officer	<p>A0 in Veterinary Medicine</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda Animal Resources Sector; - Knowledge in animal model development; - Knowledge of regulations and practices in animal care and use; - Skills in animal specimen collection, processing and analysis; - Emergency animal disease responses skills; - Animal surveillance skills; - Control strategy skills; - Computer Skills; - Judgment & Decision Making Skills; - Time management Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	2

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Veterinary Satellite Labo Technician	Veterinary Satellite Labo Technician	<p>A1 in Animal Health, or A0 in Veterinary Medicine.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda Animal Resources Sector; - Knowledge in animal model development; - Knowledge of the drug discovery and development process; - Knowledge of all aspects laboratory animal science; - Knowledge of regulations and practices in animal care and use; - Skills in animal specimen collection, processing and analysis - Ability to characterize contaminants by cause - Problem Solving Skills; - Computer Skills; - Judgment & Decision Making Skills; - Time management Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	4
	Veterinary Quarantines Stations Technician	Veterinary Quarantines Stations Technician	<p>A1 in Animal Health or A0 in Veterinary Medicine</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda Animal Resources Sector; - Knowledge in animal model development; - Knowledge of regulations and practices in animal care and use; - Skills in animal specimen collection, processing and analysis; - Control skills; - Computer Skills; - Judgment & Decision Making Skills; - Time management Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	5
Office of the Director, Sub - Total				18
RUBILIZI CENTRE, Sub - Total				30

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Quality Control Division	Division Manager	Quality Control Division Manager	<p>A0 in Botanical Sciences, Food Sciences and Technology, Agribusiness, Agro-Economics, Agriculture, Crop Sciences, Crop Production with 5 years of working experience or Master's Degree in Botanical Sciences, Food Sciences and Technology, Agribusiness, Agro-Economics, Agriculture, Crop Sciences, Crop Production with 3 years of working experience</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in areas of quality control, ; - Knowledge in process control, product evaluation, product reliability, inventory control, research and development; - Leadership skills; - 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 	1
	Administrative Liaison Officer	Administrative Liaison Officer	<p>A1 in Secretarial Studies, Office Management or A0 in Public Administration, Management, Sociology, Social Work, Law</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Office Management Skills; - Excellent Communication, 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 Division Manager				2

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
RUBILIZI CENTRE Seed Inspection and Laboratory Services Unit	Director	Director of Seed Inspection and Laboratory Services Unit	<p>A0 in agriculture, preferably in Seed Production, Agronomy/ Seed Technology/ Plant Science, with 3 years of working experience, or Master's Degree in Agriculture, preferably in Seed Production, agronomy/ seed technology/ plant science with 1 year of working experience.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> -Deep knowledge in Agriculture development agenda; - 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
	Seed Inspection Officer	Seed Inspection Officer	<p>A0 in Biotechnology, Biology, Seed Production.</p> <p>Key Technical Skills & Knowledge required:</p> <ul style="list-style-type: none"> - Deep Knowledge in Certification in all class of Seeds; - Knowledge in seeds Procedures for certification of seeds - Knowledge in Seed crops possessing field standards; - Knowledge of Agricultural practices; - Deep knowledge in Agriculture development agenda; - Knowledge in Labelling, tagging, sealing and grant of certificate; - Knowledge in seed packaging standards; - Problem Solving Skills; - Computer Skills; - Judgment & Decision Making Skills; - Time management Skills; - Teamworking Skills; - Fluent 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
	Quality Seed Control Officer	Quality Seed Control Officer	<p>A1 / A0 in Agriculture, Crop Production, Crop Protection.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Deep Knowledge in Certification in all class of Seeds; - Knowledge in seeds Procedures for certification of seeds - Knowledge in Seed crops possessing field standards; - Knowledge of Agricultural practices; - Deep knowledge in Agriculture development agenda; - Knowledge in Labelling, tagging, sealing and grant of certificate; - Knowledge in seed packaging standards; - Knowledge in Management of the Seed analysis laboratory; - Problem Solving Skills; - Computer Skills; - Judgment & Decision Making Skills; - Time management Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	8
	Satellite Laboratory Seed Analysis Officer	Satellite Laboratory Seed Analysis Officer	<p>A1 / A0 in Agriculture, Chemistry, Biology, Biotechnology</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in food production; - Knowledge in seeds Procedures for certification of seeds; - Knowledge in Seed crops possessing field standards; - Deep knowledge in Agriculture development agenda; - Knowledge in Management of the Seed analysis laboratory; - Problem Solving Skills; - Computer Skills; - Judgment & Decision Making Skills; - Time management Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	4

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Seed Laboratory Analysis Officer	Seed Laboratory Analysis Officer	<p>A1 / A0 in Agriculture, Chemistry, Biology, Biotechnology</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in food production; - Knowledge in seeds Procedures for certification of seeds - Knowledge in Seed crops possessing field standards; - Deep knowledge in Agriculture development agenda; - Knowledge in Management of the Seed analysis laboratory; - Problem Solving Skills; - Computer Skills; - Judgment & Decision Making Skills; - Time management Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	4
Office of the Director, Sub - Total				18
RUBILIZI CENTRE Veterinary Inspection Unit	Director	Director of Veterinary Inspection Unit	<p>A0 in Veterinary Medicine with 3 Years of working experience or Master's Degree in Veterinary Medicine with 1 Year of working experience</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda Animal Resources Sector; - Knowledge in animal model development; - 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	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Veterinary Drugs Registrar	Veterinary Drugs Registrar	<p>A0 in Veterinary Medicine</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge in animal model development; - Knowledge of regulations and practices in animal care and use; - Knowledge in selecting, counting, labeling, and packaging of Medication; - Skills in animal specimen collection, processing and analysis; - Emergency animal disease responses skills; - Animal surveillance skills; - Control strategy skills; - Computer Skills; - Judgment & Decision Making Skills; - Time management Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	1
	Veterinary Drugs and Animal Product Inspector	Veterinary Drugs and Animal Product Inspector	<p>A0 in Veterinary Medicine.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - Knowledge of Rwanda Animal Resources Sector; - Knowledge in animal model development; - Knowledge of regulations and practices in animal care and use; - Knowledge in selecting, counting, labeling, and packaging of Medication; - Skills in animal specimen collection, processing and analysis; - Emergency animal disease responses skills; - Animal surveillance skills; - Control strategy skills; - Computer Skills; - Judgment & Decision Making Skills; - Time management Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage 	2

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Veterinary Public Health Inspector	Veterinary Public Health Inspector	A0 in Veterinary Medicine <u>Key Technical Skills & Knowledge required:</u> - Knowledge of Rwanda Animal Resources Sector; - Knowledge in animal model development; - Knowledge of regulations and practices in animal care and use; - Knowledge in selecting, counting, labeling, and packaging of Medication; - Skills in animal specimen collection, processing and analysis; - Emergency animal disease responses skills; - Animal surveillance skills; - Control strategy skills; - Computer Skills; - Judgment & Decision Making Skills; - Time management Skills; - Teamworking Skills; - Fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage	2
Office of the Director, Sub - Total				6
DG RAB, Quality Control Division, Sub - Total				26
RAB, GRAND TOTAL				474

<p>UMUGEREKA WA III W' ITEKA RYA MINISITIRI W'INTEBE No118/03 RYO KU WA 25/6/2015 RISHYIRAHU IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI B'IKIGO GISHINZWE ITERAMBERE RY'UBUHINZI N'UBWOROZI MU RWANDA(RAB)</p>	<p>ANNEX III TO PRIME MINISTER'S ORDER No 118/03 OF 25/6/2015 DETERMINING ORGANIZATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES OF RWANDA AGRICULTURE BOARD(RAB)</p>	<p>ANNEXE III DE L'ARRETE DU PREMIER MINISTRE No118/03 DU 25/6/2015 DETERMINANT LA STRUCTURE ORGANISATIONNELLE, SALAIRES ET AUTRES AVANTAGESACCORDES AU PERSONNEL DE L'OFFICE RWANDAIS DE DEVELOPPEMENT AGRICOLE (RAB)</p>
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RWANDA AGRICULTURE BOARD (RAB) - SALARY STRUCTURE

Post	I.V	Level	Index	Gross Salary (Rwf/Month)
Director General	500	E	3,156	2,011,950
Deputy Director General	441	F	2,869	1,613,167
Senior Principal Research Fellow	441	F	2869	1,793,914
Head of Department	400	1.IV	2608	1,330,080
Principal Research Fellow	400	1.IV	2608	1,479,109
Agriculture Zone Division Manager	400	2.III	1890	1,082,378
Corporate Services Division Manager	400	2.III	1890	1,082,378
Senior Research fellow	400	2.III	1890	1,071,900
Quality Control Division manager	400	2.III	1890	1,082,378
Socio-Economic Research Fellow under Dpt -R	400	3.III	1575	893,250
Crop research fellow under Dpt -R	400	3.III	1575	893,250
Livestock research fellow under Dpt -R	400	3.III	1575	893,250
Natural Resources Management Research fellow under Dpt -R	400	3.III	1575	893,250
Research Fellow	400	3.III	1575	893,250
Coordinator of Research Activities in AZD	400	3.III	1575	893,250
Coordinator of Rwanda National Genebank	400	3.III	1575	893,250
Director of Research, Extension Publication and Documentation	400	3.II	1369	784,008
Director of Agriculture Extension in AZD	400	3.II	1369	784,008
Director of Animal Resources Extension in AZD	400	3.II	1369	784,008
Director of Seed Production Unit RSC	400	3.II	1369	784,008
Director of Seed inspection and laboratory services Unit	400	3.II	1369	784,008
Director of Veterinary & Laboratory Services Unit	400	3.II	1369	784,008
Director of Genetics Improvement Unit	400	3.II	1369	784,008
Director of Veterinary Inspection Unit	400	3.II	1369	784,008
Director of Planning Unit	400	3.II	1369	784,008
Director of Finance Unit	400	3.II	1369	784,008
Director of Human Resource & Administration Unit	400	3.II	1369	784,008
Director of Procurement Unit	400	3.II	1369	784,008
Director of ICT Unit	400	3.II	1369	784,008
Advisor to DG	400	3.II	1369	784,008

Official Gazette n° 30bis of 27/07/2015

Associate Research Fellow	400	3.II	1369	776,419
Irrigation Specialist	400	3.II	1369	784,008
Land Husbandry Specialist	400	3.II	1369	784,008
Agriculture Mechanization Specialist	400	3.II	1369	784,008
Fisheries Program Specialist	400	3.II	1369	784,008
Crops Production & Extension Specialist	400	3.II	1369	784,008
Animal Resources Production & Extension Specialist	400	3.II	1369	784,008
Crops Protection Specialist	400	3.II	1369	784,008
Girinka Program Specialist	400	3.II	1369	784,008
Post-harvest Handling specialist	400	3.II	1369	784,008
Traditional Cash Crops Production specialist	400	3.II	1369	784,008
Assistant Research Fellow	400	4.III	1313	744,659
Coordinator of RATDC	400	4.III	1313	744,659
Legal Affairs Officer	400	4.III	1313	744,659
Seed Inspection Officer	400	4.II	1141	647,110
Animal Disease Management Officer	400	4.II	1141	647,110
Public Relations and Communication Officer	400	4.II	1141	647,110
Human Resources Officer	400	4.II	1141	647,110
Human Resource Officer in AZD	400	4.II	1141	647,110
Head of Centre in AZ Division	400	4.II	1141	647,110
Veterinary Labo Analysis Officer	400	4.II	1141	647,110
Veterinary Public Health Inspector	400	4.II	1141	647,110
Chief Accountant	400	4.II	1141	647,110
Database and Application Administrator	400	5.II	951	539,353
Network Administrator	400	5.II	951	539,353
Irrigation Technician	400	5.II	951	539,353
Land Husbandry Technician	400	5.II	951	539,353
Agriculture Mechanization Technician	400	5.II	951	539,353
Agriculture Technician in Gene - Bank	400	5.II	951	539,353
Animal Genetic Resources Technician in Gene - Bank	400	5.II	951	539,353
Plant Genetic Resources Officer in National Genebank	400	5.II	951	539,353
Animal Genetic Resources Officer in National Genebank	400	5.II	951	539,353
RATDC Mushroom Technology Officer	400	5.II	951	539,353

Official Gazette n° 30bis of 27/07/2015

Business dvpt, Patrneship and Resources Mobilisation Officer	400	5.II	951	539,353
Planning officer	400	5.II	951	539,353
Monitoring & Evaluation officer	400	5.II	951	539,353
Estate Manager	400	5.II	951	539,353
Quality seed control officer	400	5.II	951	539,353
Satellite Laboratory Seed Analysis officer	400	5.II	951	539,353
Seed Laboratory Analysis Officer	400	5.II	951	539,353
Veterinary Satellite Labo Technician	400	5.II	951	539,353
Veterinary Quarantine Station Technician	400	5.II	951	539,353
Veterinary Drugs Registrar	400	5.II	951	539,353
Veterinary Drugs and Animal Products Inspector	400	5.II	951	539,353
Girinka Database Mgt officer	400	5.II	951	539,353
Research Technician	400	5.II	951	539,353
Accountant at HQ	400	5.II	951	539,353
Accountants in AZD	400	5.II	951	539,353
Budget Officer	400	5.II	951	539,353
Internal Auditor	400	5.II	951	539,353
Procurement Officer	400	5.II	951	539,353
Logistics Officer	400	5.II	951	539,353
Publication Officer	400	5.II	951	539,353
Secretary to the Scientific Committee	400	5.II	951	539,353
Traditional Cash Crops Production Technician	400	5.II	951	539,353
Crop production technician	400	5.II	951	539,353
Crop Protection technician	400	5.II	951	539,353
Post-harvest Handling technician	400	5.II	951	539,353
Cooperative development & Marketing technician	400	5.II	951	539,353
Seed production technician	400	5.II	951	539,353
Animal production technician	400	5.II	951	539,353
Animal Disease Control technician	400	5.II	951	539,353
Girinka Liaison Technician	400	5.II	951	539,353
Fish Farming Technician	400	5.II	951	539,353
Pre-basic and Basic Seed Production Technician (RSC)	400	5.II	951	539,353

Official Gazette n° 30bis of 27/07/2015

Seed processing Technician (RSC)	400	5.II	951	539,353
Private Seed Multiplication Technician (RSC)	400	5.II	951	539,353
Semen Production and processing Technician (RSC)	400	5.II	951	539,353
Artificial Insemination Technician (RSC)	400	5.II	951	539,353
National Herd Book Technician (RSC)	400	5.II	951	539,353
Bull Station Technician (RSC)	400	5.II	951	539,353
Liquid Nitrogen Plant Technician (RSC)	400	5.II	951	539,353
Administrative liaison Officer	400	5.II	951	539,353
Administrative Assistant to the DDG	400	5.II	951	539,353
Administrative Assistant to the DG	400	5.II	951	539,353
Customer care Officer	400	6.II	793	449,744
Librarian Officer	400	6.II	793	449,744
Archives and Documentation Officer	400	6.II	793	449,744
Administrative Assistant to Heads of Department	400	7.II	660	374,314
Head of Central Secretariat	400	7.II	660	374,314
Storekeeper in AZ Division and RSC	400	8.II	508	288,109
Cashier in AZ Division and RSC	400	8.II	508	288,109
Secretary to the Head of AZD	400	8.II	508	288,109
Secretary to Head of Rubirizi Centre	400	8.II	508	288,109
Secretary in the Central secretariat	400	8.II	508	288,109
Secretary to Finance unit	400	8.II	508	288,109
Driver	400	10.II	300	170,143

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe No118/03 ryo ku wa 25/6/2015 rishyiraho imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa Abakozi b'Ikigo gishinzwe Iterambere ry'Ubumunsi

Kigali, kuwa 25/6/2015

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

(sé)
UWIZEYE Judith
Minisitiri w'Abakozi b'Intebe n'Ubumunsi

Bibonywe kandi bishyirizweho Ikirangacya Repubulika:

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

Seen to be annexed to Prime Minister's Order No118/03 of 25/6/2015 determining organizational structure, salaries and fringe benefits for employees Rwanda Agriculture Board (RAB)

Kigali, on 25/6/2015

(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 No118/03 du 25/6/2015 déterminant la structure organisationnelle, salaires et autres avantages accordés au personnel de l'Office Rwandais de Développement Agricole (RAB)
Kigali, le 25/6/2015

(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