

Ibirimo/Summary/Sommaire

page/urup

Iteka rya Minisitiri w'Intebe/ Prime Minister's Order/ Arrêté du Premier Ministre

N°210/03 ryo ku wa 14/09/2016

Iteka rya Minisitiri w'Intebe rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Ubutegetsi bw'Igihugu (MINALOC).....2

N°210/03 of 14/09/2016

Prime Minister's Order determining mission and functions, organisational structure, salaries and fringe benefits for employees in the Ministry of local Government (MINALOC).....2

N°210/03 du 14/09/2016

Arrêté du Premier Ministre portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère de l'Administration Locale (MINALOC).....2

ITEKA RYA MINISITIRI W'INTEBE N°210/03 RYO KU WA 14/09/2016 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'UBUTEGETSI BW'IGIHUGU (MINALOC)

PRIME MINISTER'S ORDER N°210/03 OF 14/09/2016 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE MINISTRY OF LOCAL GOVERNMENT (MINALOC)

ARRETE DU PREMIER MINISTRE N°210/03 DU 14/09/2016 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DE L'ADMINISTRATION LOCALE (MINALOC)

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: Inshingano

Article 2: Mission and functions

Article 2: Mission et fonctions

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

Article 3: Organizational structure and job profiles

Article 3: Structure organisationnelle et profils d'emplois

Ingingo 4: Igenwa ry'umushahara

Article 4: Determination of the salary

Article 4: Détermination du salaire

Ingingo 5: Ibigize umushahara mbumbe

Article 5: Composition of the gross salary

Article 5: Composition du salaire brut

Ingingo ya 6: Ibindi bigenerwa Umunyamabanga Uhoraho

Article 6: Fringe benefits for the Permanent Secretary

Article 6: Avantages alloués au Secrétaire Permanent

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

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

Article 7: Avantages alloués aux hauts fonctionnaires au poste de niveau "2.III"

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

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

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

Ingingo ya 9: Indamunite z’urugendo rw’imodoka

Article 9: Mileage allowances

Article 9: Indemnités kilométriques

Ingingo ya 10: Abashinzwe gushyira mu bikorwa iri teka

Article 10: Authorities responsible for the implementation of this Order

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

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

Article 11: Repealing provision

Article 11: Disposition abrogatoire

Ingingo ya 12: Igihe iteka ritangira gukurikizwa

Article 12: Commencement

Article 12: Entrée en vigueur

Official Gazette n° Special of 14/09/2016

ITEKA RYA MINISITIRI W'INTEBE N° 210/03 RYO KU WA 14/09/2016 RIGENA INSHINGANO, IMBONERAHAMWE Y'IMYANYA Y'IMIRIMO, IMISHAHARA N'IBINDI BIGENERWA ABAKOZI MURI MINISITERI Y'UBUTEGETSI BW'IGIHUGU (MINALOC)

PRIME MINISTER'S ORDER N° 210/03 OF 14/09/2016 DETERMINING MISSION AND FUNCTIONS, ORGANISATIONAL STRUCTURE, SALARIES AND FRINGE BENEFITS FOR EMPLOYEES IN THE MINISTRY OF LOCAL GOVERNMENT (MINALOC)

ARRETE DU PREMIER MINISTRE N°210/03 DU 14/09/2016 PORTANT MISSION ET FONCTIONS, STRUCTURE ORGANISATIONNELLE, SALAIRES ET AVANTAGES ACCORDES AU PERSONNEL DU MINISTERE DE L'ADMINISTRATION LOCALE (MINALOC)

Minisitiri w'Intebe;

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

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

Asubiye ku Iteka rya Minisitiri w'Intebe n° 41/03 ryo ku wa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisitiri y'Ubutegetsi bw'Igihugu (MINALOC);

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

Inama y'Abaminisitiri yateranye ku wa 24/06/2016 imaze kubisuzuma no kubyemeza;

The Prime Minister;

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

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

Having reviewed the Prime Minister's Order n° 41/03 of 27/02/2015 determining mission and functions, organisational structure, salaries and fringe benefits for employees in the Ministry of Local Government (MINALOC);

On proposal by the Minister of Public Service and Labour;

After consideration and approval by the Cabinet in its session of 24/06/2016;

Le Premier Ministre;

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

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

Revu l'Arrêté du Premier Ministre n° 41/03 du 27/02/2015 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère de l'Administration Locale (MINALOC) ;

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

Après examen et adoption par le Conseil des Ministres en sa séance du 24/06/2016 ;

ATEGETSE:

HEREBY ORDERS:

ARRETE :

Ingingo ya mbere: Icyo iri teka rigamije

Iri teka rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisiteri y'Ubutegetsi bw'Igihugu.

Ingingo ya 2: Inshingano

Minisiteri y'Ubutegetsi bw'Igihugu ifite inshingano rusange zo guhuza hamwe gahunda zijyanye n'imiyoborere myiza n'imitegekere y'Igihugu ihamye bigamije iterambere mu by'ubukungu, imibereho na politiki.

By'umwihariko, Minisiteri y'Ubutegetsi bw'Igihugu ishinze:

- 1° guteza imbere, kumenyekanisha no guhuza ishyingirwa mu bikorwa rya politiki, ingamba na gahunda bijyanye n'ubutegetsi bw'Igihugu binyujijwe mu gushyiraho politiki, ingamba na gahunda z'Igihugu zijyanye n'imiyoborere myiza, imitegekere y'Igihugu, imibereho y'abaturage n'imiturire mu midugudu hagamijwe iterambere rirambye;

Article One: Purpose of this Order

This Order determines the mission and functions, organisational structure, salaries and fringe benefits for employees in the Ministry of Local Government.

Article 2: Mission and functions

The Ministry of Local Government ensures the coordination of good governance and high quality territorial administration programs that promote economic, social and political development throughout the nation.

Specifically, the Ministry of Local Government is responsible for:

- 1° developing, disseminating and coordinating the implementation of policies, strategies and sector programs through the formulation of national policies, strategies and programs of good governance, territorial administration, social affairs and group settlement sites to ensure sustainable community development;

Article premier: Objet du présent arrêté

Le présent arrêté porte mission et fonctions, structure organisationnelle, salaires et autres avantages accordés au personnel du Ministère de l'Administration Locale.

Article 2: Mission et fonctions

Le Ministère de l'Administration Locale a pour mission d'assurer la coordination des programmes de bonne gouvernance et de l'administration territoriale efficace en vue du développement national économique, social et politique.

Plus particulièrement, le Ministère de l'Administration Locale est chargé de:

- 1° développer, diffuser et coordonner la mise en œuvre des politiques, des stratégies et des programmes sectoriels par la formulation des politiques, des stratégies et des programmes nationaux de bonne gouvernance, d'administration territoriale, des affaires sociales et de l'habitat regroupé en vue du développement communautaire durable;

Official Gazette n° Special of 14/09/2016

2° gushyiraho amategeko ajyanye n'imiyo borere myiza, imitegekere y'Igihugu, imiturire n'iterambere mu mibereho myiza n'ubukungu, binyujijwe mu:

- a. gushyiraho amategeko, amabwiriza n'ibigenderwaho mu kwegereza ubuyobozi abaturage, mu rwego rwo gushyira mu bikorwa imiyoborere myiza n'imategekere y'Igihugu hagamijwe iterambere mu by'ubukungu, imibereho na politiki;
- b. kugena politiki n'ingamba zo guteza imbere ibijyanye n'ubutegetsi bw'Igihugu no guharanira ko byubahiriza ibikenewe mu baturage;
- c. gushyiraho no guteza imbere politiki zijyanye n'imibereho myiza y'abaturage n'uburyo bwo kuyishyira mu bikorwa;
- d. gukorana n'izindi nzego za Leta mu rwego rwo kuzifasha gushyira neza mu bikorwa gahunda zazo mu nzego z'ibanze;
- e. gushyiraho ibigenderwaho mu gusuzuma ibikorwa bya Minisiteri, haba mu rwego

2° developing a legal framework for good governance, territorial administration, settlement and social-economic development through:

- a. developing the legal framework, rules and procedures of decentralisation the implement good governance and territorial administration for socio-economic and political development;
- b. developing policies and strategies to develop local administration and ensuring its harmony with local environment;
- c. putting in place and promoting a sector policy for social affairs and implementation mechanisms;
- d. collaborating with other government institutions to guarantee smooth implementation of their specific programs at local level;
- e. putting in place monitoring indicators for activities of the Ministry at both the national and local levels;

2° développer un cadre juridique pour la bonne gouvernance, l'administration territoriale, l'habitat et le développement socio - économique à travers:

- a. la mise en place d'un cadre juridique, règles et procédures de décentralisation, pour la mise en œuvre de la bonne gouvernance et l'administration territoriale en vue du développement socio - économique et politique;
- b. la mise en place des politiques et des stratégies pour le développement de l'administration locale et assurer leur conformité à l'environnement local;
- c. la mise en place et la promotion de la politique sectorielle des affaires sociales ainsi que des mécanismes de sa mise en œuvre;
- d. la collaboration avec d'autres institutions gouvernementales afin de garantir la bonne exécution de leurs programmes au niveau local;
- e. la mise en place d'indicateurs de suivi des activités du Ministère tant au niveau central que local;

rw'ubutegetsibwite bwa Leta no mu
nzego z'ibanze;

3° guteza imbere ubushobozi bw'inzego
n'abakozi binyujijwe mu:

- a. gusuzuma, mu buryo buhoraho, ubushobozi bw'inzego zegerejwe abaturage mu gushyira mu bikorwa inshingano zazo;
- b. gushyigikira gahunda zijyanye no kongerera ubushobozi abakozi mu nzego z'ibanze mu bijyanye n'imiyoborere myiza, imitegekere y'Igihugu n'iterambere mu by'ubukungu n'imibereho;

4° gukurikirana no gusuzuma ishyirwa mu bikorwa rya za politiki, ingamba na gahunda za Minisiteri n'inzego ziyishamikiyeho binyujijwe mu:

- a. kugenzura no gusuzuma politiki na gahunda z'Igihugu zigamije guteza imbere imiyoborere myiza, imitegekere ihamye, iterambere mu by'ubukungu n'imibereho myiza;

3° developing institutional and human
resources capacities through:

- a. constant assessment of the decentralised entities' capacities in relation to the implementation of their responsibilities;
- b. supporting holistic capacity building programs of local governments relating to good governance, territorial administration and socio-economic development;

4° monitoring and evaluating the
implementation of sector and sub-sector
policies, strategies and programs through;

- a. monitoring and evaluating national policies and programs that contribute to promoting good governance, efficient territorial administration and socio-economic development;

3° développer les capacités des ressources
institutionnelles et humaines à travers:

- a. l'évaluation constante des capacités des entités administratives décentralisées en ce qui concerne la mise en œuvre de leurs responsabilités ;
- b. le soutien des programmes de renforcement des capacités des entités locales en relation avec la bonne gouvernance, l'administration territoriale et le développement socio - économique;

4° faire le suivi et l'évaluation de la mise
en œuvre des politiques, stratégies et
programmes sectoriels et sous-
sectoriels à travers :

- a. le suivi et l'évaluation des politiques et programmes nationaux qui contribuent à la promotion de la bonne gouvernance, de l'administration territoriale efficace et du développement socio-économique;

Official Gazette n° Special of 14/09/2016

b. guhuriza hamwe, gusesengura no kumenyekanisha amakuru yose aturuka mu Turere;	b. consolidating, analysing and disseminating data submitted by Districts;	b. la consolidation, l'analyse et la diffusion des données provenant des Districts;
c. kugenzura ibipimo ngenderwaho hagamijwe gushyira mu bikorwa ibikorwa bya Minisiteri mu butegetsi bwite bwa Leta no mu nzego z'ibanze;	c. monitoring the indicators to ensure the implementation of activities of the Ministry at central and local levels;	c. le suivi des indicateurs de mise en œuvre des activités du Ministère au niveau central et local;
d. gushyikiriza Guverinoma raporo ngarukabihe na raporo ngarukamwaka zigaragaza uruhare rwa politiki, ingamba, gahunda n'imishinga byashyizweho ku iterambere ry'Igihugu;	d. submitting periodical and annual reports to the Government on the impact of sector policies, strategies, programs and projects on the development of the Country;	d. des rapports périodiques et annuels transmis au Gouvernement concernant l'impact des politiques, stratégies, programmes et projets sectoriels sur le développement du Pays;
5° kugenzura ibikorwa byose by'inzego z'ibanze harimo n'ibireberana n'itangwa rya serivisi;	5° conducting inspection of all local Government activities including service delivery;	5° inspection des activités du gouvernement local tel que la prestation de services ;
6° kugenzura imikorere y'inzego Minisiteri ishinze kurebererera binyujijwe mu:	6° overseeing the functioning of institutions supervised by the Ministry through:	6° contrôler le fonctionnement des institutions sous tutelle du Ministère à travers :
a. kugenzura no gukurikirana imikorere y'inzego zirebererwa na Minisiteri hagamijwe guharanira ko zigira uruhare mu gutanga serivisi neza mu rwego rwo guteza imbere imiyoborere myiza n'iterambere mu by'ubukungu n'imibereho myiza;	a. supervising and monitoring the functioning of institutions supervised by the Ministry to guarantee their effective service delivery, aiming at good governance and socio- economic development;	a. la supervision et le contrôle du fonctionnement des institutions sous tutelle du Ministère afin de garantir leur prestation efficace de services, en vue de la bonne gouvernance et du développement socio-économique;

Official Gazette n° Special of 14/09/2016

b. gutanga imirongo ngenderwaho ya politiki no gushyiraho amategeko agenga gahunda zigenzurwa na Minisiteri;	b. providing policy guidance and putting in place a legal framework for specific programs supervised by the Ministry;	b. l'orientation politique et la mise en place d'un cadre juridique des programmes spécifiques supervisés par le Ministère;
7° guteza imbere imikoranire myiza hagati y'inzego za Leta binyujijwe mu:	7° promoting effective intergovernmental relationships through:	7° promouvoir des relations intergouvernementales efficaces à travers :
a. gutunganya uburyo bunoze bw'imikoranire hagati y'inzego hagamijwe guteza imbere imikorere myiza y'inzego z'ibanze;	a. organising suitable inter- institutional relations to promote the efficacy of local government entities;	a. l'organisation des relations inter-institutionnelles appropriées pour la promotion du bon fonctionnement des entités d'administration locale;
b. gutezura ibikorwa mu rwego mpuzamahanga no mu rwego rw'Igihugu bihuza inzego z'ubutegetsi bw'Igihugu;	b. organising national and international events that bring local government organs together;	b. l'organisation des événements au niveau national et international regroupant des organes de l'administration locale;
8° gushakisha ibyafasha Minisiteri mu bikorwa byayo binyujijwe mu:	8° mobilising resources for the Ministry activities through:	8° mobiliser des ressources pour les activités du Ministère à travers :
a. gushaka ibikenewe mu guteza imbere imiyoborere myiza, iterambere mu mibereho no gushyiraho uburyo bukwiye bwo kubikoresha neza;	a. mobilising necessary resources for promotion of good governance, and socio-economic development and providing a proper framework for their rational utilisation;	a. la mobilisation des ressources nécessaires à la promotion de la bonne gouvernance, au développement socio-économique et la mise en place d'un cadre approprié pour leur utilisation rationnelle;
b. guteza imbere gahunda z'ubufatanye bw'inzego z'ubutegetsi bw'Igihugu,	b. promoting partnerships that enhance unity among local governments both nationally and internationally;	b. la promotion des partenariats et des jumelages entre les administrations

haba imbere mu Gihugu ndetse no mu mahanga;

- c. guteza imbere ubufatanye bugamije guhuriza hamwe ingufu z'abafatanyabikorwa banyuranye mu nzeho z'ibanze.

locales à l'échelle nationale et internationale;

- c. promoting partnerships that favour joint development of efforts by different stakeholders at local level.

- c. la promotion de partenariats qui favorisent la mise en commun des efforts de différents intervenants au niveau local.

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

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

Article 3: Organisational structure and job Profiles

The organisational structure and job profiles for the Ministry of Local Government are respectively in annex I and II of this Order.

Article 3: Structure organisationnelle et profils d'emplois

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

Ingingo ya 4: Igenwa ry'umushahara

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

Article 4: Determination of the salary

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

Article 4: Détermination du salaire

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

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

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

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

Ingingo ya 5: Ibigize umushahara mbumbe

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

Article 5: Composition of the gross salary

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

Article 5: Composition du salaire brut

Le salaire brut mensuel pour chaque agent comprend principalement :

Official Gazette n° Special of 14/09/2016

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

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

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

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

Ingingo ya 6: Ibindi bigenerwa Umunyamabanga Uhoraho

Umunyamabanga Uhoraho muri Minisitiri y'Ubutegetsi bw'Igihugu agenerwa ibindi bimufasha gutunganya umurimo bikurikira:

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

Article 6: Fringe benefits for the Permanent Secretary

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

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

Article 6: Avantages alloués au Secrétaire Permanent

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

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

Official Gazette n° Special of 14/09/2016

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

thousand Rwandan francs (Frw 100,000) per month for mobile phone communication;

ceux de communication par téléphone portable équivalant à cent mille francs rwandais (100.000 Frw) par mois;

2° amafaranga yo kwakira abashyitsi mu kazi angana n'ibihumbi magana abiri y'u Rwanda (200.000 Frw) buri kwezi anyura kuri konti ya Minisitiri;

2° office guests' entertainment allowance of two hundred thousand Rwandan francs (200,000 Frw) per month and transferred to the Ministry's account;

2° les frais de représentation au service équivalant à deux cent mille francs Rwandais (200.000 Frw) chaque mois et domiciliés au compte bancaire du Ministère;

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

3° the Government facilitates his/her transport in accordance with the instructions of the Minister in charge of transport.

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

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

Article 7: Fringe benefits for senior officials on “2.III” job level

Article 7: Avantages alloués aux hauts fonctionnaires aux postes de niveau “2.III”

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

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

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

1° amafaranga y'itumanaho rya telefoni igendanwa angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw) buri kwezi;

1° seventy thousand Rwandan francs (70,000 Frw) each month for mobile phone communication;

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

2° Leta iborohera ingendo hakurikijwe amabwiriza ya Minisitiri ufite gutwara abantu n'ibintu mu nshingano ze.

2° the Government facilitates their transport in accordance with the instructions of the Minister in charge of transport.

2° l'Etat leur facilite le transport conformément aux instructions du Ministre ayant le transport dans ses attributions.

Abayobozi Bakuru bari ku rwego rw'imirimo rwa “2.III” bafite itsinda ry'abakozi ba Leta bayobora

Senior Officials on level “2.III” with a pool of public servants under their responsibilities in

Les hauts fonctionnaires aux postes de niveau “2.III” ayant des agents de l'Etat placés sous

Official Gazette n° Special of 14/09/2016

hashingiwe ku mbonerahamwe yemewe, bagenerwa kandi amafaranga y'itumanaho rya telefoni yo mu biro angana n'ibihumbi mirongo irindwi y'u Rwanda (70.000 Frw) buri kwezi.

accordance with the approved organisational structure are also each entitled to an office land line communication of seventy thousand Rwandan francs (70,000 Frw) per month.

leurs responsabilités suivant la structure organisationnelle approuvée, bénéficient aussi chacun des frais de communication par téléphone de bureau équivalant à soixante - dix mille francs Rwandais (70.000 Frw) par mois.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Ingingo ya 9: Indamunite z'urugendo rw'imodoka

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

Ingingo ya 10: Abashinzwe gushyira mu bikorwa iri teka

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

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

Iteka rya Minisitiri w'Intebe n° 41/03 ryo ku wa 27/02/2015 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisitiri y'Ubutegetsi bw'Igihugu (MINALOC) n'izindi ingingo zose z'amateka abanziriza iri kandi zinyuranyije na ryo bivanyweho.

Article 9: Mileage allowances

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

Article 10: Authorities responsible for the implementation of this Order

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

Article 11: Repealing provision

The Prime Minister's Order n° 41/03 of 27/02/2015 determining mission and functions, organisational structure, salaries and fringe benefits for employees in the Ministry of Local Government (MINALOC) and all prior provisions contrary to this Order are repealed.

Article 9: Indemnités kilométriques

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

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

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

Article 11: Disposition abrogatoire

L'Arrêté du Premier Ministre n° 41/03 du 27/02/2015 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère de l'Administration Locale (MINALOC) et toutes les dispositions antérieures contraires au présent arrêté sont abrogées.

Official Gazette n° Special of 14/09/2016

Ingingo ya 12: Igihe iteka ritangira gukurikizwa

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

Kigali, ku wa **14/09/2016**

(sé)

MUREKEZI Anastase
Minisitiri w'Intebe

(sé)

UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika:

(sé)

BUSINGYE Johnston
Minisitiri w'Ubutabera/Intumwa Nkuru ya Leta

Article 12: Commencement

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

Kigali, on **14/09/2016**

(sé)

MUREKEZI Anastase
Prime Minister

(sé)

UWIZEYE Judith
Minister of Public Service and Labour

Seen and sealed with the Seal of the Republic:

(sé)

BUSINGYE Johnston
Minister of Justice/Attorney General

Article 12: Entrée en vigueur

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

Kigali, le **14/09/2016**

(sé)

MUREKEZI Anastase
Premier Ministre

(sé)

UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République :

(sé)

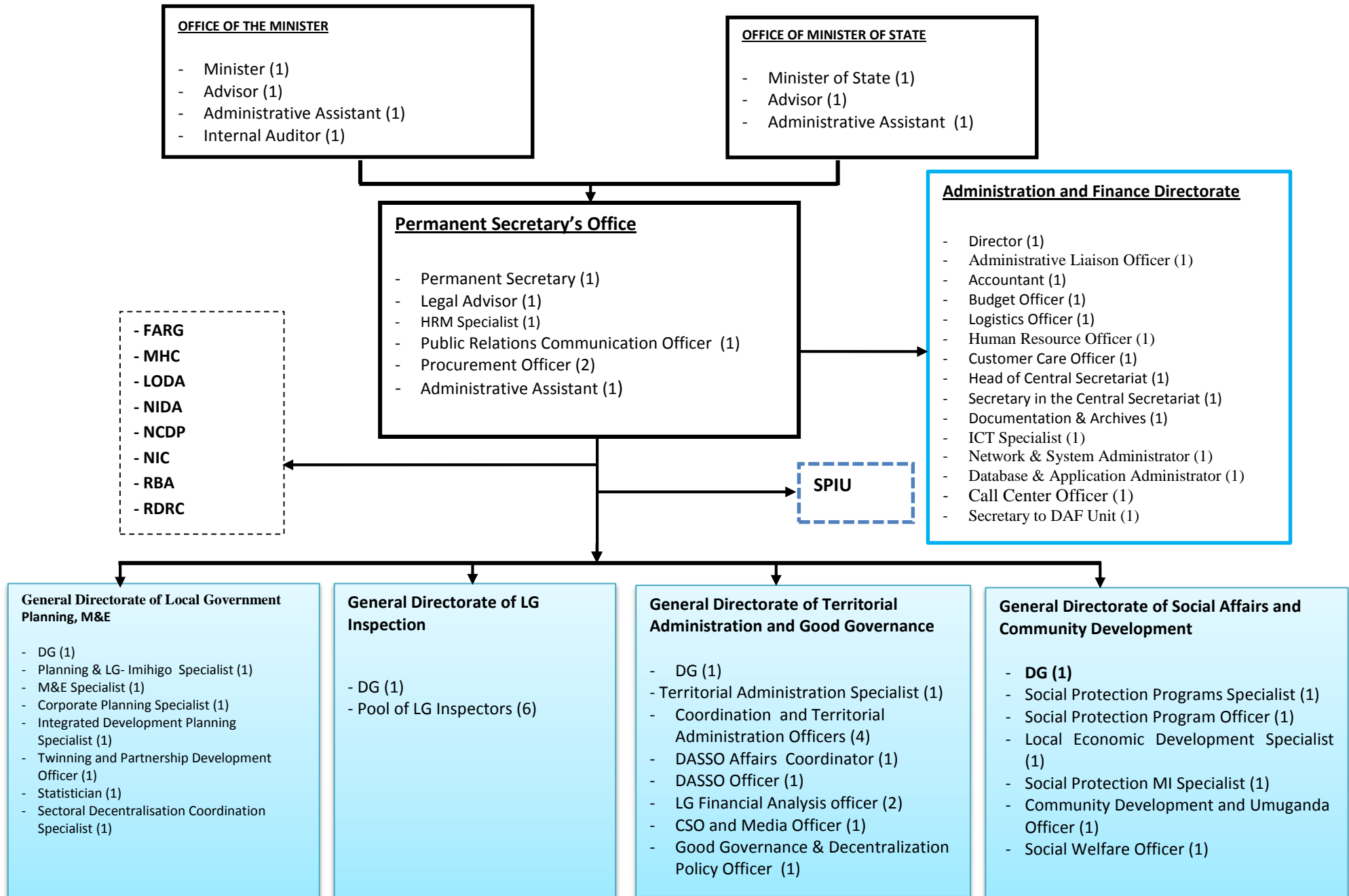
BUSINGYE Johnston
Ministre de la Justice/Garde des Sceaux

**UMUGEREKA WA I W'ITEKA RYA
MINISITIRI W'INTEBE N°210/03
RYO KU WA 14/09/2016 RIGENA
INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI
MINISITERI Y'UBUTEGETSI
BW'IGIHUGU (MINALOC)**

**ANNEX I TO THE PRIME MINISTER'S
ORDER N°210/03 OF 14/09/2016
DETERMINING MISSION AND
FUNCTIONS, ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES IN THE
MINISTRY OF LOCAL GOVERNMENT
(MINALOC)**

**ANNEXE I DE L'ARRETE DU PREMIER
MINISTRE N°210/03 DU 14/09/2016
PORTANT MISSION ET FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AVANTAGES ACCORDES
AU PERSONNEL DU MINISTERE DE
L'ADMINISTRATION LOCALE
(MINALOC)**

MINALOC PROPOSED NEW ORGANIZATIONAL STRUCTURE



Official Gazette n° Special of 14/09/2016

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°210/03 ryo ku wa 14/09/2016 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisitiri y'Ubutegetsi bw'Igihugu

Kigali, ku wa **14/09/2016**

(sé)

MUREKEZI Anastase
Minisitiri w'Intebe

(sé)

UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

**Bibonywe kandi bishyizweho Ikirango
cya Repubulika :**

(sé)

BUSINGYE Johnston
Minisitiri w'Ubutabera / Intumwa Nkuru
ya Leta

Seen to be annexed to the Prime Minister's Order n° 210/03 of 14/09/2016 determining mission and functions, organisational structure, salaries and fringe benefits for employees in the Ministry of Local Government

Kigali, on **14/09/2016**

(sé)

MUREKEZI Anastase
Prime Minister

(sé)

UWIZEYE Judith
Minister of Public Service and Labour

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

(sé)

BUSINGYE Johnston
Minister of Justice / Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n° 210/03 du 14/09/2016 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère de l'Administration Locale

Kigali, le **14/09/2016**

(sé)

MUREKEZI Anastase
Premier Ministre

(sé)

UWIZEYE Judith
Ministre de la Fonction Publique et du Travail

Vu et scellé du Sceau de la République :

(sé)

BUSINGYE Johnston
Ministre de la Justice / Garde des Sceaux

**UMUGEREKA WA II W'ITEKA RYA
MINISITIRI W'INTEBE N°210/03
RYO KU WA 14/09/2016 RIGENA
INSHINGANO, IMBONERAHAMWE
Y'IMYANYA Y'IMIRIMO,
IMISHAHARA N'IBINDI
BIGENERWA ABAKOZI MURI
MINISITERI Y'UBUTEGETSI
BW'IGIHUGU (MINALOC)**

**ANNEXE II TO THE PRIME MINISTER'S
ORDER N°210/03 OF 14/09/2016
DETERMINING MISSION AND
FUNCTIONS, ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES IN THE
MINISTRY OF LOCAL GOVERNMENT
(MINALOC)**

**ANNEXE II DE L'ARRETE DU PREMIER
MINISTRE N°210/03 DU 14/09/2016
PORTANT MISSION ET FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AVANTAGES ACCORDES
AU PERSONNEL DU MINISTERE DE
L'ADMINISTRATION LOCALE
(MINALOC)**

MINISTRY OF LOCAL GOVERNMENT (MINALOC) - JOB PROFILES 2016+

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Office of the Minister	Minister	Minister of Local Government	Political Appointee	1
	Advisor	Advisor to the Minister	<p>A0 in Law, Public Administration, Administrative Sciences, Management, Political Sciences with 5 years of working experience or Master's Degree or Equivalent in Law, Public Administration, Administrative Sciences, Political Sciences, Governance, Management with 3 years of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - extensive knowledge and understanding of the Rwandan local government; - good knowledge of government policy making and legislative processes; - knowledge of local government sector policies and issues; - leadership skills; - high analytical skills; - report writing and presentation skills; - computer literate; - coordination, planning and organisational skills; - interpersonal skills; - collaboration and team working skills; - effective communication skills; - administrative skills; - time management skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Social work, Sociology, Law</p> <p><u>Key technical skills and knowledge required :</u></p> <ul style="list-style-type: none"> - office management skills; - excellent communication; - organisational, interpersonal skills; - computer knowledge (Work Processing, Power Point and Internet); - analytical and problem solving skills; - time management skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Internal Auditor	Internal Auditor	<p>A0 in Accounting, Public Finance or Management with specialisation in Finance/Accounting.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - detailed knowledge of financial and audit standards, HR and financial regulations, procedures; - financial software; - planning skills; - excellent communication, organisation and interpersonal skills; - computer skills; - high analytical skills; - report writing and presentation skills; - time management skills; - excellent problem solving skills and clear logical sens; - collaboration and team working skills; - effective communication skills; - administrative skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
Sub - Total				4
Office of the Minister of State	Minister	Minister of State	Political Appointee	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Advisor	Advisor to the Minister of State	<p>A0 in Law, Public Administration, Management with 5 years of working experience or Master's Degree or equivalent in Law, Public Administration, Management with 3 years of working experience.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - extensive knowledge and understanding of the Rwandan local government; - good knowledge of government policy making and legislative processes; - knowledge of local government sector policies and issues; - administrative skills; - leadership skills; - high analytical skills; - report writing and presentation skills; - computer literate; - coordination, planning and organisational skills; - interpersonal skills; - collaboration and team working skills; - effective communication skills; - administrative skills; - time management skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Administrative Sciences, Management, Social Work, Sociology, Law</p> <p><u>Key technical skills and knowledge required :</u></p> <ul style="list-style-type: none"> - office management skills; - excellent communication, organisational, interpersonal skills; - computer knowledge (WordProcessing, Power Point and Internet); - analytical and problem solving skills; - time management skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
Sub - Total				3
Office of the Permanent Secretary	Permanent Secretary	Permanent Secretary	Political Appointee	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Legal Advisor	Legal Advisor	<p>A0 in Law with 3 years of working experience or Master's Degree in Law with 1 year of working experience.</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 organisation skills; - team working skills; - computer skills; - fluent in Kinyarwanda, English and/or French. 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Human Resources Management Specialist	Human Resources Management Specialist	<p>A0 in Human Resource Management, Management with specialisation in Human Resource, Business Administration with Human Resource Management with 3 years of working experience or Master's Degree in Human Resource Management, Management with Specialization in Human Resource, Business Administration with Specialization in Human Resource Management</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - deep knowledge of Rwandan public service and labour law; - knowledge in conflict management; - knowledge of human resources concepts, practices, policies, and procedures; - problem solving skills; - computer skills; - judgment and decision making skills; - Time management Skills; - interview skills; - high analytical skills; - teamworking skills; - fluent in Kinyarwanda, English and/ French; knowledge of all is an advantage. 	1
		Public Relations & Communication Officer	<p>A0 in Journalism, Communication, International Relations, 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 oral and in writing; - excellent interpersonal skills; - report writing and presentation skills; - creativity and initiative; - good organisational and time management skills, - team working skills; - effective public relations and public speaking skills; - interviewing skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Procurement	Procurement Officer	<p>A0 in Procurement, Management, Public Finance, Economics, Law, Accounting</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; - category management skills; - time management skills; - decision making skills; - excellent communication skills; - computer skills; - fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	2
	Administrative Assistant	Administrative Assistant	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management, Administrative Sciences, Social Work, Sociology, Law.</p> <p><u>Key technical skills and knowledge required :</u></p> <ul style="list-style-type: none"> - office management skills; - excellent communication, organisational, interpersonal skills; - computer knowledge (Word Processing, Power Point and Internet); - analytical and problem solving skills; - time management skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
Sub - Total				7

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Directorate General of Local Government Planning, Monitoring and Evaluation	Director General	Director General of Local Government Planning, Monitoring and Evaluation	<p>A0 in Economics, Development Studies, Management, Regional Planning, Project Management, Business Administration with 5 years of working experience including 2 years in managerial position or Master's Degree or equivalent in Economics, Development Studies, Management, Regional Planning, Project Management, Business Administration with 3 year of working experience including 1 year in managerial position.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge of Rwanda National Planning Systems; - knowledge of performance contracts process and indicators; - a solid understanding of rural development with a focus on participatory processes, joint management; - good contextual knowledge of local issues, community priorities, organisational relationships, social and cultural constraints and realities and environmental conditions; - knowledge of results based management, logical framework approach, strategic planning processes and tools; - knowledge of drafting Action Plans and Operational Plans; - knowledge to conduct policy and analysis and draft proposals; - leadership skills; - computer skills; - organisational skills; - communication skills. - high analytical & complex problem solving 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
	Planning and Imihigo Specialist	Planning and Imihigo Specialist	<p>A0 in Economics, Management, Project Management, Development Studies with 3 years of working experience or Master's Degree in Economics, Management, Project Management, Development Studies.</p> <p><u>Key technical skills and 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 drafting action plans and operational plans; - knowledge to conduct policy and analysis and draft proposals; - knowledge of Rwanda National Planning Systems; - knowledge of performance contracts process and indicators; - computer skills; - organisational skills; - communication skills; - high analytical and complex problem solving skills; - judgment and 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
		Corporate Planning Specialist	<p>A0 in Economics, Management, Project Management, Development Studies with 3 years of working experience or Master's Degree in Economics, Management, Project Management, Development Studies.</p> <p><u>Key technical skills and 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 drafting action plans and operational plans; - knowledge to conduct policy and analysis and draft proposals; - knowledge of Rwanda National Planning Systems; - knowledge of performance contracts process and indicators; - computer skills; - organisational 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
	Monitoring and Evaluation	Monitoring and Evaluation Specialist	<p>A0 in Economics, Management, Project Management, Development Studies, Business Administration with 3 years of working experience or Master's Degree in Economics, Management, Project Management, Development Studies, Business Administration.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge of monitoring and evaluation concepts, systems and tools; - knowledge to conduct monitoring exercises; - computer skills; - organisational skills; - communication skills; - high analytical skills; - complex problem solving; - time management skills; - team working skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Integrated Development Planning Specialist	Integrated Development Planning Specialist	<p>A0 in Economics, Management, Project Management, Development Studies, Business Administration with 3 years of working experience or Master's Degree in Economics, Management, Project Management, Development Studies, Business Administration.</p> <p><u>Key technical skills and 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 drafting action plans and operational plans; - knowledge to conduct policy and analysis and draft proposals; - knowledge of Rwanda National Planning Systems; - knowledge of integrated, evidence based planning; - knowledge in integrated planning improvement of integrated operations analysis and improvement; - computer skills; - organisational skills; - communication skills; - high analytical and complex problem solving skills; - judgment and 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
	Twining & Partnership Development	Twining & Partnership Development Officer	<p>A0 in Political Science, Development Economics, Development Studies, Sociology, Social Work, Public Administration, Administration Sciences.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - understanding of cultural differences; - knowledge and understanding of the population welfare and issues; - knowledge and capacity to plan, deliver and monitor relevant and appropriate programs and interventions; - knowledge and capacity to expand networks and linkages with national and international organisations; - skills in increasing opportunities for organisations to influence government policy; - creative skills in networking opportunities and develop new resources; - computer skills; - organisational skills; - communication skills; - high analytical and complex problem solving skills; - judgment and 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
	Statistics	Statistian	<p>A0 in Statistics, Applied Mathematics and Economics</p> <p><u>Key technical skills and 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, analysing statistical data and applying statistical techniques; - computer skills; - organisational skills; - communication skills; - high analytical skills; - complex problem solving; - time management skills; - team working skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Sectoral Decentralisation Coordination	Sectoral Decentralisation Coordination Specialist	<p>A0 in Public Administration, Socio Economics, Administrative Sciences, Political Sciences with 3 years of working experience or Master's Degree in Public Administration, Administrative Sciences, Socio Economics, Political Sciences.</p> <p><u>Key technical skills and knowledge required</u></p> <ul style="list-style-type: none"> - knowledge of cross - cutting issues in governance assessments; - knowledge of decentralisation process; - coordination skills; - knowledge of all decentralised services; - knowledge of all characteristics of the local government system; - knowledge of history and administrative status of Rwanda local government; - excellent knowledge of scope, challenges and problems concerning local development and decentralisation service delivery; - knowledge of concepts and forms of decentralisation; - computer skills; - organisational skills; - communication skills; - high analytical skills; - complex problem solving; - time management skills; - team working skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
Sub - Total				8

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Directorate General of Territorial Administration & Good Governance	Director General	Director General of Territorial Administration & Good Governance	<p>A0 in Public Administration, Political Sciences, Sociology, social Work, Administrative Sciences, Development Studies, Management, Economics with 5 years of working experience including 2 years in managerial position, or Master's Degree in Public Administration, Political Sciences, Sociology, social Work, Administrative Sciences, Development Studies, Management, Economics with 3 years of working experience including 1 year in managerial position.</p> <p><u>Key Technical Skills & Knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge in all aspects of territorial administration and good governance; - excellent knowledge of scope, challenges and problems concerning local development and decentralisation service delivery; - knowledge of approaches or models for building better governance; - knowledge of the legislative background of local government entities; - knowledge of performance contracts process and indicators; - knowledge of administrative issues; - skills of all good governance standard for public services; - a solid understanding of rural development with a focus on participatory processes, joint management; - good contextual knowledge of local issues, community priorities, organisational relationships, social and cultural constraints and realities and environmental conditions; - excellent leadership skills; - computer skills; - organisational skills; - communication skills; - high analytical & complex problem solving skills; - judgment & decision making skills. 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Territorial Administration	Territorial Administration Specialist	<p>A0 in Public Administration, Political Sciences, Administrative Sciences, Sociology, Social Work, Development Studies, Management, Economics with 3 years of working experience or Master's Degree in Public Administration, Political Sciences, Administrative Sciences, Sociology, Social Work, Development Studies, Management, Economics.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge of scope, challenges and problems concerning local development and decentralisation service delivery; - knowledge of approaches or models for building better governance; - knowledge of the legislative background of local government entities; - knowledge of administrative issues; - skills of all good governance standard for public services; - understanding of rural development, with a focus on participatory processes, joint management; - good contextual knowledge of local issues, community priorities, organisational relationships, social and cultural constraints and realities and environmental conditions; - computer skills; - organisational skills; - communication skills; - high analytical and 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
	Territorial Administration	Territorial Administration Officer	<p>A0 in Public Administration, Political Sciences, Administrative Sciences, Sociology, Social Work, Development Studies, Management, Economics.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge of scope, challenges and problems concerning local development and decentralisation service delivery; - knowledge of approaches or models for building better governance; - knowledge of the legislative background of local government entities; - knowledge of administrative issues; - skills of all good governance standard for public services; - understanding of rural development with a focus on participatory processes, joint management; - good contextual knowledge of local issues, community priorities, organisational relationships, social and cultural constraints and realities and environmental conditions; - computer skills; - organisational 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. 	4

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Local Government Financial Analysis	Local Government Financial Officer	<p>A0 Economics, Management, Business Administration, Accounting, Finance.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge of Rwanda's financial management standards and procedures; - knowledge of financial analysis and accounting principles and practices; - knowledge of Rwanda Public Financial Law; - knowledge of scope, challenges and problems concerning local development and decentralisation service delivery; - communication skills; - strong IT skills, particularly in Financial Software (SMART IFMIS); - time management skills; - judgment and decision making skills; - complex problem solving; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	2
	DASSO Affairs	DASSO Affairs Coordinator	<p>A0 with 3 years of working experience and be a former Commissioned Officer from Security Services or Master's Degree and be a former Commissioned Officer from Security Services.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - strong connection with other Rwanda security organs; - knowledge of administrative status of local government security issues; - collaboration skills; - supervision and coordination skills; - training skills; - time management skills; - judgment and decision making skills; - complex problem solving; - 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
		DASSO Affairs Officer	<p>A0 and be a former Commissioned Officer from Security Services or Master's Degree and be a former Commissioned Officer from Security Services.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - strong connection with other Rwanda security organs; - knowledge of administrative status of local government security issues; - collaboration skills; - supervision and coordination skills; - training skills; - time management skills; - judgment and decision making skills; - complex problem solving; - 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
	Civil Society Organization and Media	Civil Society Organisation and Media Officer	<p>A0 in Political Science, Public Policy, Media, Development Studies, and Law, Communication, Public Relations, Journalism, Sociology and, Social Work.</p> <p><u>Key technical skills and knowledge required :</u></p> <ul style="list-style-type: none"> - a good knowledge of the politics and organisation policies and procedures of the Republic of Rwanda; - interaction skills with media organisations; - knowledge on CSO development in Rwanda; - skills in interpreting different laws and regulations related to politics and religions; - excellent communication skills both oral and in writing; - excellent interpersonal skills; - report writing and presentation skills; - creativity and initiative; - good organisational and time management skills, - team working skills; - effective public relations and public speaking skills; - interviewing skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Good Governance and Decentralisation Policy	Good Governance and Decentralisation Policy Officer	<p>A0 in Public Administration, Political Sciences, Administrative Sciences, Sociology, Social Work, Development Studies, Management, Economics or Master's Degree in Public Administration, Political Sciences, Administrative Sciences, Social Work, Sociology, Development Studies, Management, Economics.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge in all aspects of good governance; - knowledge of scope, challenges and problems concerning local development and decentralisation service delivery; - knowledge of approaches or models for building better governance; - knowledge of the legislative background of local government entities; - knowledge of administrative issues; - skills of all good governance standard for public services; - good contextual knowledge of local issues, community priorities, organisational relationships, social and cultural constraints and realities, and environmental conditions; - computer skills; - organisational skills; - communication skills; - judgment and decision making skills; - time management skills; - team working skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
Sub - Total				12

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Directorate General of Social Affairs and Community Development	Director General	Director General of Social Affairs and Community Development	<p>A0 in Public Administration, Political Sciences, Administrative Sciences, Sociology, Social Work, Development Studies, Management, Economics, Education Sciences with 5 years of working experience including 2 years in managerial position, or Master's Degree in Public Administration, Political Sciences, Administrative Sciences, Sociology, Social Work, Development Studies, Management, Economics, Education Science with 3 years of working experience including 1 year in managerial position.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge in all aspects of social affairs and community development programmes; - knowledge of integrated local development initiatives; - knowledge of the social protection programmes; - knowledge of approaches or models for building better governance; - skills in good planning mechanisms for community development; - knowledge of the legislative background of Rwandan community and welfare; - knowledge of administrative issues; - skills of all good governance standard for public services; - a solid understanding of rural development, with a focus on participatory processes, joint management; - good contextual knowledge of local issues, community priorities, organisational relationships, social and cultural constraints and realities, and environmental conditions; - excellent leadership skills; - computer skills; - organisational skills; - communication skills; - high analytical & complex problem solving skills. 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Social Protection Programs	Social Protection Programs Specialist	<p>A0 in Sociology, Social Work, Clinical Psychology, Education Sciences, Development Studies, Economics, Public Policy, Management, Administrative Sciences, Public Administration with 3 years of working experience or Master's Degree in Sociology, Social Work, Clinical Psychology, Education Sciences; Development Studies, Economics, Public Policy, Management, Administrative Sciences, Public Administration.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge in all aspects of social issues; - knowledge of community development programmes and perspectives; - knowledge of the social protection programmes; - knowledge of the legislative background of Rwandan community and welfare; - knowledge in technical and policy issues related to social protection; - knowledge in social and economic development contexts; - understand and knowledge of cross - sectoral policy areas, particularly with respect to intersection of social safety nets, social insurance, education, skills and labour policy; - skills in dealing with social protection multilateral institutions; - computer skills; - organisational skills; - communication skills; - high analytical and complex problem solving skills; - judgment and 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
	Social Protection Programs	Social Protection Programs Officer	<p>A0 in Sociology, Social Work, Clinical Psychology, Education Sciences, Development Studies, Economics, Public Policy, Management, Administrative Sciences, Public Administration.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge in all aspects of social issues; - knowledge of community development programmes and perspectives; - knowledge of the social protection programmes; - knowledge of the legislative background of Rwandan community and welfare; - knowledge in technical and policy issues related to social protection; - knowledge in social and economic development contexts; - understand and knowledge of cross - sectoral policy areas, particularly with respect to intersection of social safety nets, social insurance, education, skills and labour policy; - skills in dealing with social protection multilateral institutions; - computer skills; - organisational skills; - communication skills; - high analytical and complex problem solving skills; - judgment and 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
	Local Economic Development	Local Economic Development Specialist	<p>A0 in Development Studies, Economics, Management, Administrative Sciences, Public Administration, Public Policy with 3 years of working experience or Master's degree in Development Studies, Management, Administrative Sciences, Economics, Public Administration, Public Policy.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge of community development programmes and perspectives; - knowledge of principles and practices of local economic development concept; - knowledge in local, regional and state programs and/or incentives benefiting economic development initiatives and projects; - strong skills on aptitude on public administration and management of development project in the public sector; - skills in dealing with development partners; - computer skills; - organisational skills; - communication skills; - high analytical and complex problem solving skills; - judgment and 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
	Community Development and Umuganda	Community Development and Umuganda Officer	<p>A0 in Development Studies, Economics, Management, Administrative Sciences, Public Administration, Rural Development, Political Science, Sociology, and Social Work .</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge of community development programmes and perspectives; - knowledge of different development approaches; - knowledge in elaboration of Umuganda policies, programs and relevant indicators; - computer skills; - organisational skills; - communication skills; - high analytical and complex problem solving skills; - judgment and decision making skills; - time management skills; - mobilisation 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
	Social Welfare	Social Welfare Officer	<p>A0 in Social Work, Sociology and Development Studies.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge of the social welfare development; - knowledge of different community development approaches; - computer skills; - organisational skills; - communication skills; - high analytical and complex problem solving skills; - judgment and decision making skills; - time management skills; - mobilisation skills; - team working skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Social Protection Management Information System	Social Protection Management Information System Specialist	<p>A0 in Social Sciences, Public Policy, Information Communication and Technology, Statistics with 3 years of working experience or Master's Degree in Social Sciences, Public Policy, Information Communication and Technology, Statistics.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge of the social welfare development; - knowledge of different community development approaches; - knowledge in National Social Protection Strategy; - knowledge in Social Protection Policies; - skills in co-ordination and capacity on social protection; - skills in increasing awareness of the benefits of national social protection programmes; - computer skills; - organisational skills; - communication skills; - judgment and decision making skills; - time management skills; - mobilisation 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
Sub - Total				7
General Directorate of LG Inspection	General Director	General Director of LG Inspection	<p>A0 in Social Sciences, Public Policy, Development Studies, Economics, Business Administration with 5 years of working experience including 2 years in managerial position, or Master's Degree in Social Sciences, Public Policy, Development Studies, Economics, Economics, Business Administration with 3 years of working Experience including 1 year in managerial position.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - excellent knowledge of scope, challenges and problems concerning local development and decentralisation of service delivery; - developed skills in organising regular and on spot filed inspection; - good contextual knowledge of local issues, community priorities, organisational relationships, social and cultural constraints and realities, and environmental conditions; - excellent organisation and leadership skills; - knowledge in all aspects of social protection programmes; and LG service delivery ; - knowledge of integrated local development initiatives; - developed computer skills; - excellent communication skills. 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	LG Inspector	Inspector	<p>A0 in Social Sciences, Public Administration, Population Studies, Development Studies, Finance, Accounting, Management, Law, Economics and ICT with 3 years working experience or Master's in Social Sciences, Public Administration with 3 years of working experience or Master's degree in Social Sciences, Public Administration, Population Studies, Development Studies, Finance, Accounting, Management, Law, Economics and ICT.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge of national social protection programmes and local government service delivery; - knowledge of the legislative framework on social protection ; - knowledge of the legislative framework around local government services; - knowledge in technical and policy issues related quality services; - knowledge and skills to conduct regular and on sport inspections; - knowledge in technical and policy issues related to social protection and service delivery; - knowledge of decentralised services; - high analytical and complex problem solving skills; - judgment and decision making skills; - understand and knowledge of cross- sectoral policy areas, particularly with respect to intersection of social safety nets, social and health insurance, child nutrition and education; - competent in computer skills; - excellent communication skills. 	6
Sub-total				7

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
Administration and Finance Unit	Director of Unit	Director of Administration and Finance Unit	<p>Bachelor's degree in Accounting, Public Finance, Accounting with at least 3 years working experience or Master's degree in Accounting, Public Finance, Accounting with at least 1 year working experience. Having professional qualification recognised by IFAC (CPA, etc) is an added advantage.</p> <p><u>Key technical skills and knowledge required:</u></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	Type of Job position linked to the Job	Job Profile	Proposed jobs
	ICT	ICT Specialist	<p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with 3 years of working experience or Master's Degree in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering.</p> <p><u>Key Technical Skills & Knowledge required:</u></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; - leadership skills; - interpersonal skills; - communication skills; - negotiation skills; - problem solving skills; - analytical skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Administrative Liaison	Administrative Liaison Officer	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management, Administrative Sciences, Sociology, Social Work, Law.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - office management skills; - excellent communication, organisational, 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
	Accountant	Accountant	<p>A0 in Accounting, Finance, Management with specialisation in Finance / Accounting or professional qualification recognised by IFAC (ACCA, CPA, etc).</p> <p><u>Key technical skills and knowledge required</u></p> <ul style="list-style-type: none"> - knowledge of cost analysis technics; - planning and organisational 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 analyse, understand and discuss new program designs; - deep understanding of financial accounts ; - complex problem solving; - time management skills; - teamworking skills; - flexibility skills; - interpersonal skills; - fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1

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, Economics, and Management,</p> <p><u>Key technical skills and knowledge required:</u></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; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Logistics Management	Logistics Officer	<p>A0 in Management, Accounting, Finance, Store Management, Public Administration, Economics, 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; - organisational skills; - computer skills; - communication skills; - report writing and 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
	Human Resources Management	Human Resources Officer	<p>A0 in Human Resource Management, Management, Public Administration, Administrative Sciences.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge of analysis of the existing system including policies, strategies and plans related to human resources; - knowledge in the development of human resources policies and procedures; - leadership skills; - high analytical skills; - report writing and presentation skills; - computer literate; - coordination, planning and organisational skills; - interpersonal skills; - collaboration and team working skills; - effective communication skills; - administrative skills; - time management skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1

Administrative Unit	Job Title	Type of Job position linked to the Job	Job Profile	Proposed jobs
	Database and Application Administration	Database and Application Administrator	<p>A0 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering or A1 in Computer Science, Software Engineering, Computer Engineering, Information and Communication Technology, Information Management System, Electronics and Telecommunication Engineering with a Certifications in A+, N+ is required, Certifications in CCNA, MCSE, MCSA, MCTs (NET), LAMP/WAMP Framework or MCITP are an added advantage.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge of Rwanda's ICT Policies and Strategies; - proficient in web application security and database security; - knowledge of all database vendor versions; - proficient in designing, writing, editing, and debugging programs and databases; - interpersonal skills; - communication skills; - negotiation skills; - problem solving skills; - analytical skills; - 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><u>Key technical skills and knowledge required:</u></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; - 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
	Caller Center	Caller Center	<p>A0 in Communication, Public Relations, Development Studies, Social Work, Sociology, Public Administration, Administrative Sciences, Rural Development, and Political Science.</p> <p><u>Key technical skills and knowledge required :</u></p> <ul style="list-style-type: none"> - excellent communication skills both oral and in writing - IT skills; - excellent interpersonal skills; - report writing and presentation skills; - good organisational and time management skills; - team working skills; - effective public relations and public speaking skills; - interviewing skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Documentation and Archives	Documentation and Archives Officer	<p>A1 in Library and Information Science, Office Management or A1 in Library Information, Office Management and Bibliotechnology.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - proficiency in information technology; - computer literacy; - bookkeeping skills; - knowledge of integrated document management; - knowledge of archive management software; - knowledge of the Documentation Management System (DMS) would be an advantage; - organisational skills; - interpersonal skills; - planning skills; - communication skills; - report writing and presentation skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	M

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, Journalism, International Relations, 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; - organisational skills; - excellent communication skills; - computer skills; - fluent in Kinyarwanda, English and/or French; knowledge of all is an advantage. 	1
	Head of Central Secretariat	Head of Central Secretariat	<p>A1 in Secretariat Studies, Office Management, Library and Information Science with 2 years of working experience or A0 in Public Administration, Administrative Sciences, Management, Sociology, Social Work, Law, Library and Information Science.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge of office administration; - communication skills; - computer skills; - interpersonal skills; - organisational skills; - stress management skills; - time management skills; - bookkeeping skills; - analytical and 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, Management, Administrative Sciences, Sociology and Social Work, Law</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge of office administration; - communication skills; - computer skills; - interpersonal skills; - organisational skills; - stress management skills; - time management skills; - bookkeeping skills; - analytical and problem solving skills; - decision making skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
	Secretary	Secretary to DAF	<p>A1 in Secretariat Studies, Office Management or A0 in Public Administration, Management, Administrative Sciences, Sociology, Social Work, Law.</p> <p><u>Key technical skills and knowledge required:</u></p> <ul style="list-style-type: none"> - knowledge of office administration; - communication skills; - computer skills; - interpersonal skills; - organisational skills; - stress management skills; - time management skills; - bookkeeping skills; - analytical and problem solving skills; - decision making skills; - fluent in Kinyarwanda, English and/ or French; knowledge of all is an advantage. 	1
Sub - Total				15
GRAND TOTAL				63

Official Gazette n° Special of 14/09/2016

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°210/03 ryo ku wa 14/09/2016 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisitiri y'Ubutegetsi bw'Igihugu

Kigali, ku wa 14/09/2016

(sé)
MUREKEZI Anastase
Minisitiri w'Intebe

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

Bibonywe kandi bishyizweho Ikirango cya Repubulika :

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

Seen to be annexed to the Prime Minister's Order n° 210/03 of 14/09/2016 determining mission and functions, organisational structure, salaries and fringe benefits for employees in the Ministry of Local Government

Kigali, on 14/09/2016

(sé)
MUREKEZI Anastase
Prime Minister

(sé)
UWIZEYE Judith
Minister of Public Service and Labour

Seen and Sealed with the Seal of the Republic:

(sé)
BUSINGYE Johnston
Minister of Justice / Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n°210/03 du 14/09/2016 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère de l'Administration Locale

Kigali, le 14/09/2016

(sé)
MUREKEZI Anastase
Premier Ministre

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

Vu et scellé du Sceau de la République :

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

**UMUGEREKA WA III W'ITEKA RYA
MINISITIRI W'INTEBE N°210/03
RYO KU WA 14/09/2016 RIGENA
INSHINGANO, IMBONERAHAMWE
Y'IMYANYA
Y'IMIRIMO, IMISHAHARA
N'IBINDI BIGENERWA ABAKOZI
MURI MINISITERI Y'UBUTEGETSI
BW'IGIHUGU (MINALOC)**

**ANNEX III TO THE PRIME MINISTER'S
ORDER N° 210/03 OF 14/09/2016
DETERMINING MISSION AND
FUNCTIONS, ORGANISATIONAL
STRUCTURE, SALARIES AND FRINGE
BENEFITS FOR EMPLOYEES IN THE
MINISTRY OF LOCAL GOVERNMENT
(MINALOC)**

**ANNEXE III DE L'ARRETE DU PREMIER
MINISTRE N° 210/03 DU 14/09/2016
PORTANT MISSION ET FONCTIONS,
STRUCTURE ORGANISATIONNELLE,
SALAIRES ET AVANTAGES ACCORDES
AU PERSONNEL DU MINISTERE DE
L'ADMINISTRATION LOCALE
(MINALOC)**

MINALOC SALARY STRUCTURE

POST	I.V	Level	Index	Basic Salary	Gross Salary (Rwf/Month)
Permanent Secretary	441	F	2,869	1,265,229	1,613,167
Director General of Territorial Administration & Good Governance	400	2.III	1,890	756,000	1,082,378
Advisor to the Minister	400	2.III	1,890	756,000	1,082,378
Director General of Local Government, Planning, M&E	400	2.III	1,890	756,000	1,082,378
Director General of Social Affairs and Community Development	400	2.III	1,890	756,000	1,082,378
Director General of LG Inspection	400	2.III	1,890	756,000	1,082,378
Advisor to the Minister of State	400	2.III	1,890	756,000	1,082,378
Director of Finance and Administration Unit	400	3.II	1,369	547,600	812,757
Legal Advisor	400	3.II	1,369	547,600	784,008
HRM Specialist	400	3.II	1,369	547,600	784,008
Corporate Planning Specialist	400	3.II	1,369	547,600	784,008
Planning and Local Government Imihigo Specialist	400	3.II	1,369	547,600	784,008
Monitoring & Evaluation Specialist	400	3.II	1,369	547,600	784,008
Integrated Development Planning Specialist	400	3.II	1,369	547,600	784,008
Sectoral Decentralization Coordination Specialist	400	3.II	1,369	547,600	784,008
DASSO Affairs Coordinator	400	3.II	1,369	547,600	784,008
LG Inspectors	400	3.II	1,369	547,600	784,008
Territorial Administration Specialist	400	3.II	1,369	547,600	784,008
Social Protection Programs Specialist	400	3.II	1,369	547,600	784,008
Social Protection MIS Specialist	400	3.II	1,369	547,600	784,008
Local Economic Development Specialist	400	3.II	1,369	547,600	784,008

Official Gazette n° Special of 14/09/2016

ICT Specialist	400	3.II	1,369	547,600	784,008
Territorial Administration Officers	350	4.III	1,313	459,550	651,576
LG Financial Analysis Officer	350	4.III	1,313	459,550	651,576
Community Development and Umuganda Officer	350	4.III	1,313	459,550	651,576
Good Governance and Decentralization Policy Officer	350	4.II	1,141	399,350	566,221
Social Protection Program Officer	350	4.II	1,141	399,350	566,221
Twinning & Partnerships Development Officer	350	4.II	1,141	399,350	566,221
CSO and Media Affairs Officer	350	4.II	1,141	399,350	566,221
Social Welfare Officer	350	4.II	1,141	399,350	566,221
Statistician	350	4.II	1,141	399,350	566,221
Network and System Administrator	350	4.II	1,141	399,350	566,221
Database and application Officer	350	4.II	1,141	399,350	566,221
Human Resources Officer	350	4.II	1,141	399,350	566,221
Public Relations and Communication Officer	350	4.II	1,141	399,350	566,221
DASSO Officer	350	4.II	1,114	389,900	552,823
Budget Officer	350	5.II	951	332,850	471,934
Accountant	350	5.II	951	332,850	471,934
Procurement Officer	350	5.II	951	332,850	471,934
Logistics Officer	350	5.II	951	332,850	471,934
Administrative Liaison Officer	350	5.II	951	332,850	471,934
Internal Auditor	350	5.II	951	332,850	471,934
Administrative Assistant to the Minister	350	5.II	951	332,850	471,934
Administrative Assistant to the Minister of State	350	5.II	951	332,850	471,934
Administrative Assistant to the PS	350	5.II	951	332,850	471,934

Official Gazette n° Special of 14/09/2016

Customer Care Officer	350	6.II	793	277,550	393,526
Call Center Officer	350	6.II	793	277,550	393,526
Documentation & Archives	350	6.II	793	277,550	393,526
Head of Central Secretariat	350	7.II	660	231,000	327,525
Secretary	350	8.II	508	177,800	252,095
Secretary to DAF Unit	350	8.II	508	177,800	252,095

Official Gazette n° Special of 14/09/2016

Bibonywe kugira ngo bishyirwe ku mugereka w'Iteka rya Minisitiri w'Intebe n°210/03 ryo ku wa 14/09/2016 rigena inshingano, imbonerahamwe y'imyanya y'imirimo, imishahara n'ibindi bigenerwa abakozi muri Minisitiri y'Ubutegatsi bw'Igihugu

Kigali, ku wa **14/09/2016**

(sé)

MUREKEZI Anastase
Minisitiri w'Intebe

(sé)

UWIZEYE Judith
Minisitiri w'Abakozi ba Leta n'Umurimo

Bibonywe kandi bishyizweho Ikirango cya Repubulika :

(sé)

BUSINGYE Johnston
Minisitiri w'Ubutabera / Intumwa Nkuru ya Leta

Seen to be annexed to the Prime Minister's Order n° 210/03 of 14/09/2016 determining mission and functions, organisational structure, salaries and fringe benefits for employees in the Ministry of Local Government

Kigali, on **14/09/2016**

(sé)

MUREKEZI Anastase
Prime Minister

(sé)

UWIZEYE Judith
Minister of Public Service and Labour

Seen and Sealed with the Seal of the Republic:

(sé)

BUSINGYE Johnston
Minister of Justice / Attorney General

Vu pour être annexé à l'Arrêté du Premier Ministre n° 210/03 du 14/09/2016 portant mission et fonctions, structure organisationnelle, salaires et avantages accordés au personnel du Ministère de l'Administration Locale

Kigali, le **14/09/2016**

(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